

POLICY MANUAL

SHIRE OF LAVERTON

PREFACE

What is a Policy?

A Policy establishes rules by which the business of Council is conducted. It provides for a consistent approach to a given circumstance and is a statement that will be of considerable benefit to guide and assist Councillors, Staff and the Community in understanding the objectives of Council.

Preparation of the Policy Manual.

This loose leaf manual has been prepared following a review of policies made in previous years and also includes some new additions.

Readers will note a few policies also include additional information which can be described as 'Policy Objectives'. Over a period of time it is also intended to amend the rest of the manual to bring all policies into the same context. The additional information will bring more depth, meaning and understanding to the intent of the relevant policy.

The subject of indexing has been approached on three fronts:

- A Table of Contents
- A Subject Section Index
- An Alphabetical Index

Changes to Policy.

From a historical perspective the Shire has had policies spanning back over a long period of time. However, the form of the current Policy Manual has its origins linked to May 1997 with mostly annual reviews since then. Whilst it would have been preferable to trace all of the changes since 1997, the style of recording over the years has made this a very difficult task.

Consequently, this has been abridged to detail what is readily available together with the intent to record all future changes in a "bibliography" using such keywords as "adopted", "amended", "re-affirmed" or "revoked" as the case may be.

Finally, the manual will be subject of ongoing review with amendments and additions to keep in vogue with current requirements. When these changes occur, Councillors and Staff will be provided with amended copies of relevant policies and requested to keep their manuals updated.

Distribution.

Copies of the Policy Manual will be distributed on the following basis:

- All Councillors (9)
- CEO
- DCEO
- Front Counter
- Library
- Depot

Steven J Deckert
Chief Executive Officer

February 2010

POLICY MANUAL

LOOSE-LEAF REPLACEMENT PAGES – No. 1, 27 March 2012

FILING INSTRUCTIONS

To be retained in front of the table of contents.

REMOVE EXISTING PAGES

INSERT NEW PAGES

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2.18	Purchasing	2.18	Purchasing
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5.17	Staff Training	5.17	Staff Training
6.	PROPERTIES	6.	PROPERTIES
7.	TOWN PLANNING	7.	TOWN PLANNING
8.	ENGINEERING	8.	ENGINEERING
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10.1	Camping Out	10.1	Camping Out
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S J Deckert
Chief Executive Officer

27 March 2012

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1. POLICY MANUAL

1.1 Policy Manual - **Revoked 22/02/2011**

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2. ADMINISTRATION

2.1 Disclaimer

Council has adopted as policy the following Disclaimer which is to be displayed in the Administration Office in a prominent position. Visitors to the Council and customers must be made aware of the Disclaimer.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the **Shire of Laverton** for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. The **Shire of Laverton** disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the **Shire of Laverton** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Laverton**. The **Shire of Laverton** warns that anyone who has an application lodged with the **Shire of Laverton** must obtain and only should rely on **Written Confirmation** of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Laverton** in respect of the application.

Bibliography			
Originally adopted	15/5/1997	Re-affirmed	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.2 Election Signs

Council will allow erection of approved signs for candidates in Federal, State and Local Government elections on the following conditions:-

- (1) Signs must first be submitted to the Chief Executive Officer to ensure they are not offensive in nature.
- (2) Payment of a one hundred dollar (\$100) deposit which will be refundable if signs are all removed within seventy two hours of Election Day.
- (3) If signs have not been removed within seventy two hours, the Council's workforce will remove them and the deposit will be forfeited.

Bibliography			
Originally adopted	15/5/1997	Re-affirmed	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.3 Australian Flag

The Australian flag is to be flown at half mast on the death of a resident or past resident of the Shire of Laverton, until after the funeral.

Bibliography

Originally adopted	15/5/1997	Amended	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.4 Native Title Claims

It is Council policy that immediately following the receipt of any Native Title Claim involving land within the Laverton Shire, that the Chief Executive Officer is to register an interest in the application and to inform the parties of Council's position, being:

1. Although the Shire of Laverton (the Shire) is not directly affected by the native title applications at present, except to the extent as discussed at point 3, it must be able to continue to go about its lawful business, fulfilling its objects and purposes in the service of its constituents (including aboriginal people), in a timely fashion.
2. The Shire is interested also to ensure that industry and business operating within its boundaries is also able to continue to go about its lawful business, for the existing and future betterment of the Shire's constituents.
3. With regards to all reserves vested in Council and other land under the care, control and management of Council, including but not limited to:- road reserves and public roadways, gravel reserves, mining tenements, recreation reserves, drainage reserves, pedestrian access ways, community purpose reserves and so on, Council is of the opinion that these reserves have been vested in Council for their care, control and management on behalf of all residents of the Shire of Laverton, and accordingly, all such reserves and other lands should be excluded from the native title application.
4. The Shire is anxious that the native title determination applications be dealt with as quickly as possible, so that the objectives under paragraphs 1 and 2 above can continue to be achieved without undue frustration and interference.
5. The Shire does not express a view as to whether or not any of the applicants holds native title over the claimed land. This is not a matter for the Shire. There appears to be, in some cases, disagreement between the applicant groups as to who speaks for the land. Consequently, there must be some doubt about the ability of some of the applicant groups to be able to claim a continuing traditional connection with the land claimed.
6. The Shire is concerned in relation to some claims, about the multiplicity of claims, by different groups over the same areas, and wants to be in a position to know that it can talk to a defined group of people with known rights (where they exist), where the applicant's claim influences the Shire's business and the pursuit of its objects and purposes.
7. In relation to claims where a defined group of people with known rights cannot be determined in respect of these applications quickly (and in the opinion of the Shire, this appears to be the case), then the Shire considers that the applications should be referred to the Federal Court for decision.

Bibliography

Originally adopted	15/5/1997	Re-affirmed	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.5 Proceedings and Prosecutions

It is Council policy that action to commence legal proceedings or prosecutions is not to take place without a prior resolution of the Council unless a formal delegation is in place (e.g. recovery of debts).

Where an officer has investigated a breach or an offence against any Council local law, Town Planning Scheme or any Act or Regulation, the officer shall report to the Council and make a formal recommendation on whether legal action is deemed necessary to deal with the matter.

Where in the opinion of the officer it is not in the interests of the Council or the public to include the names and personal details of persons who are the subject of the recommendation for prosecution, such details other than necessary to describe the place and nature of the offence is not to be recorded in the recommendation.

Bibliography

Originally adopted	15/5/1997	Re-affirmed	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.6 Tender Procedures

Introduction

The Local Government Act 1995 (Section 3.57) provides that "A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services."

Part 4 of the Local Government (Functions & General) Regulations 1996, gives specific direction with regard to the calling of tenders such as monetary values, tender registers, time allowed to submit tenders, choice of Tenderer etc.

Objective

This Policy seeks to define the operating procedures to be followed by staff of the Shire of Laverton when entering in to the process of inviting tenders for works, so that compliance with the Local Government Act 1995 is achieved and the integrity of the tender process is maintained.

Policy Statement

That in relation to the inviting of any tenders, the following policy procedures are to apply:

1. A lockable tender box is to be provided and kept at the front counter of the Shire Office during the tender period.
2. For each tender invited, a tender reference number shall be allocated and such number shall be quoted in the heading of all tender advertisements and shall be quoted in all references to the particular tender, i.e. on the Council correspondence, files, Council Minutes, Agendas, etc
3. A tender document is to be prepared in the format required by Regulation 14(4) of the Local Government (Functions & General Regulations) 1996 and circulated to prospective tenderers for their compulsory use in tendering to Council. The tender document is to include selection criteria approved by the Chief Executive Officer or Council. The use of such form is optional in the case of procurements worth less than \$100,000.
4. Notices inviting tenders for any item/s, works, etc which are provided for in the Council's budget or works program may be placed with the approval of the Chief Executive Officer (Delegation 13).
5. Advertisements or specifications are to indicate where the goods or services are to be delivered/supplied to and "canvassing of Councillors will disqualify".
6. Tender notices shall insist that all tenders be clearly marked, and in a sealed envelope.
7. Tenders submitted by the medium of facsimile machine shall not be accepted. Email through a recognised tender format (i.e. Council Link or similar) will be accepted and downloaded by staff once tenders have closed.
8. Tenders shall be opened where possible in the presence of the Chief Executive Officer and preferably at least are other Shire officer. They should be opened as soon as possible after the closing date.

2. ADMINISTRATION

2.6 Tender Procedures (Cont'd)

9. In the event of only one tender being received and there being some doubt about the value of the tender, or, in the opinion of the persons opening the tenders that an insufficient number of tenders have been received to determine the fair market value of the work, it may be recommended to Council that it decline to accept any tender and or recall tenders.
10. When it is considered a tender may be non-conforming it must be referred to the Chief Executive Officer to determine whether the tender shall be considered to be non-conforming and as such, rejected.
11. No member, employee or agent of Council shall barter or negotiate with tenderers, albeit perhaps in good faith, in writing and equally with all tenderers, except where full Council has so resolved.

Bibliography			
Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.7 Execution of Documents

It is Council's Policy that, for a document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal. Any documents executed in this manner must be endorsed by Council resolution.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.8 Meetings of Council and Committees – Distribution and Release of Minutes

1. A copy of the minutes of all Council Meetings and Committees Meetings, endorsed with the wording – “Please Note” – These Minutes have yet to be confirmed by Council/Committee as a true record of proceedings,” are to made available for perusal by members of the public at the Council Office and Council Library as soon as possible following each meeting but within the time limits prescribed by Local Government (Administration) Regulation No 13.
2. Any person may be provided with photocopy of any page or pages of any Council Meeting Minutes, on payment of the photocopying charges that apply. Such copies issued that have not been confirmed are to be endorsed with the wording – “Please Note – these Minutes have yet to be confirmed by Council/Committee as a true record of proceedings”.
3. A copy of the Minutes of all Council Meetings, endorsed with the wording “Please Note – These Minutes have yet to be confirmed by Council as a true record of proceedings” are to be forwarded, on request and free of charge, to all media outlets within or servicing the district as soon as possible following each meeting.
4. Any individual or organisation, may, on payment of an annual subscription set by Council each year, have a copy of the Minutes of all Council Meetings, posted to them following each meeting. The minutes are to be endorsed with the wording “Please Note – These Minutes have yet to be confirmed by Council/Committee as a true record of proceeding.” These minutes are to be posted to the subscribers as soon as possible following each meeting.
5. Upon request, a copy of the minutes of all or any council meeting may be posted to Local Members of State or Federal Parliament, free of charge, if unconfirmed, the minutes are to be endorsed with the wording – “Please Note- These minutes have yet to be confirmed by Council as a true record of proceedings”.

Bibliography

Originally adopted	20/05/1999	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.10 Administration Pool Vehicle (160 LA) – Usage Guidelines

Introduction

The administration pool vehicle (160 LA) is generally available for use by Councillors and Staff on official duties.

Objective

To establish basic guidelines and responsibilities for the upkeep and usage of the administration vehicle.

Policy Statement

In relation to the administration vehicle the following procedures are to apply:

1. The vehicle is available for use by Councillors and Staff on official duties. It may also be used on Shire business by visiting Contractors and Consultants.

In any of these scenarios, the vehicle may also be driven by spouse or partner, but only whilst the approved user is also in the vehicle.
2. At his discretion, the Chief Executive Officer may also approve private use of the vehicle.
3. Management of the vehicle shall be the responsibility of the Executive Manager Corporate and Community Services.
4. Notwithstanding item 2, all requests for the loan of this vehicle must be made to the Chief Executive Officer. A current and appropriate motors drivers' licence is to be produced at the time of the request for use of the vehicle.
5. When an application has been approved, the Executive Manager Corporate and Community Services will request the Depot Manager to release the vehicle to the applicant. The vehicle must also be returned to the Depot Manager on completion of the approved usage.
6. A log book in the glove compartment must be completed by the driver at all times stating full details of the trip and location. A fuel card inside the front cover of the log book is available for the Administration Vehicle only. The applicant is to produce tax invoices for fuel and all vehicle associated items incurred on the fuel card.
7. The driver is also required to produce tax receipts for any personal expenditure (i.e., cash or credit card) incurred in regard to usage of the vehicle. Failure to produce the receipts may result in the applicant not being reimbursed for their expenditure.

2. ADMINISTRATION

2.10 Administration Pool Vehicle (LA 160) – Usage Guidelines Cont.

8. Persons granted use of this vehicle must ensure that the interior is clean and tidy when returning the vehicle. The Depot Manager will inspect the vehicle after each trip to monitor these conditions. Persons not complying with this requirement may lose the opportunity to use the vehicle in the future. The Depot Manager will arrange for the vehicle to be washed, refuelled and parked in the depot shed unit further advised.

Bibliography

Originally adopted	21/09/2000	Substituted	22/02/2011
Re-affirmed	24/05/2007	Amended	22/03/2012
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.10 Administration Pool Vehicle (LA 160) – Usage Guidelines Cont.

SHIRE OF LAVERTON
ADMINISTRATION POOL VEHICLE APPLICATION FORM

This form is to be filled out on the understanding that the Guidelines in Policy 2.10 have been read and understood.

NAME:		
PHONE HOME/BUSINESS:		MOBILE:
ADDRESS:		
USAGE DATES:		
NAME OF DRIVER (1):		LICENCE No:
NAME OF DRIVER (2):		LICENCE No:
VEHICLE TO BE RETURNED:	AM	PM
REASON FOR USAGE:		
SIGNATURE OF USER:		
.....Position.....		
APPROVAL GRANTED / DENIED:		
_____		/ /
Chief Executive Officer		Date

2. ADMINISTRATION

2.11 Corporate Credit Cards - Guidelines

Council Corporate Credit Cards are provided for use by the following persons for Council business related expenditure:

- Chief Executive Officer
- Executive Manager Corporate and Community Services

Use of the Corporate Credit Cards is restricted to meeting attendance by officers and councillors and expenditure relating to Council business is required, and cannot be financed by purchase orders or any other means.

Credit Cards are to be used only by the credit card holder only (i.e. the officer named on the card), and personal expenditure on Corporate Credit Cards is prohibited. Rewards schemes such as Fly Buys (if applicable) will be in the name of the Shire of Laverton, and will be redeemed at the discretion of the Chief Executive Officer for Council business related purchases.

Should an employee who holds a credit card terminate their employment with the Shire of Laverton for any reason, they must surrender their credit card to the Deputy Chief Executive Officer or the Chief Executive Officer immediately. All surrendered and expired cards will be destroyed in the presence of a witness, which will be recorded in the credit card register.

The safe keeping of the Corporate Credit Cards and maintenance of a credit card register is the responsibility of the Accountant. Individuals will need to see the Accountant and sign for the credit card, specifying the period of use required and return the card immediately upon arrival back in Laverton. When signing the credit card out on each occasion, the user will also acknowledge the statement on the credit card register outlining the cardholder's responsibilities with regard to safekeeping, procedure for lost cards, legal obligations for the use of the card, and guidelines for expenditure on entertainment.

The cards will remain locked in the safe inside the strong room when not required.

Council staff will ensure that correct procedures are followed when processing payments of credit card statements/accounts, and when purchases via phone, fax or internet are made.

In the event that a cardholder fails to comply with any item of this policy, remedial action will be initiated at the discretion of the Chief Executive Officer, or if the cardholder in question is the Chief Executive Officer, a recommendation for remedial action will be made to Council by the Executive Manager Corporate and Community Services.

Bibliography			
Originally adopted	24/01/2002	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.12 Community Development Manager Vehicle – Usage Guidelines

Introduction

The Community Development Manager vehicle is generally available for use by Councillors and Staff on official duties.

Objective

To establish basic guidelines and responsibilities for the upkeep and usage of the Community Development Manager vehicle.

Policy Statement

In relation to the Community Development Manager vehicle, the following policy procedures are to apply:

1. The vehicle is available for use by Councillors and Staff on official duties.
2. Management of the vehicle is the responsibility of the Community Development Manager. For the sake of clarity, this involves ensuring the vehicle is fuelled, fluids are maintained at the appropriate operating level and the vehicle is kept clean and tidy.
3. The Community Development Manager has commuter use of this vehicle. 'Private use' may be permitted, subject to prior approval being granted by the Chief Executive Officer on each specific occasion, or in accordance with provisions included with the written terms of employment for the Community Development Manager.

Bibliography

Originally adopted	24/04/2006	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.13 Internet & Email Usage

All communication using Council's internet and council facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire of Laverton.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Council's internet resources should not access, and should have no cause to access, material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Employees may occasionally access the internet outside of normal working hours for appropriate private use. This does not include:

- Private business transactions or promotion of private business activities;
- Private advertising on the internet;
- Any political purpose;
- Personal web home pages;
- Recreational games; or
- Social network (eg 'twitter', 'skype', 'facebook', etc)

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

Objective

Internet access is provided to employees as a business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

Responsibility

Council may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Council's internet and or email facilities.

