



# Shire of Brookton

## Management Policies & Procedures Manual

*Version:*

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*Added in (October 2016);*

- *Appendix 1 - Shire of Brookton Records Management Business Rules*
- *Appendix 2 - Shire of Brookton Public Interest Disclosure Procedures*
- *Appendix 3 - Shire of Brookton Freedom of Information Procedures and Access Arrangements*

*Added in (November 2016)*

- *1.42 Council Activities during a Harvest & Vehicle Movement Ban*
- *1.43 Administrative Authorisations*

*Added in (December 2016)*

- *1.44 Salary Sacrificing*
- *1.45 Administrative Protocol: Traffic Management on Roadworks*
- *1.46 Procedure Manual: Traffic Management for Roadworks*

*Added in (January 2017)*

- *1.47 Discounts, donated fees or products, waivers or reduced charges*
- *1.48 Staff Housing Gardening Services*

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## INTRODUCTION

The Council's Management Policies & Procedures Manual is a set of organisation wide or 'management' policies and procedures adopted by the Chief Executive Officer (CEO), for management of the Shire under general powers, pursuant to section 5.41 (d) of the Local Government Act 1995 or other Acts as the Principal Officer of the Shire of Brookton.

The Manual compliments the separate document entitled the Shire of Brookton Council Policy Manual, which include policies adopted by the Council pursuant to Section 2.7 of the Local Government Act 1995 which also includes those adopted pursuant to the Planning and Development Act 2005 and the Shire's Local (Town) Planning Scheme.

Amendments to this Manual may be made by the CEO at any time with any affecting the roles, rights or responsibilities of any employees being subject to an appropriate consultation process.

Suggestions, additions or alterations to Policies or Procedures contained within the manual are welcomed by the CEO from any employee and the Senior Management Group.

The following template can be used for suggested new Procedures.

<b>Title:</b>	<b>x.x Title</b>
<b>Responsibility:</b>	<b>Select a Manager, all staff or CEO</b>
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the .....

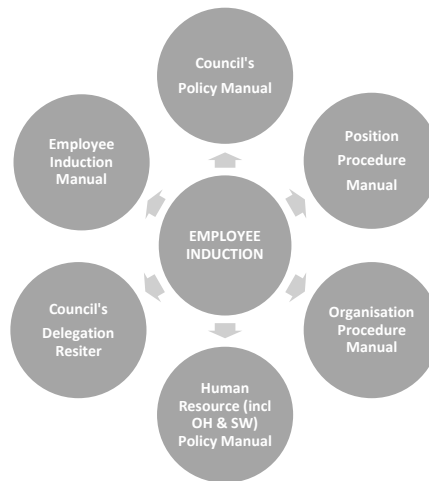
**Procedure:**

The....

This publication is a 'living' document, which has been designed to serve as a tool for Council employees. It is only one of several reference documents to guide you in dealing with Councillors, Colleagues and Customers.

Employees should be mindful of the fact those in simple terms;

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegations and Authorisations provides for who can do it.



This document serves to complement Council's Employee Induction Manuals (inside staff & outside staff versions, whichever is relevant to your position), Council's Policy Manual, the Council's Code of Conduct, Council's Delegation Register, WALGA's Human Resources Manual and individual Position Procedure Manuals.

If the CEO or a Manager has issued a memo to all staff or a majority of staff about how to perform something - it should (generally) be recorded as an Administrative Procedure (in this document).

This document should also be read in conjunction with Council's Employee Induction Manuals (inside staff & outside staff versions, whichever is relevant to your position) and is copied to all new Council employees on their first day of work.

This document therefore collates various directives (not delegations) and preferred processes to deal with Council's administrative tasks in implementing Council decisions, Council Policies and day to day tasks. It should also be noted that this document does not seek to replicate individual 'Position Procedure Manuals', which are thoroughly recommended and required.

As an organisation, for day to day functions, Council employees therefore rely on five main documents being the Council's Policy Manual, Delegation Register, Procedure Manual, WALGA's Human Resources Manual and individual or team 'Position Procedure Manuals'.

When Council resolves to create a Policy it is added or amended in Council's Policy Manual. Council's Policy Manual seeks to give broad direction to the CEO and all staff about how to respond and deal with certain matters on a certain subject, by resolution of Council.

It is important to note that Council's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

If Council has issued a delegation to the CEO, or the CEO has sub-delegated a delegation, it is added or amended in Council's Delegation Register. This document also records delegations given to Officers from other organisations or by legislation from time to time.

Council's Delegation Register details certain delegations to the CEO (and sub-delegations from the CEO to other staff) and Council Committees, as specified in the legislation empowering it (generally a decision that requires a Council resolution unless delegated by resolution of Council).

Pursuant to section 5.18 of the Local Government Act 1995, Council (and the sub-delegator) must review the delegations at least once every financial year.

## **CEO ORGANISATION WIDE POLICIES & PROCEDURES**

<b>Title:</b>	<b>1.1 Administration Building and Council Chambers</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	<b>June 2012</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the use of Council Chambers.

**Procedure:**

The Shire President after liaising with the CEO or CEO may authorise the use of the Council Chambers by community or Government organisations for the purpose of conducting meetings during office hours.

With permission of the CEO or Shire President after liaising with the CEO, the Council Chambers may be made available to community organisations, during office hours or after, that have a Councillor or Shire Administration staff member as a Council delegate on the committee.

Keys to the Administration Centre are only available to Administration Staff and shall not be passed on to other committee members.

Notewell: The one current exception to this rule is the Bendigo Bank who have permission to access the Chambers (code and key) for their Board Meetings on a 'booked', free of charge basis.

<b>Title:</b>	<b>1.2 Citizenship Ceremonies</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	<b>June 2012</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the conduct of Citizenship Ceremonies.