Bibliography			
Originally adopted	24/04/2006	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

2. ADMINISTRATION

2.14 Sheila Laver Award

Introduction

The Sheila Laver Award is a prestigious award presented by Council to recognise the contribution to the community by a person or persons who have made significant efforts in improving the quality of life for residents of the Shire of Laverton.

The award is named in honour of Miss Sheila Laver, a granddaughter of Dr Charles Laver and a pioneer of the Laverton district. Miss Laver was a former resident and strong supporter of Laverton. The inaugural award was presented to Miss Laver in recognition of her services to the community.

Objective

The award will usually be made annually and the recipient is also known as Laverton's "Citizen of the Year".

Policy Statement

The following guidelines will apply:

1. Since its inception in 1998, the Sheila Laver Citizenship Award has been presented annually to a member of the Laverton community chosen by Council from a list of nominees put forward by members of the Laverton Community.
2. Any individual who has made a noteworthy contribution to the community during the current year and/or has given outstanding service to the community over a number of years is eligible to be nominated.
3. Nominations will open on 1 June each year and the opportunity for the community to make nominations will be advised annually in the "Sturt Pea" during the months of June and July.
4. Nominations will close on 31 July each year.
5. After the close of nominations, the CEO is to prepare a confidential report for Council's consideration at the September meeting.
6. In considering the nominations received, Council shall take into account:
 - Whether the nominee has made a significant contribution to the community.
 - Whether the nominee has inspiring qualities as a role model for the community.
 - Whether the nominee has demonstrated leadership on a community issue resulting in the enhancement of community life.
 - Whether the nominee has significant initiative which has brought about positive change and added value to community life.

2. ADMINISTRATION

2.14 Sheila Laver Award (Cont'd)

7. The following provisos will also be taken into account:

- Awards will not be made posthumously.
- Nominees should reside within the Shire of Laverton.
- Groups of people (2 or more people) will not be eligible.
- A person cannot receive the award twice.
- Unsuccessful nominees may be nominated in future years.
- Joint winners may be considered in special circumstances.

8. Previous Award Winners are:-

1998	Sheila Laver
1999	Sue Long
2000	Patrick Hill
2001	Eleanor Hill
2002	Murray Thomas
2003	Jim Carter
2004	Bert and Beryl Davis
2005	Bill Thompson
2006	Cheryl Noah
2007	Regina Sullivan
2008	Peter and Maureen Hill
2009	John and Ann Nelson
2010	Chris Brennan
2011	Laurinda Hill

Bibliography

Originally adopted	18/06/2009	Amended	22/03/2012
Amended	17/06/2010		
Substituted	22/02/2011		



Nomination Form

Sheila Laver Award

Persons who have made a noteworthy contribution during the current year and/or given outstanding service to the community over a number of years shall be eligible. (Please see reverse side of this form for Council's section criteria for nomination.)

Nominations close on 31 July each year

Details of person being nominated:

Family name: _____

Given names: _____

Occupation: _____

Private address: _____

Telephone number (private): _____

Telephone number (business): _____

Date of Birth: _____ Marital Status: _____ Children: _____

Contribution/s to the community for which the person is nominated:

Other significant contribution/s and achievements (*Note: Provide detailed information please. Assume the selection panel know nothing about the nominee*): _____

Past/present membership of Community/Sporting/Professional bodies etc: _____

Proposer

Name: _____

Position: _____

Address: _____

Telephone: _____

Organisation represented (if any):

Signature: _____ Date: _____

Secunder

Name: _____

Position: _____

Address: _____

Telephone: _____

Organisation represented (if any):

Signature: _____ Date: _____

GUIDELINES

- In considering the nominations received, Council shall take into account:
 - Whether the nominee has made a significant contribution to the community.
 - Whether the nominee has inspiring qualities as a role model for the community.
 - Whether the nominee has demonstrated leadership on a community issue resulting in the enhancement of community life.
 - Whether the nominee has significant initiative which has brought about positive change and added value to community life.
- The following provisos will also be taken into account:
 - Awards will not be made posthumously.
 - Nominees should reside within the Shire of Laverton.
 - Groups of people (2 or more people) will not be eligible.
 - A person cannot receive the award twice.
 - Unsuccessful nominees may be nominated in future years.
 - Joint winners may be considered in special circumstances.
- Previous Award Winners are:-

1998	Sheila Laver
1999	Sue Long
2000	Patrick Hill
2001	Eleanor Hill
2002	Murray Thomas
2003	Jim Carter
2004	Bert and Beryl Davis
2005	Bill Thompson
2006	Cheryl Noah
2007	Regina Sullivan
2008	Peter and Maureen Hill
2009	John and Ann Nelson
2010	Chris Brennan
2011	Laurinda Hill

2. ADMINISTRATION

2.15 Production of Local Newspaper – The “Sturt Pea”

Whilst there is insufficient community support, Council agrees to continue to take a major role in the production of the local newspaper known as the “Sturt Pea”.

There is to be no charge for advertisements and or notices that are included in the Sturt Pea on behalf of non profit/voluntary community groups. Advertisements on behalf of commercial and or private organisations will be charged the standard advertising fees as determined from time to time.

All letters to the editor and editorial content included in the Sturt Pea will not be included unless the matters for publication have the name and contact details of the person who presents these items for inclusion.

The policy of the Council is that it will encourage positive and healthy debate on local issues in the local paper, however it reserves the right to exclude articles that are not factual, defamatory or of a nature that will or may cause offence to other readers and or residents. The Chief Executive Officer has the sole discretion on determining what matter, if any is not included and published.

The “Sturt Pea” will comply with all legislation relevant to content and advertising during the period leading up to Federal, State and Local Government elections.

Bibliography

Originally adopted 18/06/2009

Re-affirmed 22/02/2011

2. ADMINISTRATION

2.16 Guidelines for Use of the Community Bus

Council's Community Bus is available to community members or organisations for hire. Hire of this bus is subject to the Community Bus Hire Application Form being completed and accepted by the Chief Executive Officer.

The Chief Executive Officer will ensure that the Community Bus Hire Conditions are strictly adhered to in all aspects.

The bus will not be accessible to private companies while a local commercial operator has a unit available for hire. The bus is not to be driven on gravel roads without the express written permission of the Chief Executive Officer.

All hire income, net of expenses, to be placed in a Reserve Fund for future vehicle replacement.

The Shire of Laverton reserves the right:

- (1) To change, review or adopt new rules as required; and
- (2) To refuse use of the bus to any persons or organisations.

Bibliography

Originally adopted 18/06/2009

Re-affirmed 22/02/2011

2. ADMINISTRATION

2.16 Guidelines for Use of the Community Bus

SHIRE OF LAVERTON COMMUNITY BUS HIRE GUIDELINES

HIRE FEES FOR BUS:

The cost to hire the bus is \$1 (Plus GST) per kilometre while travelling on a bitumen road, this includes the cost of maintenance and repairs. The hire rate for the bus when travelling on a gravel road is \$1.50 (plus GST) per kilometre. Travel on gravel roads is only permitted with the express written consent of the Chief Executive Officer. Fuel is at the expense of the hirer.

A cash bond of \$200 (GST Excluded) per day is required before any booking will be confirmed.

The bus seats 22 including the driver and has space available for 2 wheelchairs. The hirer is responsible for returning the bus in a clean and tidy state and will be subject to an inspection prior to the bond being returned. Should the bus require cleaning, the Shire of Laverton will organise that cleaning to be carried out and the costs for that cleaning will be the responsibility of the hirer

The bus is only covered for hire to Community Groups under the Shire of Laverton insurance agreement. Any hire outside of these parameters will require the hirer to produce evidence of carrying their own insurance cover to the satisfaction of the Chief Executive Officer.

BUS DRIVER:

The driver will require a LR (Light rigid) motor vehicle licence and a photo copy of the licence will be required when making the booking. A class F endorsement is also required if the bus is being used to carry passengers for hire or reward. It is the hirers responsibility to ensure that their nominated drivers have the above mentioned licence endorsements.

BOOKING THE BUS:

A booking can be made by contacting the Shire of Laverton on 9031 1202 during normal office hours. A completed application form, copy of nominated drivers licences and appropriate cash bond must be received prior to the Chief Executive Officer confirming the booking. Ongoing bookings cannot be made thus ensuring that all parties will have an equal opportunity to book the bus.

BUS CHECK LIST:

It is the hirer's responsibility to complete the checklist prior to a hire agreement commencing, this will ensure that the hirer will not be responsible for any damage that may already exist.

COMPLAINTS:

All complaints regarding the hire of the bus should be directed to the Chief Executive Officer at the Shire of Laverton.

EMERGENCIES:

In case of any emergencies, please ring 9031 1202 or 0427 082 173

2. ADMINISTRATION

2.16 Guidelines for Use of the Community Bus

SHIRE OF LAVERTON COMMUNITY BUS HIRE CONDITIONS

Hirers must read all of this form before use of the vehicle so that they are fully aware of all terms and conditions of the Hire Agreement

Conditions of Hire

1. All bookings to be made at the office of the Shire of Laverton
2. So that the bus can be accessible to all community groups, no ongoing bookings can be made
3. The keys to be picked up from the office of the Shire of Laverton
4. Bus return times to be negotiated with the Chief Executive Officer
5. A cash bond of \$200 (GST Excluded) per day is to be charged and paid at the time of booking the bus
6. The cash bond may be retained in the event that the cleanliness of the bus is not satisfactory.
7. User to make sure that the inside of the bus is clean and tidy before returning the keys. If not clean, they will be asked to clean the bus or a cleaning fee will be charged. The Chief Executive Officer's decision on the cleanliness of the bus upon return is final.
8. If the hirer picks up the bus in an unsatisfactory condition, they must notify the Chief Executive Officer immediately.
9. Damages or breakages which result from misuse of the hirer are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer. Repairs arising from normal usage are the responsibility of the Shire of Laverton.
10. The hirer is responsible for the safety of the passengers at all times
11. In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is responsible for the first \$500 (Plus GST) arising out of an insurance claim to cover Council's \$500 (Plus GST) excess, in all other circumstances, Council will cover the excess
12. The hirer is responsible for the consumption of food and drink on the bus at all times and any cleaning of spillage
13. In case of breakdowns, the hirer is to make every endeavour to return the bus to Laverton. The alternative transport of passengers is the sole responsibility of the hirer
14. The Shire of Laverton will instruct the hirer how to check the oil, water and tyres every day before use
15. When picked up, the bus will have a full tank of diesel fuel. Fuel during the period of hire is the responsibility of the hirer. The fuel tank should be full when the bus is returned, if not, it will be filled at the Shire depot and the costs afforded against the hirer.
16. Under no circumstances is the bus to be driven on gravel roads without the express permission of the Chief Executive Officer. Hire rate for gravel road usage is at the rate of \$1.50 (Plus GST) per kilometre
17. Previous breaches of the Community Bus Hire Conditions can preclude approval from the Chief Executive Officer at his absolute discretion.

2. ADMINISTRATION

2.16 Guidelines for Use of the Community Bus

SHIRE OF LAVERTON COMMUNITY BUS HIRE APPLICATION FORM

This form is to be filled out on the understanding that the Community Bus Hire Conditions have been read and understood.

NAME:		
Phone No's:	HOME/BUSINESS:	MOBILE:
ADDRESS:		
GROUP:		
GROUP MAILING ADDRESS:		
HIRE DATES:		
NAME OF DRIVER (1):	LICENCE No:	
NAME OF DRIVER (2):	LICENCE No:	
NAME OF DRIVER (3):	LICENCE No:	
BUS TO BE RETURNED:		
	AM	PM
JOURNEY DETAILS:		
CHARGES:		
<p>BITUMEN ROAD TRAVEL: The hire charge for the bus is \$1 (Plus GST) per kilometre. A cash bond of \$200 (GST Excluded) per day is to be paid when making the booking, no booking will be confirmed until the appropriate bond is paid and the application for is signed off on by the Chief Executive Officer.</p>		
<p>GRAVEL ROAD TRAVEL: The hire charge for the bus is \$1.50 (Plus GST) per kilometre. A cash bond of \$200 (GST Excluded) per day is to be paid when making the booking, no booking will be confirmed until the appropriate bond is paid and the application for is signed off on by the Chief Executive Officer.</p>		
DECLARATION:		
<p>I agree to be responsible for and indemnify the Shire of Laverton for any loss or damage that is caused to the bus either by negligence, poor driver skills or improper use by any person during the period of this ire agreement. I also agree to observe all provisions of the Traffic Act, its Regulations and the conditions of the current "LR" class motor drivers licence. I hereby agree to pay all hire charges and/or additional costs associated with the hire of the Laverton Community Bus. I acknowledge that a deposit or part/full payment may be required prior to hire and that Council's decision on cleanliness is final. If the bus is not clean, I will be liable for cleaning costs.</p>		
SIGNATURE OF HIRER:		
(1).....	Position.....	
(2).....	Position.....	
APPROVAL GRANTED / DENIED:		
_____		/ /
Chief Executive Officer		Date

2. ADMINISTRATION

2.16 Guidelines for Use of the Community Bus

SHIRE OF LAVERTON
COMMUNITY BUS RENTAL AGREEMENT

Agreement Number		
Hirer's Name		
Contact Person		
Contact Phone No		Mobile
Mailing Address		
Hire Dates/Time	Out	Time
	In	Time
Details of Trip		
Bitumen Travel		
Gravel Travel		
Name of Driver (1)		Licence No
Name of Driver (2)		Licence No
Name of Driver (3)		Licence No
Kilometres (Bitumen)	Out:	In:
Kilometres	Total:	
Kilometres (Gravel)	Out:	In:
Kilometres	Total:	
Bus Condition Out		
Bus Condition In		
CHARGES:		
Kilometres	Kilometres @ \$1.00 per kilometre	\$
	Kilometres @ \$1.50 per kilometre	\$
Cleaning Fees		\$
Damage Costs		\$
Less Bond	(GST Exempt)	\$
Sub Total		\$
Plus GST		\$
Total Charges		\$
Account Sent		
Payment Received		
Comments		

2. ADMINISTRATION

2.17 Policy Manual

Introduction

Council and staff make decisions on a regular basis on regular repeated matters. To ensure consistency of the decisions, the underlying principles/philosophies forming the basis of the decision shall be recorded in a Policy Manual

Objective

The Shire of Laverton shall maintain a Policy Manual:

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

Policy Statement

1. Council shall maintain a Manual recording the various policies of the Council.
2. Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
3. The Policy Manual will be maintained in a loose-leaf binder and updated as and when a policy is varied by the Council.
4. A review of the policies of Council shall be instigated in February of each odd year, i.e. biennially.
5. A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors upon request (cross reference to Policy 4.4 Handbooks – Councillor Issues) and appropriate staff.

2. ADMINISTRATION

2.17 Policy Manual (Cont'd)

6. Changes to Council Policy shall be made only on:

- Notice of Motion, or
- An agenda item clearly setting out details of the new or amended policy.

Bibliography			
Originally adopted	15/5/1997	Substituted	22/02/2011
Re-affirmed	24/5/2007		
Re-affirmed	18/6/2009		

2. ADMINISTRATION

2.18 Purchasing

Introduction

This Purchasing Policy outlines the matters relating to legislation, risk management, sustainability, competition, value for money, fairness, equity, accountability, integrity and authority that Shire officers must comply with when purchasing goods and services on behalf of the Shire.

Objectives

- To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.
- To deliver a best practice approach to purchasing.
- To ensure consistency for all purchasing activities across all operational areas.

Policy Statement

1. Ethics and Integrity.

All employees of the Shire of Laverton will observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that upholds the standing of the Shire.

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

- Full accountability must be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices must comply with legal, operational and ethical requirements consistent with relevant government legislation, regulations and Council policies;
- Purchasing is to be undertaken on a competitive basis (except where otherwise authorised) in which potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions must be transparent, free from bias and fully documented in accordance with applicable policy and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, declared in writing to the CEO and appropriately managed prior to commencing the process of procurement; and
- Any information provided to the Shire of Laverton by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. ADMINISTRATION

2.18 Purchasing (Cont'd)

2. Value for Money

- Value for money is an overarching principle governing purchasing and allows the best possible outcome to be achieved for the Shire. It is the essential test against which all procurement decisions must be justified. However, the effort expended should be commensurate with the value of the purchase and the level of associated risk. An assessment of the best value for money outcome for any purchasing should consider:
- all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts is achieved by obtaining a sufficient number of competitive quotations wherever practicable. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3. Sustainable Purchasing

Sustainable purchasing is the practice of purchasing goods and services that have less environmental and social impacts than competing goods and services.

The Shire of Laverton is committed to sustainable purchasing and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods and services that minimise environmental and negative social impacts. Practically, sustainable purchasing means the Shire shall endeavour to identify and purchase products that:

- have been determined as being necessary;
- demonstrate environmental best practice in energy efficiency and/or consumption;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use and disposal;
- can be refurbished, reused, recycled or reclaimed;
- have the highest fuel efficiency available; and
- use renewable energy and technologies.

2. ADMINISTRATION

2.18 Purchasing (Cont'd)

However, whilst the Shire will use its best endeavours to purchase goods and services on a sustainable basis, final purchasing decisions will always be in accordance with the value for money principle.

4. Local Purchasing Preference.

To promote economic activity and employment opportunities within the Shire of Laverton, Council has a local purchasing preference. This applies to the purchase of all goods and services, including those supplied by open tender.

Locally Based Suppliers are defined as suppliers with a permanent office/premises (or permanent sub or subsidiary office/premise) and staff located within the Shire of Laverton for a minimum period of twelve (12) months prior to qualifying for the price preference.

A 5% price preference is applicable to Locally Based Suppliers on all purchases where the purchase consideration exceeds \$1,000 and the "Value for Money" considerations set out in item 2 of this Policy have been met. Should the price of goods and services provided by a local supplier fall within 5% of the price of a competitor, the locally based supplier's goods or services are preferred to be purchased.

5. Formal Tender

A formal tender is defined as the process required under Part 4 of the Local Government (Functions and General) Regulations 1996 to enter into a contract (by way of public tender) for another person to supply goods or services

Where the Shire formally invites tenders for goods or services, construction and maintenance (including roads and public buildings) the price preference calculation will be applied during tender adjudication to all tenders qualifying in terms of being locally based or to the portion of locally based content tendered.

Council is not bound to accept the lowest or any tender.

6. Quotation/Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- The supply of goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) the Local Government Act 1995;
- The supply of goods or services is to be obtained through WALGA's preferred supplier agreements;
- The contract is to be entered into by auction after being expressly authorised by a resolution of the Council;

2. ADMINISTRATION

2.18 Purchasing (Cont'd)

- The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or regional local government;
- The goods to be supplied under the contract are –
 - Petrol or oil
 - Any other liquid, or any gas, used for internal combustion engines.
- The local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- If the local government considers it is more practical to use the convenience of a local supplier for the purchase of consumable items such as hardware or refreshments; and
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996.

7. Purchasing Thresholds

The following table outlines the various threshold amounts for which quotations and tenders are required.

Monetary Threshold (excluding GST)	Purchasing Method Required	Authorised Purchaser*
Up to \$499	Quotation not required for operational expenditure	Great Beyond Co-ordinator, Works Manager, Depot Manager, CRC Co-ordinator
Up to \$999	2 verbal quotes that are documented by the officer.	CEO EMTS EMCCS MCD
\$1,000 - \$19,999	3 verbal quotes or two written quotes that are documented by the officer.	CEO EMTS EMCCS
\$20,000 to \$49,999	3 written quotations that are documented by the officer.	CEO EMTS EMCCS
\$50,000 - \$99,999	3 written quotations based upon a written specification or brief having been provided.	CEO EMTS EMCCS
\$100,000 and above	Public tender process.	Council

*The listing of "Authorised Purchasers" is a management (CEO) responsibility that has been included in this document for the sake of identity and clarity.

2. ADMINISTRATION

2.18 Purchasing (Cont'd)

8. Open and Effective Competition

The Shire of Laverton, in seeking value for money in the purchasing processes, recognises the need for the wider market to be accessed in order that Council may benefit from the forces of a competitive market.

To encourage suppliers to apply for the Shire's business, all of our purchasing processes and decisions must be fair and transparent. Any 'points of clarification' or adjustments to job specification shall be conveyed in the same manner, at the same time, to all parties expressing an interest in providing the goods/service to the Shire.

9. Risk Management and Safety and Health

Prior to items being purchased they must be assessed to ensure they do not pose a safety and health risk. A risk management assessment should also be conducted to prevent hazards entering the workplace. These assessments should consider aspects associated with the use of the good or service such as, but not limited to, their cleaning and maintenance and the training in their use that is required.

10. Procedures

The application of this Policy is to be considered in conjunction with the associated Purchasing procedures.

Bibliography			
Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007	Amended	22/03/2012
Re-affirmed	18/06/2009		



Purchase Goods and Services Evaluation of Written Quotations

Where the goods or services are valued from \$1,000 to \$19,999 – Three (3) Written Quotes – Manager approval.
Where the required number of quotations cannot be obtained, this must be noted, and signed off by the relevant Manager.
The original of this completed form is to be attached to the yellow copy of the Purchase Order.

Specified Goods / Services		Duration / Quantity etc		
	Quote 1	Quote 2	Quote 3	Comments
Supplier: Add freight (if applicable)				
Telephone:				
Fax / Email:				
Price Quoted Ex GST				
Specification Compliance				
Delivery Conditions				
Previous Performance				
Other				

Recommended Supplier:

.....

Reason for Selection:

.....

.....

Name:

Signature:

Date:



Purchase of Goods and Services

Record of Verbal Quotations

Where the goods or service are valued up to \$999 Two (2) Verbal Quotes are required – Nominated Officer Approval.

Where the goods or service are valued from \$1,000 to 19,999 Three (3) Verbal Quotes are required – Manager Approval.

Where the required number of quotations cannot be obtained, this must be noted, and signed off by the relevant Manager.

The original of this completed form is to be attached to the yellow copy of the Purchase Order.

Specified Goods / Services		Duration / Quantity etc		
Supplier Name		Quoted Rate / Amount	Add Freight (if applicable)	Comments
Quote 1	_____ Phone: _____ Fax / Email: _____			
Quote 2	_____ Phone: _____ Fax / Email: _____			
Quote 3	_____ Phone: _____ Fax / Email: _____			

Recommended Supplier:

Reason for Selection:

Name:

Signature:

Date:

3. FINANCE

- 3.1 Annual Review – Insurance – **Revoked 22/02/2011**
- 3.2 Investments
- 3.3 Self Supporting Loans
- 3.4 Discount on Rates – **Revoked 22/02/2011**
- 3.5 Signing of Cheques
- 3.6 Purchasing Policy (Local Buying Policy) – **Revoked 22/02/2011**
- 3.7 Goods and Services Tax
- 3.8 Budget – Preparation
- 3.9 Rating of Mining Tenements Crossing Shire Boundaries
- 3.10 Attendance of Councillors and Staff at Conferences, Seminars, Training Courses etc.
- 3.11 Reimbursement of Expenses/ Authorisation to Incur Expenditure
- 3.12 Assets – Accounting – **Revoked 18/02/2010**
- 3.13 Payment of Accounts Between Meetings – **Revoked 18/09/2008**
- 3.14 Ordering of Goods and Services – **Revoked 22/02/2011**
- 3.15 Rates Recovery
- 3.16 Reporting Variances – **Revoked 22/02/2011**
- 3.17 Future Fund – **Revoked 22/02/2011**
- 3.18 Significant Accounting Policies
- 3.19 Library Charges and Penalties
- 3.20 Authorisation for Payment of Accounts

3. FINANCE

3.2 Investments

Council's policy relation to the management of investments as per Regulation 19 of the Local Government (Financial Management) Regulations 1996, be as follows:

The Deputy Chief Executive Officer, with the approval of the Chief Executive Officer may invest monies held in any Council fund as may from time to time not be required for immediate use in only fixed term deposits or other short term trustee authorised investments, provided that sufficient working funds are retained for operating expenses at all times.

The Deputy Chief Executive Officer is to report to each meeting of Council the extent of investments at the beginning of each month. In addition, the Administration Manager will identify in the monthly investments report the nature and location of all investments.

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.3 Self Supporting Loans

Introduction

The Local Government Act 1995 enables Council to enter into agreements with community organisations to raise loans on behalf of the organisation, with the organisation then meeting the financial obligations of the loan repayments

Objective

1. To facilitate the construction of facilities for use by the community on land controlled by the Shire of Laverton.
2. To provide security for Council over the facility in the event of the demise of the community organisation.

Policy Statement

1. Council will only make self supporting loans available to community organisation that have a demonstrated capacity/capability to meet the loan commitments and maintain the asset to be acquired.
2. In the event of Council agreeing to make available loan funds on a self supporting basis to any district organisation, Council reserves the right to control and/or to carry out any of the following:
 - a) The preparation of the plans and specifications of the proposed works.
 - b) The calling of tenders for the proposed works.
 - c) The letting of the Contract.
 - d) The preparation and signing of the contract documents.
 - e) Sole supervision of the proposed works.
 - f) Sole authorisation of the expenditure of funds for the proposed works whether it be to the contractor or sub-contractor.
 - g) Any other condition that Council sees necessary to apply to the proposed works because of some curious circumstance which may exist.
3. Council shall require a Deed of Agreement be prepared containing the following:
 - a) repayment schedule
 - b) the obligation of the community association to meet the repayments
 - c) Details of security of the Loan
 - d) If the community association should default in meeting its obligations the
 - e) facility will default to Council
4. Self Supporting Loans only be made available for assets to be constructed on Shire owned or controlled land
5. The community organisation entering in to a lease with Council for the care control and management of the land upon which the asset is to be constructed.

Bibliography			
Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.5 Signing of Cheques

Introduction

Financial Management Regulations 11 and 12 require a local government to develop procedures for the authorisation of, and the payment of accounts to ensure that there is effective security of accounting processes.

Objective

To designate the payment 'signatories' for cheque and electronic payments.

Cheque Payments

It is Council policy that Council cheques are to be signed by **any two** of the following signatories:

- Chief Executive Officer;
- Deputy Chief Executive Officer;
- Administration Manager;
- President; or
- Designated Councillors.

Electronic Payments

It is Council policy for **any two** of the following officers to make payment of accounts and payroll through the electronic banking system:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Administration Manager

Note: For further detail in relation to this policy, refer to Delegation 021 – Payments from Shire of Laverton Bank Accounts.

Bibliography			
Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.7 Goods and Services Tax

Under no circumstance is Council to become involved in the purchase of goods or assets on behalf of any group or organisation, unless those bodies are procuring fixed assets of a non removable nature, which become the property of Council and the transaction complies in full with the legislation granting Council Goods and Services Tax Exemption, i.e. the goods are for use in local government and are not for resale.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.8 Budget - Preparation

Introduction

In past years difficulties have arisen in regards to either staff shortages or Members of Council and staff not being aware when various sections of the budget process are required to be completed to enable a smooth transition to the adoption of the budget. There is a need to ensure that the budget preparation and adoption process follows a methodical process with the opportunity being provided for input from Members of Council, staff and the community.

Objective

1. To provide clear direction to Members of Council, staff and community members on the budget adoption process to be followed, to ensure adoption of the annual budget in compliance with the Local Government Act.
2. The policy relates to the need to have guidelines for the adoption of the Budget and Plan for the Future to ensure its smooth transition.

Policy Statement

1. All requests for items to be included in the draft budget must be made in writing and be submitted prior to 31 January each year.
2. Provision for ongoing commitments and fixed costs to be included in the draft budget without reference to a committee.
3. The following timetable is applicable to the Plan for the Future and Budget adoption:

STAGE	TIMING
Input from Members of Community and Council	
Written budget requests and submissions to be provided by: - Community - Councillors Budget requests considered by Council	31 January 28 February 31 March
Staffing Budgets	
Requests for staff changes, additional staff Estimated cost of changes prepared	28 February 15 March
Consideration of Acquisition/ Construction of Assets	
Adoption by Council of: - road preservation program - plant replacement program - foot path strategies Senior staff advise Administration Manager of expected major projects Impact of major projects considered by CEO Draft Capital Works Programme prepared	31 March 31 March 31 March 15 February 15 March 31 March 30 April

Capital Works Programme adopted by Council	
Other Items	
Council approval of: - Fees & Allowances for Elected Members - Fees and Charges	31 March 30 April
Plan For The Future - Adoption	
Capital Works Program including Capital Expenditure and Capital Funding possibilities and options (i.e. general revenue, grants, loans or reserve funding) Prepare Future Operating Revenue and Expenditure Collate Plan and prepare commentary Plan adopted by Council	30 April 30 April 31 May 30 June
Operational Budgets	
Staff requests received Consideration of additional and increases/decreases in services Draft departmental budgets completed	28 February 31 March 30 April
Draft Budget	
Draft Budget considered by CEO Draft Budget revisions considered by CEO Draft Budget considered by Council Surplus/deficit for preceding financial year Actual position to be determined by 21 July	15 May 31 May 15 June
Rating	
Prepare rate options for consideration by SMG Rates approved for advertising by Council Advertise Differential Rates for 21 days Adoption of Rates by Council	30 April 15 June 30 June 31 July
Budget Adoption	
Consideration of submissions and adoption of Budget by 31 July	31 July

Bibliography			
Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.9 Rating of Mining Tenements Crossing Shire Boundaries

Council pursuant to section 6.47 of the Local Government Act 1995 agrees to “where a mining tenement crosses Council’s boundary with a neighbouring Shire, Council agrees to claim 50% of the minimum rate regardless of the portion of the mining tenement in this municipality”. This policy only applies to prospecting, mining or exploration licences which are subject to minimum rates.

Bibliography			
Originally adopted	17/07/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.10 Attendance of Councillors and Staff at Conferences, Seminars, Training Courses, etc.

Council believes that the attendance of Councillors and Staff at relevant Conferences, Seminars, Training Courses and the like is very important as it increases their knowledge in matters pertaining to Local Government and therefore of benefit to Council.

Council's approval is required before Councillors or Staff may attend any Conference. The CEO's authorisation is required for staff attendance at seminars, training courses etc. Attendance is also subject to provision being made in the Adopted Budget.

The following principles apply:-

- (a) Council shall pay registration fees.
- (b) Council shall pay accommodation costs for the person attending and their spouse.
- (c) For Conferences and the like that run for more than one day, Council will meet the cost of meals to a maximum of \$65 per person per day.
- (d) Council shall meet travelling costs in accordance with these guidelines:-
 - (i) Travel costs will be paid for the Councillor or Staff Member only. Travel costs for spouses will not be met by Council unless agreed to by Council, beforehand.
 - (ii) If travel is by air, then airfares must be at the discounted Shire rate offered by Skippers when flying out of Laverton and economy airfare on all other flights.
 - (iii) If the Councillor or Staff Member chooses to travel, or is required to travel by vehicle, other than a Council owned vehicle, Council will reimburse vehicle expenses to a maximum claim equivalent to the discounted Skippers return airfare for Laverton to Perth. The claim to be calculated at the rate as provided within the Local Government Officers' Award.
- (e) Where possible, Councillors and Staff shall exercise economy measures to contain accommodation and travel expenses to a reasonable level.
- (f) Other ancillary expenses such as taxi fares and telephone calls, that are relevant to the attendance at the Conference or Council Business, shall be met in accordance with Council Policy.
- (g) Councillors and staff, who make personal accommodation arrangements (i.e. family or friends) when attending conferences/seminars/training courses will be paid an allowance of \$65 per day in lieu of Council meeting the cost of meals and accommodation.

3. FINANCE

3.10 Attendance of Councillors and Staff at Conferences, Seminars, Training Courses, etc.

As an alternative to the above, Councillors have the option of claiming a travel allowance, payable prior to departure, in accordance with Administration Regulation No 34AB, calculated under the State Public Service Award. Should Councillors wish to exercise this option, arrangements must be made one week prior to their departure with Council staff, in order for correct rates to be calculated.

Bibliography			
Originally adopted	22/05/1998	Amended	22/02/2011
Amended	20/10/2005		
Re-affirmed	18/06/2009		

3. FINANCE

3.11 Reimbursement of Expenses/Authorisation to Incur Expenditure

- (i) Councillors and Staff who incur an expense on behalf of Council, during the course of representing Council or employment are entitled to seek reimbursement of the expense from Council.
- (ii) Certain circumstances also require that expenditure be authorised prior to the expense being incurred.
- (iii) This policy provides the following procedures for the reimbursement of expenses or authorisation to incur expenditure:
 - (a) In respect to a claim for reimbursement, the claimant is to submit to the Chief Executive Officer, details of the claim on pre-printed forms including receipts etc., for substantiation. If the claim is of a normal nature, then the Chief Executive Officer can approve the claim immediately. If the claim is not of a normal nature, it is then to be referred to Council for approval.
 - (b) In respect to incurring expenditure in advance, the Councillor or Staff Member is to seek authorisation from the Chief Executive Officer, who will then issue an official Shire Order. The Chief Executive Officer is to bear in mind whether the expenditure has been approved by way of inclusion in the Adopted Budget or Council resolution.
- (iv) All claims or authorisations approved or otherwise, are to be submitted to Council for ratification at the next Ordinary Council Meeting.
- (v) Any incidental expenses of a personal or private nature incurred by Councillors or Staff during the course of representing Council or employment are to reimburse the amount as soon as possible after incurring the expense.