**Procedure:**

The Shire President shall conduct citizenship ceremonies. The CEO shall arrange formalities for the ceremony. The CEO is authorised to purchase refreshments for the ceremony and a suitable gift is to be presented to the recipient.

*Notewell: Delegation Register Delegation 1.53 Appointed / Designated Officers*



<b>Title:</b>	<b>1.3 Administration Centre Flag Pole</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the use of the Australian Flag at the Administration Office.

**Procedure:**

The flagpole located at the Administration Centre is reserved for the flying of the Australian flag. The Australian flag is to be flown each day during office hours.

Flag protocol will be in accordance with the Australian Government “It’s an Honour” guidelines.

<b>Title:</b>	<b>1.4 Safe Collection and Disposal of Improperly Discarded Sharps</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide procedures to minimize the risk of infection to employees and others.

**Procedure:**

**DEFINITIONS**

**“Sharps”:** For the purposes of this policy “sharps” means objects or devices having sharp points or edges capable of cutting or piercing the skin. This definition includes hypodermic needles, scalpels and broken ampoules.

**“Improperly discarded”:** For the purposes of these guidelines “improperly discarded” means where sharps are found in places other than domestic and other waste disposal bins in appropriate sharps containers.

**COLLECTION**

- \* Sharps should be disposed of at the site of collection into a suitable container, which should be puncture resistant and shatter proof.
- \* A suitable container is a rigid plastic container with a secure lid (preferably screw top).
- \* All Council vehicles should carry suitable sharp safe containers at all times.

The following procedure is recommended to all Council employees in the collection of sharps:

1. Don't be alarmed.
2. Go and get a suitable container.
3. Avoid touching the sharp point with your fingers or hands.
4. Pick up the sharp by the blunt end, away from the point.
5. Never attempt to replace the protective cover of a needle if it has been left exposed.
6. Do not carry the sharp unless it is in a suitable container.
7. Put the sharp, point first, into the rigid plastic container with a well secured (preferably screw top) lid.
8. Make sure the container is tightly sealed.
9. More than one sharp can be placed in the container but do not overfill.

## **DISPOSAL**

Two options for disposal are recommended.

**Where your Council has an existing sharps disposal service associated with an Immunization Program the following disposal procedure is recommended:**

1. Return container with sharps, at the end of the working day, to the central collection point for disposal with immunization sharps.
2. Central sharps collection container is located at:
3. The time, date and location of the sharp found is to be recorded in the sharps collection register located at the Council Office.

It is recommended that a register be provided at the central collection point to assist with determining the extent of the problem and any problem areas, and to assist with future planning for a safe environment.

**Where no central sharps collection service exists the following procedure is recommended:**

1. As soon as practicable after collection individual sharps in suitable sharps containers shall be disposed of in the Council's general waste stream, preferably at the Council's depot's main 240 litre MGB or bulk bin. Sharps should not be accumulated if being disposed of in this manner.
2. The time, date and location of the sharp found is to be recorded in the sharps collection register.

It is recommended that a register be provided at a central point within the Council Offices or Depot to assist with determining the extent of the problem and any other problem areas, and to assist with future planning for a safe environment.

## **PROBLEM AREAS**

In identified problem areas Council will investigate the installation of appropriate disposal bins and any other strategies appropriate to address the problem.

The Health Department of WA has a Local Government Grant Program, which assists Local Governments with the placement of disposal bins in problem areas. See Resource List for contact number.

## **FIRST AID**

A person who is pricked or scratched with a discarded sharp has only a very remote risk of being infected with Human Immunodeficiency Virus (HIV). There is, however, a possibility of other infections such as Hepatitis B or Hepatitis C. Tetanus spores, which live in the soil, may also cause infections if they are transported into the body through broken skin.

What to do if you have a sharps injury:

1. Wash the area gently with soap and running tap water as soon as possible.
2. Apply an antiseptic and sterile dressing.
3. Obtain prompt medical treatment (within 24 hours if possible). Take the sharp in a suitable container with you to the doctor.
4. Report incident as per Council "Health and Safety Policy".

## **SAFE COLLECTION AND DISPOSAL ADVICE FOR THE GENERAL PUBLIC**

In the first instance members of the general public will be encouraged to take the following steps to deal with improperly discarded sharps.

1. There is no need to be alarmed.
2. Get a container with a well-secured lid, preferably screw top. Rigid plastic containers with lids are best (e.g. plastic milk, juice or soft drink bottle with a screw top lid). Avoid using glass, which may shatter, or aluminium cans, which may be squashed.
3. Avoid touching the sharp point with your fingers or hands.
4. Pick up the used sharp by the blunt end, away from the point.
5. Never attempt to replace the protective cover of a needle if the needle is exposed. Do not carry the sharp unless it is in a suitable container.
6. Put the sharp, point first, into the container. More than one sharp can be placed in the container but do not overfill.
7. Make sure the container is tightly sealed.
8. Put the sealed container in a domestic rubbish bin (Mobile Green Bin). Do not put needles and syringes down toilets or drains.

## **RECORDING**

Where a member of the public contacts the Council with discarded sharps information the time, date and location should be recorded on the prescribed form.

## **FURTHER INFORMATION**

Council will make available to the general public copies of the pamphlet by the WA Health Department as appropriate.

<b>Title:</b>	<b>1.5 Budget Preparation</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the formulation of the budget.

**Procedure:**

Where practical the annual budget should be completed and adopted prior to 31 July, and if not practical, by 31 August in accordance with the provisions of the Local Government Act.

<b>Title:</b>	<b>1.6 Hire of Furniture and Equipment</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction on the use of furniture and equipment.

**Procedure:**

It is the policy of Council that furniture and equipment purchased for the Brookton Memorial Hall and WB Eva Pavilion is not available for private or party hire.

Only the Chief Executive Officer can authorise public use of furniture and equipment.