Bibliography	
Originally adopted	22/05/1998
Re-affirmed	18/06/2009
Re-affirmed	22/02/2011

3. FINANCE

3.15 Rates Recovery

1. Instalments

- 1.1 Council will accept that there are ratepayers who cannot meet the 4 mandatory instalment options as provided by under section 6.45 of the Local Government Act 1995.
- 1.2 Council allow the CEO pursuant To Section 6.49 to accept, by application in writing, an alternative payment schedule (an 'Agreement') at his/her discretion. The ratepayer is to specify the dates and amounts that are to be paid (See Delegation 028 – Rate Book).
- 1.3 Agreements will ensure Rates are paid in full prior to the end of the current financial year.
- 1.4 Upon acceptance, written confirmation will be provided to the applicant to formalise the agreement and commit the ratepayer to the payment schedule.
- 1.5 Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total of the amount outstanding.

2. Overdue & Final Notices

- 2.1 Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.
- 2.2 Final Notices will be issued when:
 - No payment has been made;
 - No 'Agreement' has been made;
 - Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- 2.3 Final Notices will indicate:
 - Rates are now overdue and payable; and
 - That penalty interest is being charged at the rate set by Council.

3. FINANCE

3.15 Rates Recovery (Cont'd)

3. Letters of Demand

- A Letter of Demand will be issued, generally no later than 30 days after Final Notices have been generated, to all owners of property (excluding eligible pensioners within the financial year, and who have not contacted Council to make any special arrangements for payment or have defaulted on an approved payment option.
- This Letter of Demand will give the owner up to 14 days to respond at which time details will be forwarded to Council's debt collection agency without further notice.

4. Issue of Summons (See Delegation 028)

- Rates remaining unpaid after the due date shown on the Letter of Demand will be examined by Council staff determining whether a summons will be issued. Council's Collection Agency may be used to issue Summonses to those ratepayers who failed to pay by the date indicated on the Letter of Demand.
- Costs incurred as a result of the issue of a Summons will be applied to the ratepayers' assessment immediately as per section 6.56 of the Act.
- Following the issue of a summons, a reasonable offer to clear a rate account (including the costs incurred through the issue of a summons) should be accepted.
- Where a Summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure payment of the debt.
- Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.

5. Collection of Rent Due (See Delegation 028)

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle amount outstanding, notice will be served on the lessee. The lessee will then, under section 6.60 of the Local Government Act 1995, be required to pay Council any rent due until such time as the amount in arrears has been fully paid.

Bibliography			
Originally adopted	24/04/2006	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

3. FINANCE

3.18 Significant Accounting Policies

The significant accounting policies which Council adopts in the preparation of this year's financial report are:

(a) Basis of Preparation

The financial report is to be a general purpose financial report and be prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

(b) 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 this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(c) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements, but a separate statement of those monies appears in the financial report.

(d) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Balance Sheet are stated inclusive of applicable GST.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(e) **Cash and Cash Equivalents**

Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the balance sheet.

(f) **Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

(g) **Inventories**

General

Inventories are valued 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. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the Income Statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(h) **Fixed Assets**

Initial Recognition

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 includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits. Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and 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 periods are:

Buildings	40 years	(2.5%)
Heavy Plant and Equipment	10 years	(10%)
Light to Medium Vehicles	5 years	(20%)
Sundry Plant	3 years	(33.33%)
Furniture and Equipment		
i) Basic item	10 years	(10%)
ii) EDP Network	5 years	(20%)
Tools	10 years	(10%)

Infrastructure Assets

Gravel Roads

Clearing		
Earthworks	-	35 years (3.5%)
Drainage		

Reshaping		
Resheeting	-	5 years (20%)

Sealed Roads

Clearing		
Earthworks	-	35 years (3.5%)
Drainage		
Sub-base		
Kerbing		
Pavement/Seal	-	20 years (5%)

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(i) **Investments and Other Financial Assets**

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) ***Financial Assets at Fair Value Through Profit and Loss***

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) ***Loans and Receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

(iii) ***Held-to-Maturity Investments***

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) ***Available-for-Sale Financial Assets***

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

Recognition and De-recognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent Measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(j) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 *'Impairment of Assets'* and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(l) **Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) **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 municipality 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 Council expects to pay and includes related on-costs.

(ii) ***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 projected 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 Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(n) **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.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

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.

(o) 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 item included in the same class of obligations may be small.

(p) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(q) Joint Venture

The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 16.

(r) 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(s) Superannuation

The Council contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(t) 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.

3. FINANCE

3.18 Significant Accounting Policies (Cont'd)

(u) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

Bibliography

Originally adopted 18/06/2009

Amended 18/02/2010

Re-affirmed 22/02/2011

3. FINANCE

3.19 Library Charges and Penalties.

Introduction

When items on loan from State Library WA are 'borrowed' and not returned by Library patrons, the Shire is required to meet the cost of replacing or repairing the stock. Over a period of time, this cost can be substantial.

Objective

This Policy allows Library staff to actively pursue the return of overdue and lost items and if necessary, charge set fees if the items are not returned in good condition.

The fees to be:

1. Lost or damaged books (replacement cost)_
 - Cost of item (book, DVD, CD) according to AMLIB system.
2. Penalty for late return of library item
 - \$0.50 per day past due date.
3. In addition to item 2 above, the following charges will apply:

Items that are one week overdue:

- Letter in mail - \$1.00 charged to customer
(If email address is supplied there will be no charge as we will send the borrower an email)

Items that are two weeks overdue:

- Phone call to customer - 25 cents to local or 45 cents for mobiles and Perth metro numbers

Items that are three weeks overdue:

- Letter in mail to customer - \$1.00
(If email address is supplied there will be no charge as we will send the borrower an email)

Items that are five weeks overdue:

- Letter of demand sent in mail -\$1.00
(If email address is supplied there will be no charge as we will send the borrower an email)

Items that are six weeks overdue:

- Refer the person to the debt collectors with an additional charge of \$22.00 to help cover the case cost.

Bibliography	
Originally adopted	18/11/2010
Re-affirmed	22/02/2011
Amended	28/07/2011

3. FINANCE

3.20 Authorisation for Payment of Accounts

Introduction

Financial Management Regulations 11 and 13 require a local government to develop procedures for the authorisation, payment and the listing of accounts to ensure there is an effective process in place.

Objective

To establish the protocols for the authorisation of payment of accounts.

Authorisation

It is Council policy that before any accounts are authorised for payment, the Chief Executive Officer has ensured that:

- The debt has been incurred by a person who was properly authorised to do so;
- Was in accordance with Council's purchasing policies; and (See Policy 2.18 – Purchasing)
- The goods or services to which each account relates, were provided in a satisfactory condition or to a satisfactory standard as the case requires.

Accounts will be paid in a timely manner and will meet the trading terms, as agreed with the supplier.

Note: In accordance with Financial Management Regulation 5, the CEO has established efficient systems and procedures to ensure proper authorisation for the making of payments.

List of Accounts

A list of accounts paid by the CEO will be prepared each month and will be presented at the next ordinary meeting of Council after the list has been prepared. (See Delegation 021)

The list will provide details of:

- The payee's name;
- The amount of the payment;
- The date of the payment; and
- Sufficient information to identify the transaction.

4. MEMBERS

- 4.1 Conference and Meetings – Nominations – **Revoked 22/02/2011**
- 4.2 Travelling and Accommodation Expenses – **Revoked 22/02/2011**
- 4.3 Telephone – Calls and Allowances – **Revoked 22/02/2011**
- 4.4 Handbooks – Councillor Issues
- 4.5 Well Wishes from Councillors
- 4.6 Policy on Legal Representation Costs Indemnification
- 4.7 Customer Complaints Handling
- 4.8 Councillor Service - Recognition

4. MEMBERS

4.4 Handbooks - Councillors' Issues

Upon election, all Councillors are to be issued with a copy of the Local Government Act 1995 and a copy of other publications from the Local Government Department and WALGA that will assist the Councillor to understand his/her roles and responsibilities. On retirement from Council, the issues are to be returned to the Chief Executive Officer.

All Councillors are to be provided with name badges which are to be used for official and public functions.

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

4. MEMBERS

4.5 Well Wishes From Council

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

4. MEMBERS

4.6 Legal Representation – Costs Indemnification

1.0 Introduction

- This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2.0 General Principles

- a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interest of the local government or otherwise in bad faith.
- b) The local government may provide such assistance in the following types of legal proceedings:
 - i) proceedings brought by members and employees to enable them to carry out their local government functions(e.g. where a member or employee seeks restraining order against a person using threatening behaviour);
 - ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - iii) statutory or other inquiries where representation of members or employees is justified.

4. MEMBERS

4.6 Legal Representation – Costs Indemnification

- c) The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

3.0 Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. MEMBERS

4.6 Legal Representation – Costs Indemnification

4.0 Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

5.0 Council requires a person who is going to receive legal support from Council to acknowledge in writing the details of this policy prior to Council providing that legal assistance.

Bibliography

Originally adopted		Re-affirmed	22/02/2011
Amended	14/11/2000		
Re-affirmed	18/06/2009		

4. MEMBERS

4.7 Customer Complaints Handling

Introduction

A customer complaint is a verbal or written expression of dissatisfaction about the standard of service, actions or lack of action by the Council or its staff. Customer complaints are welcomed and are a tangible means of implementing service improvements.

Objective

To provide clear direction to customers, staff and Council on the process that will be initiated when a customer complaint is received and the standards expected.

Policy Statement

- (1) For a complaint to be resolved in accordance with this policy it must be recorded in writing.
- (2) All complaints that have been recorded on "Customer Action Request" forms (appended) and other written complaints are to be recorded in a register of complaints.
- (3) Complaints will be resolved within 5 working days of being received.
- (4) Complaints are to be resolved hierarchically. That is, Managers are to resolve complaints relating to supervised staff and the CEO will resolve complaints relating to Managers. The President will resolve complaints relating to Councillors and the CEO.
- (5) Resolution is to take the form of contacting the complainant to explain action taken or to be taken.
- (6) Resolution of the complaint does not necessarily require that the complainant be satisfied with the action.

Bibliography

Originally adopted	20/03/2008
Re-affirmed	18/06/2009
Amended	22/02/2011

Customer Action Required (CAR) Form – Information

Customer Action Request Forms are available from:

- The Shire Office, MacPherson Place Laverton WA 6440
- Any Councillor of the Shire of Laverton

Lodgement of Customer Action Request Forms

Forms can be lodged:

- In person at the Shire Office, MacPherson Place Laverton
- By post to Shire of Laverton, PO Box 42 Laverton WA 6440
- By telephone – Phone (08) 9031 1202 and provide details over the phone to a Council officer
- By facsimile – fax completed CAR form to the Shire on (08) 9031 1340
- By email to: reception@laverton.wa.gov.au

Explanation of the CAR Form

Customer's Details

Details of the customer requesting action – can be completed by the customer or the receiving officer. Necessary for follow up, clarification and to advise of action taken.

Receiving Officer to Complete

This section needs to be completed by the officer receiving the request. This is important to record details of when the request was initially made and who will be responsible for following up and dealing with the request. If the receiving officer is not sure of who is the appropriate officer to deal with the request then the CEO should be consulted.

Actioning Officer to Complete

This section needs to be completed by the officer responsible for the respective area of the Shire's operations. The actioning officer is to record what is or has been done to complete the request so the customer can be informed. If action is not proposed or not necessary a reason should be recorded.

Completion Details

If the customer has requested to be informed of the action taken, then ideally the actioning officer should advise the customer by the customer's preferred method of contact. Otherwise the actioning officer should make arrangements with another staff member to do this. Whoever contacts the customer should complete this section.

Once the request has been completed and the customer informed, the form is to be presented to the CEO to sign. This provides the CEO with the opportunity to gain an understanding of the frequency and nature of requests and how promptly the Shire is dealing with the request.

-----Office Use Only-----

Process Flow-Chart

- Customer initiates request – provides customer's details and nature/details of request
- Receiving Officer ensures all details in sections headed "Customer's Details", "Receiving Officer to Complete" and "Customer to Complete" are completed and filled in correctly;
- CAR form passed on to the Records Officer. A copy of the CAR form is placed in file in a separate file in the Records system established for CAR forms;
- The Records Officer then forwards the CAR form to the Actioning Officer for actioning.
- Once the request is dealt with the Actioning Officer is to inform the Customer (if required) of the action taken and complete the section headed "Completion Details";
- The Actioning Officer then forwards the completed CAR form to the CEO for signing off.
- Once signed off by the CEO the CAR form will be returned to the Records Officer for filing.

Reports

- At the end of each quarter, the Records Officer will compile a report on the CARs for inclusion in the information Bulletin.
- This report is to include statistical information such as number of CARs received during the quarter and for the year to date as well as how many CARs remain outstanding at the end of the reporting period;
- This report is to be at summary level (ie no detail or customer's names) with requests grouped in to like categories.

4. MEMBERS

4.8 Councillor Service - Recognition

Introduction:

In the past Council has responded on an ad hoc basis when recognising the service and contribution of retiring members.

Objective:

To extend appreciation to former members of the Shire of Laverton.

Policy Statement:

It shall be Council's policy to recognise the service of retiring members in the following way:

- For up to 4 years service – presentation of the member's name block.
- For completion of 4 years – invitation to attend the Council Annual Dinner (Christmas function), plus presentation of a Certificate of Appreciation.
- For service of greater than 4 years – invitation to attend the Council Annual Dinner, plus presentation of the Shire of Laverton Crest and a Certificate of Appreciation.

Bibliography

Originally adopted 18/08/2011

5. STAFF

- 5.1 Staff Housing Subsidies
- 5.2 Employment of Staff
- 5.3 Relocation Expenses
- 5.4 Superannuation
- 5.5 Telephone Charges – Council Installed Telephone
- 5.6 Uniforms – Council Staff
- 5.7 Occupational Health and Safety Policy
- 5.8 Sexual Harassment Policy – Complaints/ Grievance Procedure – **Revoked 22/02/2011**
- 5.9 Senior Employees
- 5.10 Protection from the Sun for Outdoor Work
- 5.11 Equal Opportunity – **Revoked 22/02/2011**
- 5.12 Staff Incentives – Annual Airfares – **Revoked 28/07/2011**
- 5.13 Staff Incentives – Sick Leave Bonus
- 5.14 Employee Housing Subsidy
- 5.15 Payments on Termination to Employees in Addition to Contracts and Award
- 5.16 Drug and Alcohol Policy
- 5.17 Staff Training
- 5.18 Satellite Telephone – Road Works Crew
- 5.19 Provision of Tea, Coffee and Sugar and Cleaning Materials
- 5.20 Provision of Cooking Utensils, Cutlery and Crockery
- 5.21 Salaried Staff Overtime – **Revoked 22/02/2011**
- 5.22 Rostered Day Off – Salaried Staff
- 5.23 Defence Reservist's Leave Policy
- 5.24 Harassment within the Workplace
- 5.25 Grievance and Complaint Handling
- 5.26 Incident Disciplinary Action
- 5.27 Service Pay

5. STAFF

5.1 Staff Housing Subsidies

Council offers subsidies in relation to staff houses in order to supplement the respective employee's salary and to encourage the employees to maintain the staff houses to an acceptable standard.

The subsidies provided are:-

Water: Council will meet all reasonable costs for water and sewerage charges, including rates, levied on housing owned by the Shire.

Electricity: Council will meet all reasonable electricity charges levied on the Shire residence occupied by the Chief Executive Officer.

In respect to the Shire houses occupied by the Deputy Chief Executive Officer,, Community Development Manager and Youth Officer, Council will meet the cost of electricity up to the annual limit as set by Chief Executive Officer from time to time in their respective contracts of service.

Gas: Council will meet all responsible gas charges levied on the Shire residence occupied by the Chief Executive Officer.

In respect to the Shire houses occupied by the Deputy Chief Executive Officer, Manager Engineering Services, Community Development Manager and Youth Officer Council will meet the cost of gas up to the annual limit as set by Chief Executive Officer from time to time in their respective contracts of service.

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.2 Employment of Staff

Introduction

1. In accordance with the requirements to the Occupational Safety and Health Act 1984 and also the principle set down by section 5.40(e) of the Local Government Act 1995, Council has a duty of care to provide a safe workplace for all staff.

When offering a contract of employment to an employee, the Shire needs to identify staff with a pre-existing medical condition that might be exacerbated by their employment and to identify staff with special needs in relation to a medical condition.

2. A further matter of awareness regarding the suitability of potential employees arises with the need to obtain a National Police Clearance.

Objective

The objectives of collecting the information are:

1. To allow the Shire to assist in the prevention of an exacerbation of a medical condition and to assess appropriate modification or adjustments to working conditions and equipment;
2. To establish a record of an employee's state of health prior to commencement of work with the Shire of Laverton; and
3. To identify the suitability of potential employees through the production of a National Police Clearance.

Policy Statement

Medical Certificate

1. Prior to employment, potential new employees are required to obtain a medical certificate. The certificate is to be a format suitable to the Chief Executive Officer may take into account testing pursuant to Policy 5.16 – Drug and Alcohol Policy;
2. If the Medical Certificate states that the applicant's health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into; and
3. The cost of the medical examination is to be met by the Shire.

5. STAFF

5.2 Employment of Staff (Cont'd)

National Police Clearance

Prior to employment, potential new employees are required to produce, at the employee's expense, a National Police Clearance.

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.3 Relocation Expenses

(i) Senior Officers

Council will meet all reasonable relocation expenses on the appointment of the following employees:

- Chief Executive Officer
- Manager Engineering Services
- Deputy Chief Executive Officer
- Swimming Pool Manager
- LCIS Co-ordinator;

subject to the terms and conditions contained in sub-clause (iv).

(ii) All Other Employees

For other employees, the Chief Executive Officer, at his discretion, may approve meeting relocation expenses up to a maximum contribution of \$3,000 subject to the terms and conditions as contained in sub-clause (iv).

(iii) Alternative Arrangements For Other Employees

For all employees, other than those listed in sub-clause (i), where their relocation expenses exceed the \$3,000 limit, Council may, at the discretion of the Chief Executive Officer, meet the relocation costs up to \$6,000 on their behalf providing any amount exceeding the \$3,000 as provided for in sub-clause (ii) is repaid to Council over a period not exceeding two years, by entering into a simple written agreement and making authorised payroll deductions.

The base amount of \$3,000 is then subject to the terms and conditions as stated in sub-clause (iv).

(iv) Terms and Conditions

New employees may select one of the following options:-

Option One: If Council pays the relocation expenses in accordance with either sub-clause (i) or sub-clause (ii), then the employee will be required to remain with Council for a period of 2 years. If the employee leaves before 12 months, then the full amount of the relocation expenses will be met by the employee and reimbursed to Council. After 12 months of service, pro-rata repayment to Council shall be made.

Option Two: If an employee pays for their own relocation costs initially, then reimbursement will be made by Council after 12 months of service by the employee to the levels as provided for in sub-clause (i) and (ii).

5. STAFF

5.3 Relocation Expenses (Cont'd)

(v) **Relocation Expenses - Definition**

In respect to this Policy, "Relocation Expenses", generally means costs incurred in the removal of household furniture and effects to Laverton.

The Chief Executive Officer, may however, consider approving requests for other expenses incurred by the employee in relocation to Laverton, subject to these costs being of a reasonable nature, and, if approved, will be included in any consideration of the amounts mentioned in the foregoing sub-clauses.

(vi) **Alternative Quotations**

For Employees proceeding along the lines of **Option 1** in sub-clause (iv), three alternative quotes are required to be submitted.

Bibliography					
Originally adopted	15/05/1997	Re-affirmed	17/06/2004	Amended	18/06/2009
Amended	22/05/1998	Re-affirmed	21/07/2005	Amended	22/02/2011
Amended	20/05/1999	Re-affirmed	24/04/2006		
Amended	22/07/1999	Amended	24/05/2007		
Re-affirmed	19/06/2003	Amended	20/03/2008		

5. STAFF

5.4 Superannuation

Council acknowledges its legal obligations to meet superannuation contributions on behalf of its employees based on the following:-

Superannuation Guarantee

Council meets its statutory obligation at the rate set by the Superannuation Guarantee Legislation. The contribution is paid by Council for all employees, determined by applying the set rate to the employee's base salary.

Contributory Superannuation

1. For employees who have elected to become a member of the Contributory Scheme prior to 22 May 1998, Council will contribute to the Scheme at 1.5 times that of the contribution made by the employee to a maximum employee contribution of 7%.
2. For employees who become a member of the Contributory Scheme after 22 May 1998, Council will match the employee's contribution on a 1:1 basis to a maximum contribution of 7%.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Amended	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.5 Telephone Charges - Council Installed Telephone

Rental and an allowance, as set by Council from time to time, towards calls will be paid by Council for the Chief Executive Officer, Manager Engineering Services, Deputy Chief Executive Officer, Swimming Pool Manager, LCIS Co-Coordinator, Community Development Officer, Youth Services Officer, Mechanic and Ranger. The balance being recoupable from the staff member in accordance with the applicable allowances.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Amended	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.6 Uniforms - Council Staff

Inside Staff

Council's Policy is to pay to all "inside" employees an allowance towards the purchase of uniforms up to a maximum of \$600 (excluding GST) in the first year of service and up to \$300 (excluding GST) per annum thereafter. This allowance does not accrue if the employee chooses not to use it during a single 12 month period. This allowance is to be paid on production of receipts demonstrating that the expense has been incurred. The Chief Executive Officer is authorised to approve style, design, colour, etc. of the uniform the amount of \$600 or \$300 (as the case may be) can be varied by the Chief Executive Officer to suit contract negotiations for senior staff.

Outside Staff

Council's policy is to purchase, on behalf of all "outside" employees, work clothes as approved by the Deputy Chief Executive Officer, which comply with relevant legislation, taking into account the type for work performed. The maximum annual amount, is not to exceed \$300 per employee and extends to the issue of shirts, trousers and work boots.

The provision of other protective clothing such as wet weather gear, sun hats etc. shall be at the discretion of the Deputy Chief Executive Officer, within budget constraints.

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Amended	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.7 Occupational Health and Safety Policy

It is the policy of the Shire of Laverton to promote and maintain the highest degree of health, safety and well-being of all staff by aiming to:

- Prevent accidents and ill-health caused by working conditions;
- Protect staff from any health hazard which may arise out of their work or the conditions in which it is carried out; and
- Place and maintain staff in an occupational environment designed to satisfy their needs for health, safety and well-being at work.

This policy provides for:

- Establishing and maintaining work practices which are safe and minimise risk to health;
- All levels of management and supervisory staff to be responsible and accountable for minimising the potential for occupational injury to and illness of staff within their area of responsibility;
- Training, placing and supervising of all staff to enable the safe performance of duties; and
- Developing and implementing preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking appropriate remedial action to control the hazards.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.9 Staff - Senior Employees

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the following employees to be “senior employees” -

Deputy Chief Executive Officer

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.10 Staff - Protection from the Sun for Outdoor Work

It is Council's Policy that employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects. Clothing and protection levels recommended are as follows:

- Wide brimmed sun hat;
- Sunscreen, applied at least twice daily to all exposed skin;
- Long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar;
- A minimum of short trousers with legs no higher than 50mm above the knee.

Council will issue all of the above with the exception of shorts. Long trousers or coveralls only will be issued.

The type of equipment to be selected will be after consultation with all employees.

No less than the minimum standard of UV protection apply to all clothing and protective equipment selected.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.13 Staff Incentives - Sick Leave Bonus

This sick leave incentive bonus scheme is designed to encourage staff not to take unnecessary sick leave, thereby increasing productivity and minimising the disruption to Shire operations and unfair burden on employees required to cover for absent fellow workers.

- The sick leave bonus is available to all permanent employees (full-time and part-time).
- The sick leave bonus will comprise a payment of up to one week's sick leave, based on the employee's sick leave history for the preceding 12 months.

For example, if an employee has taken no sick leave, they will receive one week's sick leave bonus. If an employee has taken say, three days sick leave, the bonus will be equivalent to 2 days sick leave.

- The bonus cuts out if the employee takes 5 or more day's sick leave in the preceding 12 months.
- The bonus will be paid in the first pay period in December each year. The first bonus payment to be made in December 1997.
- The employee has the right to not accept payment of the bonus and retain the accrual.
- Any such leave bonus payments made to an employee will be deducted from their sick leave accruals.
- The employee is responsible for any taxation implications associated with the payment.

Bibliography			
Originally adopted	18/09/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.14 Employee Housing Subsidy

Introduction

In the past Council has offered a financial recompense to employees who are not occupying Shire housing.

Objective

To establish clear guidelines of the instances where Council will subsidise employees who are not occupying Shire housing.

Policy Statement

Council will offer a subsidy to employees on the following principles:

1. Subsidy Basis

1.1 Employees Renting Private Accommodation

Where a Shire residence for a full or part time employee either cannot be provided, or it is not convenient to do so, a housing subsidy up to a maximum as set from time to time will be provided.

1.2 Employees Residing in Their Own Accommodation

Where a current or prospective employee owns or is purchasing their own residence in Laverton, a housing subsidy at the minimum rate as set from time to time. The payment of a subsidy in this circumstance is subject to the employee being resident in the property and also responsible for its purchase and upkeep.

2. Subsidy amount

The amount of the housing subsidy will have the following limits:

- Minimum - \$60 per week
- Maximum - \$120 per week

3. Determination

Application for housing subsidies shall be determined by the CEO in accordance with Delegation 025 – Staff – Housing Subsidies.

Bibliography

Originally adopted	22/05/1998	Amended	23/09/2010
Re-affirmed	24/05/2007	Re-affirmed	22/02/2011
Amended	18/06/2009		

5. STAFF

5.15 Payments on Termination to Employees in Addition to Contract or Award

Comment

Section 5.50 of the Local Government Act 1995 requires that Council prepares a policy in respect to payments in addition to contracts or awards, made to employees whose employment is finishing.

Council may consider payments in excess of provisions within awards or contracts. The adopted policy is to set out under what circumstances additional payments are to be made and how the level of payment is to be determined.

Policy

- (i) It is the policy of the Shire of Laverton that the payments or entitlements to employees who are finishing their employment for any reason, are limited to, and made in accordance with the provisions within the relevant Industrial Award, Registered Workplace Agreement or Contract.
- (ii) Council may give consideration to making payments in addition to that prescribed in subclause (i) in circumstances where Council deems justified. Each individual case will be considered on its merits at the time the employee's employment is finishing.
- (iii) In determining whether an additional payment should be made pursuant to subclause (ii) and the extent of that payment, Council shall have regard for the following:-
 - The length of service of the employee;
 - The conscientiousness of the employee over the period of employment;
 - The value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution;
 - The employees sick leave record;
 - The length of time to retirement;
 - The personal circumstances of the employee including family responsibility, future employment prospects and alternative source of income;
 - Possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act; and
 - Any other factor/s Council considers relevant.
- (iv) Should Council decide to make an additional payment in accordance with subclause (ii), before such payment is made, public notice is to be given in relation to the payment to be made in accordance with section 5.50(2) of the Local Government Act 1995.
- (v) In this policy, the term "payment" may include cash or contributions (such as removal costs) or gifts.

Bibliography

Originally adopted	18/06/1998	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.16 Drug and Alcohol Policy

1. Overview

The Shire of Laverton and its employees are concerned about safety and job performance due to abuse of alcohol and drugs.

We recognise our obligations under the Occupational Health and Safety Act and in the interests of safety and uniformity for all employees, the Shire of Laverton and its employees have established the following as an agreed policy for the use or possession of alcohol and drugs at the workplace during working hours.

2. Objective

The objectives of this policy is to implement an effective Drug and Alcohol Policy within the Laverton Shire workplace.

3. Aims

The aims of the policy are to:

- 3.1 Create a safe and healthy work environment for our employees which is free from the hazards associated with drugs and alcohol in the workplace.
- 3.2 To foster an attitude among all employees that it is not acceptable to come to work under the influence of alcohol or any other drug that will prevent them from performing their duties in a safe manner.
- 3.3 To ensure that the Shire of Laverton meets its legal and social obligations with respect to providing a safe working environment for its employees and the general public.

4. Duty of Care Responsibilities

The Shire of Laverton and its employees have obligations under the Occupational Safety and Health Act, 1984, and the Occupational Safety and Health Regulations, 1996.

4.1 Identification of hazards, and assessing and addressing risks, at workplaces (Section 3.1 – Occupational Safety and Health Regulations)

A person who, at a workplace, is an employee, the main contractor, a self employed person, a person having control of the workplace or a person having control of access to the workplace must, as far as practicable:-

- (a) Identify each hazard to which a person at the workplace is likely to be exposed;
- (b) Assess the risk of injury or harm to a person resulting from each hazard, if any, identified under paragraph (a); and

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

- (c) Consider the means by which the risk be reduced.

All employees have a duty of care in Common Law to take reasonable care so as not to expose themselves or fellow employees to unnecessary risks.

5. Education and Awareness

Information will be provided to all employees at the Shire of Laverton on the Shire's Drug and Alcohol Policy.

The policy will provide for awareness of health and safety implications of drug and alcohol abuse.

Employees will have access to education regarding safe levels of drug and alcohol consumption and alcohol testing equipment will be made available for employees who wish to test themselves to assist in awareness of alcohol limits.

6. Prescription and Over-the Counter Drugs

The use of prescription or over-the-counter drugs may impair an employee's ability to perform safely or efficiently. Studies have shown that up to 20 percent of workers may be taking medication.

There are several types of drugs which may impair performance, including:-

- Hypnotics and Sedatives
- Anti-Depressants
- Antihistamines
- Stimulants and Appetite Suppressants
- Analgesics/Codeine

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

Employees using prescribed drugs should seek advice from their chemist or doctor on the effects or impairment the medication might have and, if applicable, provide a doctors letter regarding the effect of the drug outlining any limitation on normal duties and present the letter to their section Supervisor. Medical confidentiality will be maintained.

Any limitation to normal duties will be either treated as alternative duties, if applicable, otherwise the employee will be required to take sick leave.

7. Testing for Drugs and Alcohol

It is a condition of employment as from the date of implementation of this policy for all employees of the Shire to submit to testing.

Testing for alcohol and other substances will be according to the table below:-

• Amphetamines	:	1.0 ug/ml
• Opiates	:	0.3 ug/ml
• Barbiturates	:	0.2 ug/ml
• Cocaine	:	0.3 ug/ml
• Methadone	:	0.3 ug/ml
• Cannabis	:	100 ng/ml
• Benzodiazepines	:	0.5 ug / 100 ml

The protocol for testing of drugs and alcohol is described in Appendix 1.

8. Types of Testing

8.1 A random Drug and Alcohol Testing procedure will apply to all employees and will include contractors.

The random system for Laverton will be determined by a combined management/general employee group including the Chief Executive Officer, the Manger Works and Services and two employees – one from administration and one from the Works section as nominated by the respective groups.

8.2 Random Testing and Prescription and Over-the-Counter Drugs

When selected for a random test the employees must advise the tester if they are taking over the counter or prescription drugs.

Prescription drugs should have already been notified.

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

When an employee is taking over-the-counter or prescription drugs a urine sample will be taken and forwarded to Perth for laboratory testing and results acted on when available.

8.3 Cause Testing

Employees involved in significant incidents may be tested. Significant incidents may include but are not limited to:

- Vehicle accidents;
- Injuries treated by a Medical Practitioner;
- Property damage;
- Reportable near misses.

8.4 Testing if suspected of being impaired by Drugs or Alcohol

Any employee who has reason to believe that another employee or a contractors' employee is under the influence of alcohol or drugs may initiate a test.

The request must be in writing stating the reasons for the request and be signed by the employee requesting the test and witness by the elected safety representative of the section concerned.

If the reasons are considered appropriate by the relevant safety representative and a management representative the test will be conducted.

9. Refusal to Undertake Test

Refusal by an employee to submit to, or co-operate fully, with the administration of a drug and alcohol test, will be treated as a positive result, and in accordance with the Workplace Agreement, Council's Policy Manual, and the Code of Conduct, the following ruling applies:

"Bringing intoxicating liquor or prohibited drugs onto the job, or attending work under the influence of either is strictly prohibited. Breaches of this rule render you liable to summary dismissal".

10. Tampering with an Alcohol or Drug Test Sample

Tampering with an alcohol or drug sample will lead to dismissal.

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

11. Possession of Alcohol and Illegal Drugs

Employees found in possession or consuming alcohol or drugs in the workplace during working hours will be dismissed. Social occasions outside of working hours authorised by management are permitted in respect to the consumption of alcohol but do not include that taking of prohibited drugs.

12. Persons Registering a Positive Result

Where an employee returns a positive result they will be liable for summary dismissal.

13. Drug and Alcohol Rehabilitation Principles and Guidelines

The Shire of Laverton recognises that drug and alcohol dependency is a treatable condition. Employees who recognise or suspect that they have a problem are encouraged to seek advice and take appropriate treatment before their job performance is impaired or they are subject to testing under this policy. Participation in a rehabilitation programme will be kept confidential and information received will not be passed on without permission of the person concerned.

14. Review of Policy

This Policy will be reviewed in accordance with normal Council Policy every 12 months. If requested by any parties the policy may be reviewed at any time and comments from all affected employees will be sought.