<b>Title:</b>	<b>1.7 DrumMuster Inspectors</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To ensure equity and consistency for community groups involved in fundraising through the DrumMuster.

**Procedure:**

In recognition of their past efforts to revitalise the DrumMuster program in the Shire of Brookton, Council nominates Kweda Golf Club as its DrumMuster inspectors by default and for every second collection.

Community groups can apply to provide inspectors for the remaining collections. All inspectors must have attended the accredited Agsafe training.

<b>Title:</b>	<b>1.8 Gravel Pit Rehabilitation</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To rehabilitate private property and Shire reserves where the Shire has completed extraction of gravel.

**Procedure:**

Unused pits - the sites shall be spread and levelled as much as possible. The site shall be deep ripped at 3 metre intervals where necessary.

New pits - topsoil shall be stock piled. Following annual excavation the topsoil shall be pushed over the excavation.

Timbered pits located in grazing paddocks shall be fenced until revegetated by planted native trees.



<b>Title:</b>	<b>1.9 Corporate Uniform</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To establish guidelines for the wearing of and reimbursement for corporate uniforms.

**Procedure:**

- Members of staff are to wear a corporate uniform, including a name badge.
- A corporate uniform will be standardised across the organisation and may be reviewed and updated from time to time.

3.	Initial Start-up Pack	Annual Maintenance Pack
	\$300	\$300

- Payments will be made directly to the uniform supplier and any orders placed above the allowance are at the employee's expense.
- Deductions from payroll can be arranged to facilitate payment of uniform costs above the pack allowance.
- All staff receiving uniform packages will be required to wear a corporate uniform.

<b>Title:</b>	<b>1.10 Annual Leave</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To guide the CEO when taking periods of Annual Leave.

**Procedure:**

Staff are required to take their annual leave within twelve months of it being due. The Chief Executive Officer (CEO) shall authorise such leave.

The Chief Executive Officer may take annual leave in consultation with the Shire President.

Councillors will be notified when the Chief Executive Officer intends to take annual leave.

The Deputy Chief Executive Officer is appointed as the Acting Chief Executive Officer when the Chief Executive Officer is on leave for periods of up to 20 working days.

<b>Title:</b>	<b>1.11 Staff Housing and Housing Subsidy</b>
<b>Responsibility:</b>	<b>CEO</b>
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To ensure that eligible Council employees are provided with suitable housing of a good standard and that housing is managed appropriately.

**Policy:**

In order to attract qualified personnel to the Shire of Brookton selected staff may be offered subsidised housing by Council, together with a water subsidy. The employee may salary sacrifice their rental payments.

**Procedure:**

***Eligibility***

The Chief Executive Officer shall determine which employees are eligible for a Council provided house and associated allowances as part of their employment package/contract. The Chief Executive Officer will confirm that the position attracts housing and associated benefits prior to the position being advertised.

As a guide, positions that require skills that would not normally be available within the district will be provided with a rental subsidy.

***Housing subsidy***

Council will subsidise rent for eligible employees. The employee will pay the balance of rent through fortnightly payroll deductions in advance.

The housing subsidy will be paid as a cash allowance if a house is not available to an eligible employee or if the employee has private accommodation.

Rent reviews will use maximum State Housing and current market rents as a guide.

***Water subsidy***

Council will subsidise water usage costs of employees who occupy shire owned residences. A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard.

***Tenancy Agreement***

Employees provided with housing are required to sign a Tenancy Agreement. All clauses of the Tenancy Agreement must be complied with or housing may be revoked.

### ***Inspections***

Regular inspections of all council owned property will be carried out by a representative of Council.

Council's houses shall be inspected as outlined below:

1. Initial inspection upon occupation by the tenant.
2. Inspection three months thereafter.
3. If the three month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in February for maintenance purposes.
4. If the three month inspection reveals that the house is not being well maintained, then the next inspection will be in another three months.
5. Final inspection on termination of employment.

An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Council representative carrying out the inspection.

Refer also Delegation 1.8

<b>Title:</b>	<b>1.12 Employee Training and Development</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

People are the major asset of the Shire of Brookton and this Training Policy aims to invest in your development to ensure the continuing success of the business.

**Procedure:**

The Shire of Brookton Training Policy is founded on the following principles:

- You have a major role in determining your specific training and development needs
- Your line Manager has a primary responsibility for ensuring your training is directly linked to the Shire of Brookton business objectives and plans.
- There will be Training Co-ordinator to oversee training activities to ensure implementation of training plans and maintain training records.
- A performance review system operates to ensure your training and development needs are discussed annually to ensure your skills are kept up to date.
- A comprehensive training system operates, which is reviewed annually using internal and external trainers.
- To encourage you to become professionally qualified, there is appropriate financial assistance and study leave (see section on Professional/Vocational Qualifications).

**Induction:**

As a new employee you will be taken through an induction programme. The aim of the programme is to introduce you to the structure of the Shire of Brookton, where you sit within it and take you through all the basic things you need to know about life in your new position.

If for any reason you do not get taken through all the sections on the induction in your first few days do not be afraid to ask your Supervisor to complete the process.

**Employee Development Plan:**

When you get towards the end of your probationary period your Manager will take you through your final Progress Review. An important part of the Progress Review is the “Employee Development Plan”. The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of your individual training plan for the period until your next review.

Your next review will be your annual Performance Appraisal and it will also have an “Employee Development Plan” for the next 12 months.

The Shire of Brookton is committed to creating a “learning culture”. The Shire of Brookton will continue to succeed because we recognise that the business environment is constantly changing and that we need to acquire knowledge and expertise to keep us ahead of the game.

**Professional/Vocational Qualifications:**

The Shire of Brookton recognises that there are many professional skills required to ensure that the Shire of Brookton is successful.