Bibliography			
Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

APPENDIX 1 – PROTOCOLS DRUG AND ALCOHOL TESTING PROCEDURES

DRUG TESTING

1. Employees selected under the types of testing as referred to in Item 8 of this policy will be advised, and transported to the Laverton Hospital, where the testing will be carried out by the Medical Practitioner. Where the Medical Practitioner may be absent, a person, nominated by both parties as being appropriately qualified to conduct the tests, may do so.
2. The employee shall establish his/her identity with the relevant Medical Officer and advise details of any medicines or drugs they may be taking or have been prescribed including the name of drug/medicine and the dosage taken and when. Details included on the form provided in Appendix 2.
3. Employee shall provide the required specimen and hand it to the tester.
4. The tester shall take a portion of the sample and return it to the employee, if requested, then seal the sample container using tape and sign their name across the tape and complete the details of the procedure on the relevant form provided including labelling the specimen bottle with the employees name and the date and time of the specimen collected.
5. The employee shall sign the form provided indicating consent to the procedure and the authenticity of the sample.
6. The Medical Officer of Health, as applicable, shall carry out all recognised procedures for the maintenance of the sample, collection by the relevant courier service and pathology testing as required within the shortest possible time frame.
7. Details of the test results shall be forwarded to the Chief Executive Officer of the Shire under cover and he shall peruse the comments and take immediate steps to advise the effected employee of the outcome and the steps to be taken, if any.

NOTE: The procedure as provided above shall be applicable to contractors employed by the Shire and shall be agreed as part of the contract arrangements prior to employment.

Contractors who refuse to participate under this policy will not be eligible for employment by the Shire in the event of a contractor refusing to participate in any part of the procedure when called upon shall be immediately stood down from the contract and his superiors (if applicable) shall be advised accordingly.

5. STAFF

5.16 Drug and Alcohol Policy (Cont'd)

ALCOHOL BREATH TESTING PROCEDURES

1. Employee shall be asked to blow into the screening unit:-
 - If negative: Employee advised test negative and return to work.
 - If positive: Perform a further confirmation test 30 minutes later.
2. If confirmation test performed:-
 - If negative: Employee advised test negative and return to work.
 - If positive: Employee advised test positive, result is documented on file. Employee taken home and advised to report to the Chief Executive Officer or relevant Manager for action to be taken, as appropriate, at 8.00 am the following day.

When the employee is advised that the confirmation test is positive and if he feels that the test is not accurate, he has the option of further testing as described under **APPENDIX 1 – PROTOCOLS DRUG AND ALCOHOL TESTING PROCEDURES** Section 1 to 8 Inclusive, but this test must be completed within 1 hour of the original breath test. The employee shall make themselves responsible for ensuring that there is no undue delay in this procedure.

If the test proves negative the Shire of Laverton will be liable for the costs involved in the testing, however, if the test is positive, the employee will be liable for the costs, and will face the appropriate disciplinary action.

The employee will be taken home until the results of the test is known.

If the test proves negative, the employee will be entitled to be appropriately reimbursed for the stand down period.

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5.16 Drug and Alcohol Policy (Cont'd)

APPENDIX 2

DRUG TESTING PROCEDURES – FORM

Name of Participant:

Position:

PRESCRIBED DRUGS OR MEDICINES TAKEN

TYPE	WHEN TAKEN	DOSAGE

PROCEDURE FOR TAKING SPECIMEN

Name of Tester: _____

Signature of Tester: _____

Signature of Employee: _____

5. Staff

5.17 Staff Training

Council has adopted the following as its policy on staff training:

1. Management has a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
2. Council's workforce is its most important resource necessary for the achievement of Council's objectives and the skills of the workforce are of the most fundamental significance.
3.
 - (a) Education (being the acquisition of general tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude Council from assisting an employee (e.g. study leave) but such assistance extended at the discretion of the Council is not an employee right.
 - (b) Training (being an extension and/or enhancement of skills and knowledge) to enable employees to be more effective in their jobs and/or provide for future progression is the joint responsibility of Council and the employee.
4. Council recognises the need for attention to and investment in staff training and authorises the allocation in each year's draft budget an appropriate amount for staff training.
5. The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.
6. Funds allocated by Council for staff training may be directed towards any "training expenditure" and without limiting the generality of this clause, may include:
 - a) Cost of salaries, registration fees, travelling and accommodation involved in attending training courses and where appropriate seminars or conferences.
 - b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job side by side training.
 - c) Purchase of videos, CD's, books and other appropriate training aids.
 - d) Other appropriate training initiatives at the Chief Executive Officer's discretion.

5. Staff

5.17 Staff Training (Cont'd)

7. As a general guide Council's preferences for staff training activities are:
- a) Utilisation of any local courses.
 - b) Co-ordination with other local training exercises (e.g. with local businesses and with government departments).
 - c) In-house training activities.

Bibliography			
Originally adopted	20/05/1999	Amended	22/03/2012
Re-affirmed	18/06/2009		
Amended	22/02/2011		

5. STAFF

5.17 Staff Training

SHIRE OF LAVERTON
Staff Training / Conference Applications

Section 1

1. Name:
2. Position:
3. Training / Conference you wish to attend:
.....
4. Provider:
5. Date/s of Training / Conference:
6. Content of Training / Conference:
(Please provide a description of the training / conference content. Attach supporting documentation if available)
.....
.....
.....
.....
7. Benefits to applicant:
(How will this training / course benefit the applicant in their job and career within the Shire)
.....
.....
.....
.....
8. Benefits to the Shire:
(How will this training / course benefit the Shire)
.....
.....
.....
.....

9. Previous Attendance:

(List all previous training / conferences you have attended in the last 12 months)

.....
.....

10. Budget Implications:

(How much more is allocated in your training budget for the current financial year and how much has been expended to date)

.....

11. Approximate expenditure pre-identified:

Registration Fee
Salaries / Wages
Airfare / Travel
Car hire / Taxi / Bus / Train
Meal allowance
Other
Total	\$

.....
Employee Signature Date

Section 2

1. Manager's Comments:
.....

Recommended for approval Not recommended for approval

.....
Managers Signature Date

Section 3

Chief Executive Officer

Approved Not approved

.....
CEO Signature Date

5. Staff

5.18 Satellite Telephone – Road Works Crew

Council provides the construction team of the Road works crew with Satellite Telephone, installed in the Crew Cab Truck and other areas required to conform with Occupational Safety and Health.

The primary uses for the satellite telephones are to provide an effective means of communication in emergency situations or liaison between the Crew and Management.

It is also recognised that due to the work practice of the Construction team, requiring lengthy periods of camping out at the worksite, that the crew members will on occasions require to make personal calls on the satellite telephone.

Council acknowledges that personal use of the satellite telephone is required as well as business use and has determined this policy on how the cost of these calls are to be met.

The general principle is that the Shire will meet the cost of all business calls on the satellite telephones and the cost of personal calls to the equivalent value of \$2.50 per person per night of camping. The respective employees are then responsible for the balance, if any, of the cost of personal calls made by them.

Bibliography			
Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. Staff

5.19 Provision of Tea, Coffee and Sugar and Cleaning Materials

Council agrees to provide tea, coffee and sugar for use by the Road Works Crew members on the following basis.

The Deputy Chief Executive Officer is authorised to order on an “as need” basis, tea, coffee, milk and sugar having due regard to how much is required based on what is fair and responsible.

Furthermore, Council agrees to provide the necessary cleaning materials including brooms, mops, buckets disinfectant and detergent for use by the Road Works Crew to maintain the caravans and associated items in good, clean condition.

The Deputy Chief Executive Officer is to determine the items and materials required to achieve this and to ensure the sufficient stocks are on hand. The Deputy Chief Executive Officer is also to conduct regular checks to ensure that the caravans are being maintained to the expected standard.

Bibliography

Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. Staff

5.20 Provision of Cooking Utensils, Cutlery and Crockery

Council agrees to provide basic cooking utensils, cutlery and crockery for use by the Road Works Crew members on the following basis.

Two sets of cooking utensils, cutlery and crockery are to be provided, one for the Construction Crew and one for the Maintenance Grader Operator.

The items to be provided are to be determined by the Deputy Chief Executive Officer having due regard to quality and costs, and what would be reasonably expected to be provided in the circumstances for remote kitchen.

The Construction Crew would require sufficient items to meet the needs of 6 persons, and, the Maintenance Grader Operator would require items sufficient for the needs of 2 persons.

Supply of the cooking utensils, cutlery and crockery is conditional upon all road Works Crew Members signing a declaration upon receiving the items in good condition and taking responsibility for their care. Should any items be lost or damaged (beyond reasonable wear) for whatever reason, the employees will have to replace the items at their expense. In respect to the Construction team, they will be held equally responsible.

It is also a condition that upon an employee's resignation or termination the Deputy Chief Executive Officer will conduct an inspection of the items and if necessary authorise the deduction of any necessary amount to replace any lost or damaged items.

Bibliography			
Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. Staff

5.22 Rostered Day Off - Salaried Staff

Council acknowledges the practice of Salaried Office Staff working a 40 hour week, being paid for the normal working hours and accruing 2 hours per week towards a paid Rostered Day Off.

From 1 September 2000, Rostered Days Off will be subject to the following conditions:

- (a) A maximum of 5 RDO's can be accumulated

Bibliography			
Originally adopted	21/09/2000	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

5. Staff

5.23 Defence Reservist's Leave Policy

Objective

To ensure that members of the Defence Reserve Service employed by the Shire are able to access a reasonable amount of additional leave for that purpose.

Policy Statement

It is recognised that the Australian Defence Reserves are an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness. This policy applies to all employees are Reservists and undertake training and/or military service with the Australian Defence Forces.

Background

1. The Defence Reserve Service (Protection) Act 2001 (the Act) provides that:

- “Defence Service” means service in a part of the Reserves and includes training.
- Reserve service must be continuous full-time defence service or other defence service (e.g. short periods of defence reserve service which may include training), and must not prejudicially affect employees’ entitlements or other conditions of employment.
- The Act does not invoke any obligation on employers to pay the Reservists’ remuneration in respect of the civilian employment whilst absence on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than the employees’ public sector pay.
- Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- There is no scope for employers to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist “volunteering” for service of training.
- There is no discretion under the Act for employers to refuse requests for reserve service or training leave, irrespective of inconvenience to the employer or the nonessential nature of the leave. Employers are only entitled to verify that the leave request relates to the actual reserve service training.

5. Staff

5.23 Defence Reservist's Leave Policy (Cont'd)

2. Employer Support Payment Scheme

In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to employers who release Reservists for more than two weeks per year.

The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is in recognition of the costs and/or disruption to employers caused as a consequence of releasing a reservist for a period of continuous Defence service.

Service that is considered under the Employer Support Payment is:

- Ordinary Reserve Service, and
- Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.

Under the Scheme an employer is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.

Further details of the operation of the Australian Defence Force Reserves Employer Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Council on 1800 803 485 or on their website www.defence.gov.au/reserves.

5. Staff

5.23 Defence Reservist's Leave Policy (Cont'd)

Procedure

1. Employees applying for Defence Reservists Leave are required to provide evidence from the Defence Force of the extent of the leave requirement.
2. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Organisation. Generally this should be three months prior to the period of leave required.
3. At the discretion of the Chief Executive Officer, paid leave may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to the use of annual leave entitlements, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
4. Leave for Reservists is typically 4 weeks (20 working days or 28 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists attendance at recruit/initial employment training will be granted where required.
5. Where the employers agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employees weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Organisation. Superannuation contributions will be based on the employee's normal weekly salary.
6. "Continuous full-time service" (excluding any time taken on annual or long service leave), will not count for annual or sick leave, as the employees contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For the periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue with their employer.
7. Full time military service will count as service for long service leave purposes.
8. Unpaid leave will be treated as leave without pay.
9. The period of military service will count as service for increment progression and increments falling due whilst the employee is absent should be processed as normal.

5. Staff

5.23 Defence Reservist's Leave Policy (Cont'd)

10. An employee's contract is suspended whilst undertaking continuous full-time defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
11. Staff taking Defence Reservists Leave are required to pay normal rental during their absence should they have access to employee housing.
12. The Employer will keep Reservist employees who are undertaking peacetime training or development informed of critical development in the workplace e.g. organisational change, salary related matters (enterprise or workplace agreement negotiations)

Responsibility

The Chief Executive Officer is required to approve Defence Reservist Leave and ensure appropriate documentation is supplied by the employee.

Bibliography	
Originally adopted	18/08/2005
Amended	18/06/2009
Re-affirmed	22/02/2011

5. Staff

5.24 Harassment within the Workplace

Introduction

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

Objective

The Equal Opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire of Laverton will not tolerate discrimination or harassment under any circumstances. This behaviour is unlawful and Shire of Laverton will take disciplinary action against any employee who breaches this Policy. All grievances and complaints will be resolved through the Policy 5.25 - Grievance and Complaints Handling.

Policy Statement

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

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

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

The Shire of Laverton recognises that all harassment can undermine health, performance and self esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire of Laverton is therefore committed to any action which ensures the absence of all harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct as per Policy 5.26 - Incident Disciplinary Action. Anyone making false or vexatious complaints will also be disciplined.

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

Any person making a claim of harassment will be protected at all times. No face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome, will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by any harassment will not have their employment status or conditions disadvantaged in any way.

5. Staff

5.24 Harassment within the Workplace (Cont'd)

Equal Opportunity

Equal Opportunity actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

All employment training with this the Shire is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Shire are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

Discrimination

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

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

Harassment

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

Sexual Harassment

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

1. Unwelcome verbal comments of a sexual nature;
2. Unwanted and deliberate physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
3. Gratuitous display of sexually explicit written or audio material;
4. Transmission or display of offensive email, images and screen savers;
5. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
6. Offensive gestures or actions of a sexual nature;
7. Display within the workplace of sexually offensive material;

5. Staff

5.24 Harassment within the Workplace (Cont'd)

8. Persistent unwanted attention, following or stalking behaviour;
9. Subtle or explicit demands for, or offer of, sexual favours or molestation; and
10. Intrusive enquiries into a person's private life.

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

Bullying

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

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

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

A formal complaints/grievance procedure is maintained in Policy 5.25 - Grievance & Complaints Handling and Procedure, and will be utilised to effectively resolve complaints of harassment and bully.

Bibliography

Originally adopted 22/02/2011

5. Staff

5.25 Grievance & Complaints Handling

Introduction

The Shire of Laverton acknowledges that issues will arise in the workplace that an employee or employer believes are having a detrimental effect on themselves or their colleagues. This procedure provides ways of resolving grievances and complaints, (excluding Award or Industrial grievances) and achieving solutions.

Objective

The aim of this policy and following procedure is to enable workplace grievances to be resolved promptly and effectively. Grievances will vary in their seriousness and impact on the workplace and as such will need to be resolved by either an informal or formal process.

Policy Statement

1. Shire of Laverton Policy 5.24 - Harassment Within the Workplace, states the Shire's commitment to providing a workplace that is free of discrimination, harassment and bullying, and the processes through which this commitment will be implemented;
2. A Grievance may result from an action, discrimination, behaviour, omission, situation or decision that the employee feels is unjustified;
3. A Grievance in the workplace may arise over a range of employment issues and not limited to:
 - a) Payment of leave or wages;
 - b) Working hours, rosters or overtime;
 - c) Equal opportunities, discrimination or harassment;
 - d) Transfers and promotions, training and professional development;
 - e) Occupational Health and Safety
 - f) Bullying
 - g) Other forms of unfair treatment which can have an adverse effect on either the employee or the work environment.
4. The Procedure for Management & Resolution of Workplace Grievances & Complaints, outlines the processes that shall be followed should an employee consider lodging a grievance or complaint alleging that the Shire's Harassment Within the Workplace policy has been breached; and
5. Where an Enterprise Bargaining Agreement is in place, the provisions of that Agreement shall take precedence over this Policy.

Bibliography

Originally adopted 22/02/2011

5. Staff

5.26 Incident Disciplinary Action

The Shire of Laverton acknowledges that issues of staff misconduct and unacceptable levels of behaviour or work performance may require disciplinary action. Any disciplinary procedure shall be applied in a consistent, fair and objective manner.

The aim of this policy is to provide a process to ensure procedural fairness to be followed by a Supervisor, Manager or the Chief Executive Officer whenever an incident or situation arises that may lead to the consideration of disciplinary action being taken against an employee.

Objective

The objective of a disciplinary procedure is:

1. To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant State and Federal laws, Industrial Awards and Agreements;
2. To provide an acceptable disciplinary process to the workforce and the Local Government;
3. To determine the issues as quickly as possible;
4. To allow an employee who is the subject of a disciplinary process the right to appropriate representation;
5. To ensure that the ultimate determination of a disciplinary matter is made, subject to any avenues to the courts or Industrial Tribunals, by the Chief Executive Officer;
6. To ensure that the necessity for having disciplinary processes or external claims to Courts or Industrial Tribunals is minimised; and
7. To ensure the principles of natural justice apply to the process.

Policy Statement

1. The Shire of Laverton will ensure that employees are treated fairly during counselling or disciplinary action where it has been deemed that the employees performance or workplace conduct is unsatisfactory;
2. Any disciplinary action will only be taken when there are substantive reasons to justify the action;
3. Any disciplinary action shall ensure that all procedures and processes followed are fair;
4. The disciplinary action shall be conducted in accordance with established procedures which may be amended from time to time;
5. Disciplinary action may be commenced if an employee is guilty of a breach of discipline if they:
 - a) Behave in a manner that is liable to bring the Shire of Laverton into disrepute, or
 - b) Disobey or disregard a lawful instruction; or
 - c) Are negligent, careless, inefficient or incompetent in the discharge of their duties; or
 - d) Are absent from duty except –
 - On authorised leave
 - with reasonable cause

5. Staff

5.26 Incident Disciplinary Action (Cont'd)

- e) Commit any other act of misconduct, or conduct him/herself in a manner inconsistent with the duties and responsibilities of the position held by the employee.

5. STAFF

5.27 Service Pay

Introduction

The Shire of Laverton acknowledges that Service Pay is an appropriate incentive to reward loyal staff and as a means to retain staff over a longer term.

Objective

To establish incremental periods and the remuneration for those periods of service.

Policy Statement

General

As a principle, this policy will apply to all staff except those engaged on formal contracts.

Part time employees shall be entitled to Service Pay on a pro-rata basis.

Service Pay

Service Pay will be awarded on the following service basis:

After 6 months and up to

12 months of service	\$20 per fortnight
1-2 years	\$30 per fortnight
2-3 years	\$40 per fortnight
3-5 years	\$50 per fortnight
5-7 years	\$60 per fortnight
7-10 years	\$80 per fortnight
10 years and over	\$120 per fortnight

Bibliography

Originally adopted 28/07/2011

6. PROPERTIES

- 6.1 Building Maintenance
- 6.2 Hall Bookings – **Revoked 22/02/2011**
- 6.3 Council's Smoking Policy – Hall – **Revoked 22/02/2011**
- 6.4 Alcohol Consumption in Hall – **Revoked 22/02/2011**
- 6.5 Hall Cleaning
- 6.6 Swimming Pool
- 6.7 Housing – Tenancy Agreements
- 6.8 Laverton Airport - Terminal and Surrounds

6. PROPERTIES

6.1 Building Maintenance

It is the Council policy to carry out an annual inspection of all Council buildings in April of each year. The Chief Executive Officer is to arrange the annual inspection.

The Chief Executive Officer is to prepare a report on the outcome of each annual inspection and submit the report with recommendations to the Council's Budget meeting so that estimates can be considered for inclusion in the budget.

All tenants of Council buildings are to be given a minimum 48 hours notice of the time of the impending inspection.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Amended	24/05/2007		
Re-affirmed	18/06/2009		

6. PROPERTIES

6.5 Hall Cleaning

1. No decorations are to be attached to walls or ceiling by any means. The ropes are provided for decorations and these ropes are to be the only fixing point used. All decorations are to be removed prior to vacating.
2. All chairs and tables are to be returned to the store area and stacked in a clean and tidy manner.
3. Hall, kitchen floor and other rooms are to be left in a clean and tidy state. Cleaning equipment and agents have been provided.
4. All equipment and unused cleaning agents are to be left in the kitchen. Fridge, hot plate, oven and microwave are to be left in a clean condition.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

6. PROPERTIES

6.6 Swimming Pool

No running, pushing, ducking or bombies allowed.

No dogs, littering, swearing, alcohol or abusive language permitted on the premises.

No child under the age of 10 years to enter the pool without a parent or guardian being present, unless at the discretion of the Swimming Pool Manager.

The Shire accepts no responsibility for loss of possessions (clothing, money, equipment etc).

Respectable swimming costumes must be worn at all times.

No food or drinks may be brought into the premises without the approval of the Swimming Pool Manager.

The Swimming Pool Manager has the right to refuse any person wishing to enter the premises.

In conjunction with the Education Department guidelines, Laverton School, when involved in water-based activities, will supply as a minimum, the following supervisory staff:

- One qualified supervisor for every 32 students or part thereof, and
- For every 12 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor)

The following conditions will also apply:

- At all times the school staff (including teacher in charge (TIC) and supervisor) will exercise its 'Duty of Care' toward its students, under the Education Department's guidelines.
- A suitable number of supervisors will be on duty while the students are in and around the pool, with the School accepting the leading combat authority role for any incident occurring, relating to the school, before, during and after any swimming or water based activity.
- The school will notify all relevant authorities of the date and time of all water based excursions, including the pool manager, the Hospital and any other relevant agencies the School feels are a priority.

6. PROPERTIES

6.6 Swimming Pool (Cont'd)

- In the event of a student emergency, the TIC will seek assistance from the Pool Manager (who will in his/her capacity as Pool Manager, be on scene) who will work together to rectify the problem. At all times the school TIC will be responsible for all or any actions that may arise during any part of the student emergency.
- The Pool Manager will provide a safe physical aquatic environment for the purpose of public recreation. He/she will make available, the pool's first aid facilities, and the use of a phone.
- In addition, as centre lifeguard, the Pool Manager may be available for some supervisory requirements when needed during lesson times, or any water based activities.
- In the event of a student emergency he/she will render assistance to the TIC and offer his/her skills as a pool lifeguard to help.
- In the event of pool (plant) emergency, the Pool Manager will liaise with the TIC who will comply with all instructions given, and in the event of any help being needed, will offer assistance as required.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

6. PROPERTIES

6.7 Housing - Tenancy Agreements

All persons occupying Shire owned houses are to complete and sign Tenancy Agreements, a bond of \$200 is required for each property.

Tenants of Council housing are required to ensure that the yard and garden of the Council property they occupy is kept in a neat, tidy and watered condition.

Without the express permission of the Chief Executive Officer, no animals are to be allowed in any Council property.

Tenants of Council housing are required to ensure that Smoke Detectors where fitted are working and that new batteries are fitted to these detectors on 1 April each year.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Amended	18/06/2009		

6. PROPERTIES

6.8 Laverton Airport – Terminal and Surrounds

Introduction

The Shire of Laverton owns and operates the Laverton Aerodrome pursuant to a licence issued by the civil aviation authority (new civil aviation safety authority (CASA)).

Objectives

To present a clean and tidy appearance of the Laverton Airport Terminal and surrounds as an important “first impression” to people flying into, or departing Laverton.

Policy Statement

1. It shall be the policy of Council to present the appearance of the Laverton Airport Terminal and its surrounds in a neat and tidy condition and to maintain the grounds, gardens lawn areas and reticulation, to a high standard.
2. Part of the foregoing undertaking will include a responsibility for the RPT operator (currently Skippers Aviation Pty Ltd), to clean at their expense, the internal part of the Terminal building that they use.
3. Whilst acknowledging that full recovery of Airport operation costs from landing fees and other charges is not feasible, Council nevertheless recognises that the cost of cleaning and maintenance should be taken into account when reviewing airport landing fees as part of the annual budget process.

Bibliography			
Originally adopted	20/05/1999	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

7. TOWN PLANNING & DEVELOPEMENT

- 7.1 Environment – Council Recognition – **Revoked 22/02/2011**
- 7.2 Tourism Promotion and Development

7. TOWN PLANNING AND DEVELOPMENT

7.2 Tourism Promotion and Development

Introduction

The Shire of Laverton recognises that a growth in tourism presents an opportunity to increase the benefits that tourism brings to the local community. If the benefits of tourism activity are to be maximised, and the disadvantages minimised, clear planning, management and tourism policies need to be formulated at local government level.

This policy provides a means whereby Council can recognise the considerable social and economic influence of tourism in this area and plan the management and development of the industry in an appropriate manner.

Objectives

In establishing this policy, Council has as its major objectives within the Shire:

1. To recognise tourism as a social and economic force and as a potential employer.
2. To foster and create a community awareness of the benefits of tourism.
3. To ensure that it will guide and influence the development of tourism.
4. To provide the basic facilities and infrastructure sufficient to encourage tourism development.
5. To ensure that facilities within the area are adequate to cater for visitors and residents.

Policy Statement

The following policy guidelines are provided for the direction and development of tourism throughout the Shire and to ensure a consistent approach to this development.

Council will:

1. Liaise with the Tourism Western Australian and other relevant tourism organisations, Government agencies and members of the community in aspects of tourism development.
2. Endeavour to provide an adequate budget allocation for tourism related expenditure.
3. Endeavour to assist (financially and/or by other means) community organisations or events which have the potential to develop tourism in the Shire.

7. TOWN PLANNING AND DEVELOPMENT

7.2 Tourism Promotion and Development (Cont'd)

4. Seek representation where appropriate on tourism organisations dealing in the Goldfields region.
5. In developing or reviewing planning instruments including Town Planning Schemes, Strategic Plans, Local Laws etc., have regard for the requirements of tourism developments and take into consideration policies on tourism.
6. Have regard to the impact of its local laws and regulations on tourism and the balanced development of the Shire.
7. Encourage tourism product development and investment throughout the area and to facilitate the development application process.
8. Encourage a high standard of design and aesthetics in all forms of tourism development.
9. Ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
10. Consider the social, cultural, economic and environmental impact of any tourism development proposal.
11. Ensure that areas where sensitive environmental, historic or cultural areas exist, will be adequately protected in relation to any development or usage.
12. Seek financial involvement from other sources wherever possible in the provision of tourist facilities.
13. Encourage the landscaping of residential and commercial areas within the area.
14. Within the region, support the enhancement of specific natural features, areas of outstanding beauty, and recognise items and areas of heritage significance wherever practicable.

Bibliography			
Originally adopted	22/05/1998	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

- 8.1 Licensing Plates and Emblems
- 8.2 Vehicle Replacement Programme
- 8.3 Plant Report – **Revoked 22/02/2011**
- 8.4 Tools – **Revoked 22/02/2011**
- 8.5 Crossovers
- 8.6 Residential Crossovers – **Revoked 22/02/2011**
- 8.7 Footpath – Construction Priority – **Revoked 22/02/2011**
- 8.8 Road Maintenance – **Revoked 22/02/2011**
- 8.9 Guidelines for Maintenance Grading
- 8.10 Plant Hire – Contractors – **Revoked 22/02/2011**
- 8.11 Road Works – Plans & Schedules & Supervision – **Revoked 22/02/2011**
- 8.12 Bush Camps – **Revoked 22/02/2011**
- 8.13 Street – Lighting – **Revoked 22/02/2011**
- 8.14 Culvert Guideposts – **Revoked 22/02/2011**
- 8.15 Timing of Road Works
- 8.16 Right to Extract Gravel
- 8.17 Gravel Pit Rehabilitation
- 8.18 Use of Explosives Within Laverton Town Site
- 8.19 Basic Tool Kit For Each Machine
- 8.20 Water Pipes Under Roads
- 8.21 Complaints – Minor Maintenance- **Revoked 22/02/2011**
- 8.22 Traffic Counts – **Revoked 22/02/2011**
- 8.23 Bitumen Roads – Criteria – **Revoked 22/02/2011**
- 8.24 Street Verges – Allocation of Services
- 8.25 Footpath/Cycle Ways – **Revoked 22/02/2011**
- 8.26 Truck – Colours – **Revoked 22/02/2011**
- 8.27 Daily Maintenance of Shire Plant – **Revoked 22/02/2011**
- 8.28 Fuel Records and Delivers - Procedures – **Revoked 22/02/2011**
- 8.29 Plant and Machinery – Reverse Warning Buzzers – **Revoked 22/02/2011**
- 8.30 Air Conditioning – **Revoked 22/02/2011**
- 8.31 School – Supply of Sand – **Revoked 22/02/2011**
- 8.32 Access – Disable People – **Revoked 22/02/2011**
- 8.33 Shire Plant and Equipment – After Hours Use by Employees for Community Purposes – **Revoked 22/02/2011**
- 8.34 Operation of Council Plant – **Revoked 22/02/2011**
- 8.35 Prohibited and Restricted Burning Times – **Revoked 22/02/2011**
- 8.36 Burning of Rubbish tip – **Revoked 22/02/2011**
- 8.37 Seed Collection
- 8.38 Grading of Station and Remote Airstrips
- 8.39 Guidelines for Bus Use – **Revoked 22/02/2011**
- 8.40 Road Train Permits – **Revoked 22/02/2011**
- 8.41 Removal of Car Bodies

8. ENGINEERING

8.1 Licensing Plates and Emblems

All Shire vehicles, are to be licensed with Shire LA number plates, with the exception of road roller, graders and trailers which are to be registered with LA State number and the Sturt Pea Shire emblem to be affixed to front doors of all vehicles.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.2 Vehicle Replacement Programme

A five year purchase and replacement program to provide for the economical replacement of, or purchase of additional, plant and vehicles is to be prepared.

The five year programme shall be prepared in time to allow Council consideration for inclusion for both the Plan for the future for the ensuing 4 years and the draft Budget for the next following year.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, staff should use the guide below to determine an appropriate changeover date.

1. Earthmoving machinery, when 6 years old, or have reached 7,500 hours or when repairs and parts are equivalent to 20% of their original purchase price.
2. Trucks, when 5 years old, or have reached 200,000 kilometres or when repairs and parts are equivalent to 25% of their original purchase price.
3. Light vehicles should be changed over when optimum return is possible, and as a general guide at 2 years old or 80,000 kilometres, whichever comes first.

Bibliography

Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.5 Crossovers

Introduction

In accordance with the provisions of the Local Government Act 1995 and also the Local Government (Uniform Local Provisions) Regulations 1996, Council now sets down its policy in relation to crossovers.

Objective

To establish the basic specifications for vehicle crossovers.

Policy Statement

Industrial and Commercial

- 1) Industrial and commercial crossover widths at property boundaries to be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard access of a maximum of 8 metres in length. The cost of the standard crossover shall be borne one half by the Council and one half by the owner and/or occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner and/or occupier.
- 2) The crossover shall be 100mm compacted gravel and bitumen sealed off sealed roads, and compacted gravel off gravel roads. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MPA test or equivalent, have F62 reinforce mesh suspended at centre and slump test 85.
- 3) Except in the case of a government authority or department where a proper work authority shall be sufficient, Council requires prepayment by the owner/occupier for their 50% contribution.
- 4) In the case of above standard crossings, prepayment of 75% of the additional cost estimate is required, with the balance being finalised on the completion of works.
- 5) Council shall make a Budget allocation in each year's budget to allow for the Shire's contribution to crossovers.
- 6) It is Council policy to comply with requests for crossovers on a first come first served basis, within the budget provision and consideration of the shire works programme.

8. ENGINEERING

8.5 Crossovers (Cont'd)

Residential

- 1) Residential crossovers width at property boundaries to be at a standard of 3 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard access of 4 metres in length. The cost of the standard crossover shall be borne one half by the Council and one half by the owner/occupier with the costs of additional widths, if required, up to a maximum of 5 metres, and/or additional crossovers, being paid in full by the owner and/or occupier.
- 2) The crossover shall be 100mm compacted gravel and bitumen sealed off sealed road and compacted gravel off gravel roads. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MPA compression test or equivalent and slump test 85.

Bibliography

Originally adopted	15/05/1997	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.9 Guidelines for Maintenance Grading

Council graders are permitted to maintain all table drains on road reserves. Maintenance of batters is also permitted, but only in situations where they relate to being a vehicle safety problem or other circumstances of an immediate nature dictate, e.g. erosion. Where battering is done the operator is to ensure that the material is not pushed to the top of the batter and left in a windrow, but is distributed along the working face of his blade.

Where any trees, bushes or shrubs are removed from within the road reserve then they are to be deposited at such locations along that road reserve so as to remain clear of any fence line.

Every attempt is to be made to cause the minimum environmental damage.

Offshoot drains are to be renewed as often as is practical and at all times be left free from windrows and any other obstructions.

Bibliography

Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.15 Timing of Road Works

Road Works programmes will, wherever practical, be instigated on the basis of spending funds in the following order:

- i) Main Roads Western Australia – Major projects or Regional Road Group Grants;
- ii) Main Roads Western Australia - Tourist and Other Grants;
- iii) Other Government Grant Sources – e.g. DEC, Department of Sport and Recreation or Department of Housing;
- iv) Other Private Sources;
- v) Own Resources.

and for maintenance works as in the in the following priority:

- i) Main Roads Western Australia Maintenance Grants;
- ii) Other Government Grant Sources – e.g. DEC
- iii) Other Private Sources
- iv) Own Resources

Bibliography			
Originally adopted	15/05/1997	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.16 Right to Extract Gravel

Council is authorised to extract gravel for road making and road maintenance from land that it does not own or control pursuant to provisions of Section 3.27 of the Local Government Act 1995 (LGA) and Schedule 3.2 of the LGA.