Subject to prior agreement with your Manager, the fees for relevant professional education will be met or subsidised by the Shire of Brookton on demonstrated successful completion of the enrolled course.

**Proviso:**

Having regard to changing Government policy on student contribution towards the cost of study, the Shire of Brookton will keep its policy on reimbursement of educational expenses under review.

**Study Leave:**

It is the Policy of the Shire of Brookton to encourage staff to undertake external courses of study relevant to their vocation. If it is necessary for staff to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the staff member in their career with the Shire of Brookton. Approval for such absence must be obtained from the Supervisor and/or Manager.

Normally staff are allowed half a day study leave in the week prior to an exam and half a day for each exam. Any need for extended study leave should be discussed with your Supervisor/Manager.

<b>Title:</b>	<b>1.13 Use of Council Vehicles</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

The objective is to provide clear guidelines for the private use of Shire vehicles by employees.

The primary purpose of the acquisition of motor vehicles by the Shire of Brookton is to meet the Shire’s transportation requirements associated with business needs. A secondary and subservient purpose is to acknowledge the current market place environment and to make vehicles available for private and commuting purposes for Shire employees as part of an employee’s overall salary package.

This Policy applies to any Shire employee who gains benefit from the use of Shire owned motor vehicles by either private use or commuter use of such vehicles.

**Procedure:**

**1. Vehicle Purchases**

**Chief Executive Officer:**

The type of vehicle and therefore the maximum vehicle value will be set as part of the approved contract of employment.

**Deputy Chief Executive Officer, Principal Works Supervisor, Shire Planner, Environmental Health Officer:**

Vehicle purchases for these employees will be in accordance with best overall value to the Shire, giving due consideration to environmental impact and occupants’ safety.

### **Operational Staff vehicles:**

These vehicles are selected on best overall value to the Shire based on the operational requirements of that vehicle, giving due consideration to environmental impact and occupants' safety.

These vehicles may on occasion be allocated to employees for Commuter Use or Restricted Private Use.

## **2. Vehicle Changeover**

The calculation of vehicle changeover will depend on many variables. In general terms, passenger vehicles are to be changed at a time calculated to minimise whole-of-life costs while the vehicle is still under warranty.

The Chief Executive Officer may vary passenger vehicle types and models from time to time to obtain the best benefit to Council, having regard to private use requirements of the employee.

## **3. Vehicles included in Staff Contracts**

A number of staff have private vehicle use included in remuneration packages. New contracts will contain the category and conditions of vehicle usage in accordance with clause 5 of this policy.

Staff are to be consulted prior to any significant change in vehicles provided under contractual or salary packaging arrangements.

Vehicles supplied under these provisions are to be kept in a clean and tidy condition and routine maintenance checks, as recommended in the manufacturer's handbook, are to be conducted regularly (e.g. fluid levels and tyre pressures). If a vehicle requires major detailing at the time of trade-in, due to lack of appropriate cleaning, the driver responsible for its use will be required to pay for this service.

## **4. Maintenance**

- (a) All repairs, maintenance and replacements are to be at the Shire's cost.
- (b) Insurance and licensing of vehicles is arranged by the Shire for both Shire and private use.
- (c) The authorised employee is to ensure that the vehicle is serviced in accordance with the manufacturer's recommended service schedules.
- (d) Vehicle faults which occur between services are to have repairs arranged immediately.

## **5. Categories of Private Use**

The category of private use will be negotiated with employees as part of their salary package determination. The values associated with the category of private use will be the values issued by WALGA and current at the time of engagement and salary package review. Where a change of vehicle category occurs, the package value will be changed at the next review.



### **(i) Commuting Use Only**

Commuting Use is based on being no more than 20% of estimated total annual use as a guide only. Employees who have commuting use of a Council vehicle would ordinarily reside within the boundaries of the Shire of Brookton. This category relates to employees who have current agreements for commuting use of Shire vehicles.

- Restricted private use to and from home only, by the most direct practical route. No other private use is permitted.
- Vehicle may be required to be marked with the Shire logo.
- The only person authorised to drive the vehicle whilst on commuting use is the relevant employee, other than in emergency situations.
- A log book is to be kept to record usage as required from time to time for Fringe Benefits Tax (FBT) purposes.

### **(ii) Restricted Private Use**

Restricted Private Use is based on being no more than 40% of estimated total annual use as a guide only.

This category relates to employees who have agreements for Restricted Private Use of Shire vehicles.

- Restricted Private Use allows commuting and additional private use within a radius of 250km of Brookton.
- Additional private use (beyond 250 km) is only to be undertaken with the authority of the Chief Executive Officer.
- Persons authorised to drive the vehicle on Restricted Private Use are the employee and their spouse/partner.
- Restricted Private Use is to include public holidays.
- The vehicle will be returned to Council during periods of leave of any kind in excess of one week.
- The vehicle is to be available for the use of other staff during working hours in the performance of their duties.
- The vehicle is not to be used for commercial activities or private gain.
  - A log book is to be kept to record usage as required from time to time for Fringe Benefits Tax (FBT) purposes.

### **(iii) Unrestricted Private Use**

This category generally relates to employees who have agreements for Unrestricted Private Use of Shire vehicles.

- Persons authorised to drive the vehicle on Unrestricted Private Use are the employee and their spouse/partner. The employee may authorise another person to drive his/her vehicle on condition that the employee is physically present in the vehicle.
- Unrestricted Private Use is to include public holidays and annual leave periods. Use during long service leave periods is subject to negotiation if not contained within the employee's contract of employment.
- Unrestricted Private Use is restricted to within the State of Western Australia, unless approval from the Chief Executive Officer is obtained, or from Council in the case of the Chief Executive Officer.

- Except during periods of leave by the employee the vehicle is allocated to, the vehicle is to be available for the use of other staff during working hours in the performance of their duties.
- The vehicle is not to be used for commercial activities or private gain.
- A log book is to be kept to record usage as required from time to time for Fringe Benefits Tax (FBT) purposes.

## **6. Relieving Entitlements**

Employees acting or relieving for an employee on leave do not automatically assume the motor vehicle entitlements of that employee.

## **7. Chief Executive Officer – Authority**

The Chief Executive Officer has the following authority:

- The allocation of the use of a vehicle for specific after hours use.
- The authority to negotiate remuneration packages with employees including any private use of the vehicle.
- Approval for any travel outside Western Australia.
- Discretion to define what constitutes commercial activity or private gain.

## **8. Responsibilities of all Drivers**

All drivers of Shire vehicles are responsible to ensure that they:

- Are the holders of a current Western Australian drivers licence appropriate for the vehicle. A photocopy must be provided to the Payroll Officer who will place it on their personnel file.
- Drive the vehicle responsibly and legally, observing all rules and regulations.
- Lock the vehicle at all times when it is unattended.
- Take full responsibility for all traffic, parking and any other infringements incurred whilst in control of the vehicle.
- Ensure the vehicle is maintained in a clean condition.
- Report any defects immediately.
- Immediately report all accidents or damage to the vehicle including the completion of the necessary accident incident form, insurance report and claim forms and report same to the Police Department.
- Leave no valuables unattended in the vehicle.
- Carry a basic first aid kit.
- Park the vehicle off the street, in a carport or garage, outside business hours, wherever possible.
- Conduct regular vehicle inspections to identify and report any damage to the vehicle.
- Fill in the vehicle log book when required with the driver's name clearly identified in the log.
- Enforce the no-smoking rule for drivers and passengers using the vehicle.

All drivers of Shire vehicles are to be provided with and be familiar with all the issues relating to this vehicle policy.

This policy shall not have a detrimental effect on staff contracts or conditions of employment which are current at the date of its adoption.

<b>Title:</b>	<b>1.14 Investment of Surplus Funds</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	<b>19 March 2009</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

The investments objective is to manage the Council’s investment portfolio in order to maximize return within agreed risk parameters.

In achieving this, the following must be maintained:

- a) adequate level of diversification to spread risk;
- b) ready access to funds for day to day requirements;
- c) high level of security by using recognized assessment criteria;
- d) adherence to the requirements of Section 6.14 of the Local Government Act 1995 and Section 18(1) of the Trustees Act 1962 (as amended) (the “Prudent Person” rule).
- e) adhere to regulations section 19, 19c, 28 and 49 of the Local Government (Financial Management) Regulations 1996.

**Procedure:**

Risk Profile

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

- a) the purpose of the investment and the needs and circumstances;
- b) the nature of and risk associated with existing investments;
- c) the likely income return and the timing of such income return;
- d) the desirability of diversifying investments;
- e) the risk of capital or income loss or depreciation;
- f) the costs (including commissions, fees and charges) of making the proposed investment; and
- g) the length of the proposed investment.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may in turn delegate the day-to-day management of the Shire of Brookton’s investment to the Deputy Chief Executive Officer.

### Prudent Person Standard

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

### Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire of Brookton's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

### Approved Investments

That funds surplus to immediate requirements may be placed in any of the following authorised deposit taking institutions (ADIs), being licensed banks as defined under the Banking Act 1995 for a period not exceeding 12 months:

- a) Western Australian Treasury Corporation
- b) Australian and New Zealand Banking Group
- c) National Australian Bank
- d) Westpac
- e) Bank West
- f) Commonwealth Bank
- g) Citibank
- h) St George Bank Ltd
- i) Bendigo Bank
- j) HSBC Bank Australia
- k) ING Bank Australia Limited
- l) Suncorp Bank
- m) Bank of Queensland
- n) Rabobank

### Prohibited Investments

In accordance with regulation 20 of the *Local Government (Financial Management) Regulations 1996* the Shire of Brookton will not do any of the following:

- Deposit with an institution except an authorised institution (as defined in section 5 of the *Bank Act 1959*);
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based investments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Authorised Counterparties and Exposure Limits

<b>Counterparty Details</b>	<b>Minimum Standard &amp; Poor's Rating</b>	<b>Maximum Exposure as a % of total Investment Portfolio</b>
11.1 All banks within the meaning of the Banking Act 1959. Note: At all times a minimum of 50% of total investments must remain with a Bank	A-1 (short) AA (long)	100%
11.2 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 1 year	Aam AAf	50%
11.3 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 3 years	AAf	30%
11.4 Managed (Fixed Interest) Funds Note: An overall limit of 50% applies to items – i.e. A mix is acceptable but combined exposure must remain within 50% of total investment portfolio	AAf	20%
11.5 Commonwealth Government (Max term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%
11.6 State Government (Max Term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%

Funds invested with the Bendigo Bank by way of the shire's cash management account (Municipal Cash at Bank) and the trust fund are exempt from these restrictions.

If any of the Shire of Brookton's investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

<b>Overall Portfolio Term to Maturity Limits</b>	
Portfolio % < 1 year	100% Max; 40% Min

Portfolio % > 1 year	60%
<b>Individual Investment Maturity Limits</b>	
ADI	3 years

Investment Advisor

If the Shire of Brookton appoints an investment advisor they must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

Performance benchmarks need to be established.

<b>Investment</b>	<b>Performance Benchmark</b>
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

Reporting and Review

A monthly report will be provided to Council in support of the month statement of financial activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

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

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



<b>Title:</b>	<b>1.15 Telephone Charges – Residences</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

Deleted May 2016.

<b>Title:</b>	<b>1.16 Council Purchase Orders</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	<b>20 September 2012</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

The objective of this is to detail employees who are authorised to sign purchase orders.