In carrying out its functions, involving the extraction of gravel, Council acknowledges that consent of the owner/occupier of the land must first be obtained, or alternatively, notice is given to the owner/occupier, prior to removing the gravel in accordance with the provisions of the Act.

Whilst it is considered that native title holders do not fall within the meaning of “owners or occupiers”, Council does recognise the need to advise native title holders as a permissible future Act pursuant to Section 23 of the Native Title Act 1993 (Cth).

This policy applies to extraction of gravel from new gravel pits established from the date of adoption of this policy. Council has assumed that in relation to any existing gravel pits at the time of adoption of this policy, that all necessary approvals were obtained and procedures had been complied with at the time of creating those respective gravel pits.

Procedure

For any new gravel pits required to be established from the date of adoption of this policy, for future road construction or maintenance, that is not on Council owned or controlled land, the Shire shall give notice that it intends to extract gravel by doing **all** of the following:-

- (a) Notify any representative Aboriginal bodies for the area concerned by sending to the body, by certified mail, a letter setting out:
 - i) A clear description of the land affected by the act;
 - ii) Description of the general nature of the act (being the extraction of gravel);
 - iii) The time at which it is intended that the act begin;
 - iv) The time during which it is intended that the act will continue;
 - v) An indication of the kind of disturbance that the doing of the act will cause to the land (collectively “the Criteria”);
- (b) Notify any occupier/s (if there is any) of the land concerned by sending to:
 - i) If the occupier of land is a corporation, the corporation’s registered office
or
 - ii) If the occupier is an individual, the individual’s last known address
by certified mail, a letter setting out the Criteria.
- (c) Notify the public by placing a notice that contains the Criteria in both “*The West Australian*” or “*The Kalgoorlie Miner*” newspapers.

Bibliography			
Originally adopted	18/09/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.17 Gravel Pit Rehabilitation

Position Statement

The Shire of Laverton recognises and accepts that gravel pit rehabilitation is necessary to avoid soil compaction, increased surface drainage, erosion and visual pollution.

Policy Objective

To rehabilitate abandoned gravel pits and include progressive rehabilitation in the management of current gravel pits within the Shire of Laverton.

Policy Statements

Operating Gravel Pits

General Policy Relevant to all Sites

1. Prior to opening a gravel pit, a plan for the management of the site will be written which will include a plan for rehabilitation and monitoring.
2. Private operators are required to submit and abide to a gravel pit management plan, which includes a plan for rehabilitation and monitoring, before establishing a gravel pit.
3. Wherever possible, new gravel pits will be established on cleared land, not existing bushland.
4. Where necessary, the visual impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and visual vantage point/s.
5. Where necessary, the dust and noise impacts of an operating gravel pit will be minimised through the establishment of buffers between the pit and neighbours.
6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
8. If necessary, drainage structures will be established within the pit, to ameliorate any ponding and surface erosion.
9. Rehabilitation will be done progressively throughout the life of the gravel pit.
10. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Specific Policy for Bush Sites

11. Prior to opening a gravel pit, approval to clear will be obtained from the relevant authority if necessary.
12. The general process of rehabilitation will be to first rip the floor of the pit at 1 metre intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 4H:1V. Next, the overburden, and then topsoil should be returned to the pit. The site should then be cross-ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.

Specific Policy for Pastured Sites

13. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
14. An amount will be budgeted each financial year for rehabilitating abandoned gravel pits until all pits are rehabilitated to a satisfactory level.

Abandoned Gravel Pits

15. The method for rehabilitation will not change from that mentioned in the section on current gravel pits.
16. If fill is no longer available, spoil from roadworks etc., will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory.
17. The site will be monitored every year for three years after rehabilitation works. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

Bibliography	
Originally adopted	18/09/1997
Re-affirmed	18/06/2009
Re-affirmed	22/02/2011

8. ENGINEERING

8.18 Use of Explosives Within Laverton Town Site

Regulation 115(6) of the Explosives Regulations 1963 requires that anyone wishing to carry out any blasting or use of explosives within the Laverton Town site, must make application to the Clerk of the Council (i.e. CEO) before doing so. It is then the responsibility of the Chief Executive Officer to approve or not approve the application, then set any conditions.

It is Council Policy that should an application to carryout blasting or use of explosives within the town site, be received by the Chief Executive Officer, the Chief Executive Officer must refer the application (with a recommendation) to Council to determine whether the application should be approved, or not, and what conditions should apply.

Bibliography

Originally adopted	20/05/1999	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.19 Basic Tool Kit - Major Plant

Council agrees to provide a basic tool kit for each major item of plant, necessary for the ongoing maintenance and good repair of that item of plant.

The Manager, Engineering Services is to determine:-

- The items of plant requiring a tool kit;
- The list of tools to be supplied as part of each tool kit;
- The employee responsible for each respective tool kit.

Provision of the tool kits, is dependent on the nominated machinery operator, signing a declaration upon receiving the tool kit to the effect that all tools are present and in good condition, and taking responsibility for their care.

Should any tools be lost or damaged (beyond reasonable wear) for whatever reason, the responsible employee will have to replace the items at their expense.

It is also a condition that upon an employee resignation or termination, the Manager of Engineering will conduct an inspection of the tool kit, and if necessary authorise the deduction of any necessary amount to replace any lost or damaged items.

Bibliography

Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.20 Water Pipes Under Roads

The Chief Executive Officer is authorised to approve applications to install water pipes under roads subject to the following:

1. Water pipe to be placed at least 0.375 metres below the bottom of the road table drain.
2. Water pipes to be encased (sleeved) for 13 metres across the roadway.
3. The alignment to be defined by suitable markers on each side of the road bearing the words "WATER PIPE" in black letter not less than 65mm high on a white background.
4. The applicant to meet total cost of re-instating roadway.
5. Council to be free of any liability from damage caused to any approved water pipe under a road.

Bibliography

Originally adopted	21/09/2000	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.24 Street Verges – Allocation of Services

The Council resolves to adopt as policy the following general accepted plan for allocation of services within a street verge.

0.00m – 0.06m -	Western Power Underground Cables
0.60m – 1.20m -	Telecom Cables
1.20m – 1.80m -	Gas Mains
1.80m – 2.40m -	Water Mains (WAWA policy is 2.1m)
2.40m – 3.00m -	Western Power Poles (Local Western Power Policy is 2.75m)
3.00m – 4.20m -	Telecom Conduits
4.20m – 5.00m -	Trunk services and Storm Water

That street trees are to be located on the 3.5m alignment

Bibliography			
Originally adopted	21/09/2000	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.37 Application to Collect Seeds

Introduction

Applications are received from time to time from persons who wish to collect seeds from native flora. In the past Council has granted approval to persons who wish to collect seeds from private (pastoral) land and also land under the control of the Shire.

Applicants are required to obtain a licence from the Department of Environment and Conservation (DEC) pursuant to the Wildlife Conservation Act 1950 and its Regulations.

Objective

To facilitate the collection of nature seeds by persons holding the requisite licence.

Policy Statement

Council supports the collection of native seeds from Shire controlled land provided the applicant has an appropriate DEC licence.

Bibliography

Originally adopted	23/11/2000	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.38 Grading of Station and Remote Airstrips

Introduction

Because of the Shire's remote location, Council recognises a potential need to assist station owners and remote communities with the grading of airstrips on a free of charge basis.

Objective

1. To provide a means whereby the Shire can assist station owners and remote communities with grading of airstrips when the maintenance grader is in the vicinity.
2. In recognising a "duty of care" responsibility, it is paramount such grading be undertaken in a responsible and professional manner by the Shire and that in return, the station owner or remote community formally accepts responsibility for the finished work.

Policy Statement

Council acknowledges that as a service to the district, it is prepared to assist station owners and remote communities with the grading of airstrips on a *gratis* basis. Grading will be undertaken on the following provisions:

1. Grading will only be performed if the station owner or remote community request and specify the extent of the work.
2. The Shire acknowledges it has a responsibility to carry out the work in a responsible and professional manner.
3. At the completion of the work the station owner or remote community must accept responsibility for the finished product. However, the grader should not leave the site until this event takes place and in the absence thereof, the Deputy Chief Executive Officer should travel to the site to inspect the work on the strip and attempt to negotiate a settlement.
4. The responsibility for ensuring the strip will meet CASA standards rests with the owner of the strip.

Bibliography

Originally adopted	20/06/2002	Substituted	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

8. ENGINEERING

8.41 Removal of Car Bodies

Free Service:

The Shire of Laverton will remove intact car bodies from the residential area of Laverton townsite free of charge, subject to the following conditions:

1. The resident must make prior arrangements with the Shire office to remove the intact car body;
2. The intact car body must be placed out on the road verge but not blocking the footpath;
3. The resident will be liable for restoration fees should they damage the footpath while moving the intact car body from inside the property.

Fees for Service:

The Shire of Laverton will remove intact car bodies from inside property boundaries in both residential and industrial areas for a fee of \$200 (includes GST) per intact car body, subject to the following conditions:

1. The property owner must make prior arrangements with the Shire office and agree to pay all costs to remove the intact car body;
2. Shire staff must have clear access to site to remove the intact car body;
3. The property owner must sign an indemnification that any accidental damage incurred to any infrastructure on the property during the removal process will be the full responsibility of the property owner. All reasonable care will be taken by the Shire to avoid such incidents;
4. The removal of pieces of car bodies will only be undertaken after the property owner has obtained a quotation from the Shire to remove the items and agreed to pay the costs involved.

Vehicles Outside of Town Limits:

Council also approves the removal of abandoned vehicles on Shire roads situated outside of the town limits where it is reasonable to retrieve them.

Bibliography

Originally adopted	18/06/2009
Re-affirmed	22/02/2011

9. HEALTH & BUILDING

- 9.1 Relocation of Second Hand Buildings Within the Laverton Town site
- 9.2 Smoke Free – **Revoked 22/02/2011**
- 9.3 Infectious Disease Notification – **Revoked 22/02/2011**
- 9.4 Refuse Disposal Sites – **Revoked 22/02/2011**
- 9.5 Heritage Clearances – Aboriginal Heritage Act
- 9.6 Property Boundary Fencing
- 9.7 Country Medical Foundation – **Revoked 22/02/2011**
- 9.8 Nurses' Incentive Payments

9. HEALTH AND BUILDING

9.1 Relocation of Second Hand Buildings within the Laverton Town Site

Second hand buildings generally will not be approved for re-erection within the town site areas. Council, at its absolute discretion, may give such approval, subject to the conditions listed below and subject to any additional conditions which may be imposed by Council.

All relocated buildings are to comply with the relevant provisions of the Building Code of Australia, Health Act, Town Planning Scheme and other local laws and regulations.

The buildings are to be inspected by Council's Environmental Health Officer/Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required work will be made. Alternatively, Council will consider a written report from the Building Department of the appropriate Local Authority or from a Structural Engineer.

For the assessment of the proposed relocation, Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the buildings and requires payment of the normal building application fee.

The Council may seek comment from adjoining and affected landowners prior to determining the application.

Council will consider the affect on surrounding properties and may require alterations to the design and site location so as to compliment the surrounding properties.

The applicant will be required to complete all specified remedial works within 12 weeks of the relocated building being placed on site.

A bank guarantee/bond, as decided by Council, will be required to be lodged and will be released when the work is completed at the discretion of the Environmental Health Officer/Building Surveyor.

Bibliography			
Originally adopted	15/05/1997	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

9. HEALTH AND BUILDING

9.5 Heritage Clearances – Aboriginal Heritage Act

Council is to give consideration to the following protocol in order to comply with the provisions of the Aboriginal Heritage Act:

Wongatha – Determination Heritage Protocol

- Aboriginal Heritage Act & Commonwealth Heritage Protection Act.
- Both aimed at preserving and protecting sites.
- Not based on Native Title Act.
- Successful prosecutions scarce but awareness on the increase (only two prosecutions to date-both Shires).
- Non-compliance can lead to delays, controversy etc.

Procedures to Identify Sites Proposal

- Site Register
- Consultation with Aboriginal people
- Persons who can speak for country
- Site Surveys:-
 - High impact activities
 - Low impact activities
 - Nature of activity requiring a survey
 - Site identification or Work Clearance.

Mechanics of Surveys – Proposal:

- Notice of Activity – Low or high impact activity.
- Low Impact – Notice, map, brief description, no survey required.
- High Impact – Anthropologist, survey team, report, management of the site.
- Costs – Agree up front or budget for each visit.
- Cost Savings – large scale surveys, coordination with mining industry, DOLA etc.
- Report – sites registered, no repetitive surveys!
- Section 18 applications remain an option.

Dispute Resolution Solution:

- Establish permanent Heritage Committee;
- Meet on a regular basis;
- Each party covers own costs;
- Consider applications, settle disputes and undertake mediation;
- All parties reserve their rights.

9. HEALTH AND BUILDING

9.5 Heritage Clearances – Aboriginal Heritage Act

Benefits:

- Separates determination of Native Title from Aboriginal Heritage.
- Secure basis for public works and town development.
- Proper record of sites.
- Sound interaction with local Aboriginal people.
- Coordination can save costs (can cost up to \$2.00 per hectare).
- Complies with legal obligations.

Many site heritage surveys have been done in Laverton Shire by mining companies, and MRD for Outback Highway.

Ron Parker – Anthropologist for Leonora Shire.

Councils should have a local “Aboriginal” Committee Which could do heritage matters as well as other issues.

Bibliography			
Originally adopted	24/01/2002	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		
Re-affirmed	18/06/2009		

9. HEALTH AND BUILDING

9.6 Property Boundary Fencing

Council Authorise the Environmental Health Officer to approve the building works which have taken place as they are in compliance with the Building Code of Australia, and they do improve the amenity of the surrounding area.

Also Council authorise that the Environmental Health Officer is to approve any subsequent applications subject to the following conditions:-

1. The proposal complies with the Building Code of Australia;
2. The proposal does not have a negative effect on the amenity of the surrounding area to the satisfaction of the Environmental Health Officer;
3. Side and rear boundary fences are to be a maximum height of 1800mm and the front boundary fence is not to exceed 1500mm.

Bibliography			
Originally adopted	17/06/2004	Re-affirmed	18/06/2009
Re-affirmed	21/07/2005	Re-affirmed	22/02/2011
Re-affirmed	24/05/2007		

9. HEALTH AND BUILDING

9.8 Nurses' Incentive Payments

Introduction

In the past, the operation of the Laverton Hospital has been jeopardised by an inability to retain nursing staff to enable a functioning level of service.

Objective

To provide an incentive scheme to encourage registered and enrolled nurses to reside permanently in Laverton.

Policy Statement

The Shire of Laverton will provide monetary incentive payments to nurses who reside permanently in Laverton and for each completed six months of full time continuous service at the Laverton Hospital, will pay incentives on the following basis:

- Registered Nurses - \$2000
- Enrolled Nurses - \$1000;

provided that nurses of the above categories will also be eligible for a pro-rata payment for less than fulltime engagement.

Bibliography

Originally adopted 20/05/2010
Re-affirmed 22/02/2011

10. OTHER

10.1 Matters Pertaining to Camping Out

10. OTHER

10.1 Camping Out

Introduction

Owing to the large area of the Shire, the length of road network and other issues such as the requirements to attend native title meetings in remote areas, the , Executive Officers, support staff and Councillors are, on occasions required to “camp out” during the course of their duties/representations.

This policy provides the basis for which costs are met by Council when “camping out” is necessary.

Note: The “Camping Out” policy has been amended to delete the Shire works crew due to the “cashed out” provisions incorporated in the new Collective Agreement (Minute OC0519).

Objective

To establish appropriate guidelines regarding either the reimbursement or purchase of food and refreshments for personnel who “camp out”.

Policy Statement

General

As a principle, the Shire does not provide or compensate employees or councillors for bedding gear or cooking utensils other than what is supplied in the works crew ablution/kitchen caravan or sleeper caravan. This is a responsibility of the individual.

Executive Officers and Support Staff

This includes the Chief Executive Officer, Executive Manager Technical Services, or persons deputising in these positions or other staff authorized by the CEO.

The Shire will provide food and refreshments to these employees up to the value of \$20 per person per night. Staff are encouraged to purchase items locally but in any event, receipts must be produced to claim reimbursement.

Councillors

The Shire will provide food and refreshments, for Councillors required to camp out on Shire business, or representing Council, up to the value of \$20 per night. Councillors are encouraged to purchase items locally but in any event, receipts must be produced to claim reimbursement.

Bibliography			
Originally adopted	20/05/1999	Amended	22/02/2011
Re-affirmed	24/05/2007	Amended	28/07/2011
Re-affirmed	18/06/2009	Amended	22/03/2012

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