**Procedure:**

The following Shire Staff are authorised to sign official Council Purchase Orders on behalf of the Council, in their areas of responsibility, within budget allocation and in accordance with Council's Purchasing Policy 2.11 and Delegation Register No. 1.40:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Principal Works Supervisor
- Executive Support and Administration Officer
- Environmental Health Officer
- Community Services Manager
- Shire Planner

<b>Title:</b>	<b>1.17 Contiguous Rating – Shire Boundary Properties</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To recognise parcels of land located on the Shire’s boundary adjoining other parcels of land in neighbouring shires as contiguous for the purposes of assessing rates.

**Procedure:**

It is Council Policy to support the contiguous rating of land zoned “Farmland” only where the land is situated in a contiguous position to all other land and the land is in the same ownership, including when the property crosses a shire boundary.

The Shire of Brookton relies on Landgate to determine whether parcels of land that are within the Shire’s boundary should be contiguously valued as one holding. Landgate uses set valuation principles and court precedent as the basis for determining the validity of claims relating to contiguously valued properties.

For example: a farming property comprising a number of lots/locations all in common ownership and being used as one large holding will normally receive a single value.

The Shire of Brookton recognises that there may be parcels of land located on the Shire’s boundary that adjoin other parcels of land in neighbouring shires that are not considered by Landgate because they are separated by shire boundaries. Council considers that the owners of properties that would otherwise be assessed as being contiguous in nature, if they happened to be contained within the one shire, should be given the opportunity to apply for a concession on their rates within the Shire of Brookton.

The owners of properties that fit the below criteria must apply for a concession from Council each and every year that that they wish to have their properties assessed. A detailed application form will be provided for this purpose, on the request of the property owner.

The property owner must be able to prove that all relevant parcels of land meet all of the following requirements:

- Contiguous (touching) with contiguously rated properties in neighbouring shire(s);
- All properties are held in the same ownership; and
- All properties are used for the same purpose.
- The property in the Brookton Shire must be rated at the minimum rate.

The property owner must provide the following documentation for assessment:

- Completed Shire of Brookton Rates Concession Application Form;
- Copy of relevant Shire of Brookton rates notice(s) (current year); and
- Copy of relevant adjoining shire rates notice(s) (current year).

The property owner will be required to pay the whole of the current year rates relating to the relevant Brookton property prior to a concession being awarded.

The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with the Shire of Brookton.

All other regular claims for contiguously valued properties held within the Brookton Shire boundary should be directly with the Shire of Brookton and will be assessed with the assistance of Landgate.

<b>Title:</b>	<b>1.18 Bank Signatories</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To determine those persons that may be an authorised signatory to enable the effective and efficient payment of accounts on behalf of the Shire of Brookton.

**Procedure:**

That the following persons are authorised signatories for the purpose of making payment on behalf of the Shire of Brookton:

1. The Municipal Fund requires two signatories on a cheque, these are to be: any two of the Chief Executive Officer, Deputy Chief Executive Officer, Community Services Manager and Executive Support and Administration Officer.
2. Electronic authorities for the Municipal account shall be two of any of the following officers, Chief Executive Officer, Deputy Chief Executive Officer, Community Services Manager and Executive Support and Administration Officer.
3. The Trust Fund requires two signatories on a cheque; these are to be any two of the Chief Executive Officer, Deputy Chief Executive Officer, Community Services Manager and Executive Support and Administration Officer.
4. Electronic authorities for the Trust account shall be two of any of the following officers: Chief Executive Officer, Deputy Chief Executive Officer, Community Services Manager and Executive Support and Administration Officer.

<b>Title:</b>	<b>1.19 Debt Recovery Procedures</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objectives:**

The objective of this is to detail the procedure for the recovery of outstanding rates and debts.

**Procedure:**

**RATES DEBTOR COLLECTION PROCEDURE**

1. Instalments

There are ratepayers who cannot meet the 2 or 4 mandatory instalment options as provided under s. 6.45 of the Local Government Act 1995. The Shire will therefore accept by application an alternative pay schedule where the ratepayer is to specify the dates and the amounts that are to be paid. Failure by the applicant to adhere to the payment schedule will result in the issue of a final notice for the total amount outstanding.

2. Final Notice

Final Notices are issued during a period not exceeding 30 days after the due date of a notice for payment of rates. Such notices are issued where no or insufficient payment has been received, or where there is no current valid instalment option.

Final Notices indicate:

- Rates are now in arrears;
- That penalty interest is being charged at the rate set by Council; and
- That if payment is not received within 7 days legal action may be taken without further notice, which will add extra costs onto the outstanding amount.

3. Referral to Debt Collection Agency

Rates remaining unpaid after the expiry period shown on the Final Notice will be referred to Council's Debt Collection Agency for recovery.

## **SUNDRY DEBTOR COLLECTION PROCEDURE**

### **1. Invoice/Infringement Notices**

An invoice/infringement notice will be issued requiring payment within 30 days from the date of issue.

### **2. Final Statement**

A final statement will be issued for all sundry debtor accounts in arrears 30 days requesting payment within 7 days.

### **3. Letter of Demand**

Should debts remain unpaid after the expiry date shown on the Final Statement, a letter of demand will be issued requiring payment within 7 days.

### **4. Referral to Council for Legal Action**

Should the debt still remain unpaid, a schedule is to be presented to Council at the next ordinary meeting or as soon as practicable recommending legal action. Debts remaining unpaid will be examined for the purpose of determining whether a summons will be issued. Costs incurred as a result of the issue of a summons will be applied to the debtors' account (s. 6.56 of the Local Government Act 1995). Following the issue of a summons, a reasonable offer to discharge a debtors' account will not be refused. Where a summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt. This may include the issue of a Warrant of Execution against goods if necessary.

Any sundry debtor in arrears 60 days or more be excluded from further use of these facilities such as public halls and the community bus until the account has been paid in full or an acceptable repayment plan has been entered into.

<b>Title:</b>	<b>1.20 Rates Exemption</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

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

**Procedure:**

The following criteria must be met before consideration is given to the eligibility for an exemption from general rates and sewerage charges:

1. A Rate Exemption Application Form must be completed in full.
2. The applicant must be an incorporated Not for Profit organisation.
3. The applicant must own or have the vesting of the property on which rates are levied.
4. The applicant must not operate any commercial activities from the property.
5. The Brookton Multifunctional Family Centre is exempt from condition 4.
6. The applicant must not hold a liquor licence for the provision of alcohol for sale to the general public for profit.
7. All approved applications will remain in force for a maximum period of three (3) years unless otherwise advised, and then the applicant must reapply.
8. Applications shall be determined within 14 days of receipt of the original application and or any additional information requested, whichever is the later.
9. A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.
10. Exemptions will be treated as a donation from the Shire to the exempt community group.

The Chief Executive Officer has delegated authority to approve applications that meet all of the eligibility criteria.



## APPLICATION FOR RATE EXEMPTION

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**Applicant Name**

**Address of Business**

**Telephone**

**Facsimile**

**Contact Name**

**Mobile**

**ABN**

	YES	NO
1. Is the organisation an incorporated body? (see 1 below)		
2. Is the organisation not-for-profit?		
3. Is the organisation a Public Benevolent Institution for taxation purposes? (see 2 below)		
4. Does the organisation own or lease the rateable land?		
(if leased, is the lessee responsible for rates under the lease agreement?) (see 3 below)		
5. Is the organisation exempt from payment of rates under Legislation?		
(Other than the Local Government Act) (see 4 below)		
6. Does the organisation run any commercial activities? (see 5 below)		

- (1) If yes: please provide certificate of incorporation.
- (2) If yes: please provide relevant taxation information.
- (3) If yes: please provide certificate of lease.
- (4) If yes: please provide details of Legislation.
- (5) If yes: please provide further information as outlined below.

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Please attach copies of the organisation's constitution and evidence of other exemptions being received by the organisation.

Organisations are required to provide financial information, including:

- Profit & Loss Statement (2 years)
- Balance Sheet (2 years)
- Sources of income, i.e. donations, business income, grants etc.
- Rents received if housing organisation.

Such information should be accompanied by the attached Statutory Declaration signed by two authorised persons or office bearers of the organisation verifying the accuracy of the information.

Organisations are required to outline the nature of their operation, providing information such as:

- Client group for service provision
- Type of service provided, e.g. food, accommodation, shelter etc.
- Frequency of service provision, i.e. on a full time basis or daily, weekly, monthly etc.
- Whether payment is received for service.

Organisations are required to provide a full list of land or lease holdings that are owned or occupied and attach a description of the purpose applied to each holding.

Such information should be accompanied by the attached Statutory Declaration signed by two authorised persons or office bearers of the organisation verifying the accuracy of the information.

**Applicants are advised that in order to illustrate full eligibility to claim a rate exemption and to facilitate Local Government decision making, as much information as possible about the nature of their operation should be provided.**

**STATUTORY DECLARATION**  
*Statutory Declarations Act 1959*

We, \_\_\_\_\_ [insert name of office bearer #1]  
and \_\_\_\_\_ [insert name of office bearer #2]  
of \_\_\_\_\_ [insert name of organisation]  
in the State of Western Australia hereby solemnly and sincerely declare as follows:

1. The financial information as provided presents fairly in accordance with relevant legislation, applicable accounting standards and other professional mandatory reporting requirements, the financial position, the results of operations and cash flows.
2. The nature and extent of non-charitable activities has been fully disclosed.
3. The description and purpose of each land or lease holding has been fully disclosed.

**AND WE MAKE** this solemn declaration by virtue of the *Statutory Declarations Act 1959* and, subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

Declared at \_\_\_\_\_  
[Insert name of location]

This [                    ] day of [                    ] month 20

Signature of office bearer #1  
\_\_\_\_\_

Print name and Position of office bearer #1  
\_\_\_\_\_

Signature of office bearer #2  
\_\_\_\_\_

Print name and Position of office bearer #2  
\_\_\_\_\_

<b>Title:</b>	<b>1.21 Common Seal</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To satisfy the legal requirements regarding the validation of documents and contracts, resulting from amendments to the *Local Government Act 1995*.

**Procedure:**

1. The Shire President and Chief Executive Officer are authorised to sign and/or affix the common seal to the following documents, where such documents result from the following transactions:
  - 1.1 Where land is disposed of pursuant to s. 3.58 of the Local Government Act 1995 as amended).
  - 1.2 Where land is acquired pursuant to s. 3.55 and s. 3.59 of the Local Government Act 1995 (as amended).
  - 1.3 In respect of leases of land and licence to occupy municipal property where approved by Council.
  - 1.4 In respect of leases for the purchase of plant and equipment approved by Council.
  - 1.5 In respect of borrowings approved by Council.
  - 1.6 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
  - 1.7 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that Council's interests have been satisfied.
  - 1.8 In respect of contracts of employment approved by Council.
  - 1.9 In respect of documents of a ceremonial nature, where the affixing of the common seal is for prosperity and not a legal requirement.
  - 1.10 In respect of agreements required for funding of Council works and services considered with the resolution of Council or requiring renewal of the agreement for funding currently provided.
  - 1.11 In respect of the adoption of local laws.
  - 1.12 Any document stating that the common seal of the Shire is to be affixed.
  
2. In relation to 1. above, in the absence of the Shire President and/or Chief Executive Officer, as the case may be, the Deputy Shire President and the Acting Chief Executive Officer are authorised to affix the common seal.
  
3. The procedure to be adopted for the use of the common seal is as follows:
  - 3.1 The Chief Executive Officer is responsible for the security and proper use of the common seal.
  - 3.2 The common seal is not to be affixed to any documents except as authorised by Council.

- 3.3 The common seal is to be affixed to a document in the presence of:
- The Shire President, or in his absence, the Deputy Shire President; and
  - The Chief Executive Officer or Acting Chief Executive Officer;
- Each of whom is to sign the document to attest that the common seal was so affixed.
- 3.4 Details of all transactions where the common seal has been affixed must be recorded in a register kept by the Chief Executive Officer.
- The register is to record:
- The date on which the common seal was affixed;
  - The nature of the document; and
  - The parties to any agreement to which the common seal was affixed.
4. The wording to accompany the application of the common seal to be as follows:
- 4.1 “The common seal of the Shire of Brookton was hereto affixed by the Authority of Council.”; or
- 4.2 “The common seal of the Shire of Brookton was affixed by authority of a resolution of Council in the presence of the Shire President and the Chief Executive Officer.”
5. Authority is provided to the Chief Executive Officer or the person acting in the position of Chief Executive Officer to sign documents that do not require the affixing of the common seal such as other Deeds, Agreements or Leases not referred to above.

<b>Title:</b>	<b>1.22 Concessions on Commercial &amp; Farming Properties occupied by Pensioners</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	<b>28 July 2011</b>
<b>Review Date:</b>	<b>May 2017</b>

Deleted May 2016.

<b>Title:</b>	<b>1.23 Hall Hire</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide the framework for the management of Council’s Memorial Hall and WB Eva Pavilion hire program. This aims to ensure that a range of user groups have fair and equitable access to Council’s community facilities.

**Procedure:**

1. Bond and hire fees:

- The hirer must pay the bond and hire fees at the time of making the booking. A booking is only confirmed once payment in full has been made.
- Hire fees are charged on a scale as detailed in Table A and listed in the Shire’s Fees and Charges Schedule.
- The bond will be returned to the hirer when staff have inspected the venue after the function.
- If damages occur or extensive cleaning is required, these costs (including a 15% Administration fee) will be deducted from the bond. If the cost exceeds the bond paid, the hirer will be invoiced for the additional sum.

2. Furniture or equipment must not be dragged over the floor surfaces: trolleys are provided for the movement of chairs, tables and other furnishings.

3. Alcohol consumption - Council venues are unlicensed facilities. It is the responsibility of the Hirer to:

- obtain written permission from the Shire CEO to allow alcohol to be consumed at the venue;
- obtain an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor;
- provide a copy of the Occasional Liquor Licence to the CEO;
- display the Occasional Liquor Licence prominently during the hire period;
- ensure that the requirements of the Liquor Licence are fulfilled;
- ensure that minors are not permitted in the bar or licenced area;
- organise and oversee staffing of the bar with personnel sufficiently trained in the responsible service of alcohol;

4. Cleaning supplies are available in each venue. It is a condition of hire that:

- all food scraps are removed from the premises before the end of the hire period;
- all indoor bins are emptied into the outdoor bins before the end of the hire period;
- kitchen facilities, crockery and cutlery are left in a clean state with all equipment in working order;

- shire staff are notified of all breakages;
  - all tables are cleared, wiped and stacked on the trolley;
  - the hirer informs shire staff of any spills/damage as soon as possible.
5. Decorations:
- permission to decorate must be sought at the time of booking;
  - the following items must not be used without consulting shire staff: candles, confetti, blue tac, sticky tape, nails, pins, screws or anything that could deface the surfaces such as chemicals, paint etc.
  - all decorations must be completely removed after the function.
6. Compliance with Acts and Regulations:
- the hirer will comply with the provisions of the Health Act, Liquor Act and any other act, regulation or local law in force at the hiring time and which is applicable to the hiring and use of the venue;
  - the shire CEO, health inspectors, liquor licensing officers and police have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions;
  - the shire CEO, health inspectors, liquor licensing officers and police have the right to close down a function and remove all patrons from the building if regulations are not being met.
7. Other conditions:
- Council reserves the right to amend these conditions at any time to ensure best management practices are met;
  - Council venues are a smoke free environment. Please do not smoke inside the building or within ten metres from the entrance;
  - Council's piano can only be moved under the supervision of shire staff. Please contact staff regarding piano use.
  - the hirer is responsible for any disorderly behaviour, unsuitable dress, obscene or insulting language in any part of the venue.
  - the shire CEO and/or the hirer have the right to refuse admission to any person.
8. Insurance:
- Individuals hiring a shire venue are covered under the shire's Casual Hirers Liability Insurance.
  - Incorporated bodies, sporting clubs, associations, corporations and any persons hiring a council venue for commercial or profit making purposes, are required to provide their own Public Liability Insurance.

*Notewell: Council Policies No. 1.18 and 1.29 and Delegation No. 1.50 relate.*

<b>Title:</b>	<b>1.24 Asset Management</b>



<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

The key objective of this policy is to ensure that there is organisation-wide commitment to asset management and that the objectives of the Shires Asset Management Strategy and Plan are achieved. This will ensure financial data on asset renewals, maintenance of existing assets and new assets are identified and form part of the Shires long-term financial planning.

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

- Assets are managed in accordance with relevant legislation;
- Assets are managed in accordance with recognised best practice;
- An asset “whole-of-life” or life cycle costing approach is taken in the management of the Shire’s assets;
- Risk is considered in the development of asset strategies;
- Asset performance is measured against defined levels of service outlined in the Asset Management Plan;
- Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
- Informed decision making is based on reliable data; and
- Asset management is sustainable.

**Procedure:**

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

- Develop and review annually the Shire’s Asset Management Strategy and Plans;
- Ensure the integration of the Asset Management Strategies & Plans with the Shire’s Strategic Community Plan and informing strategies, particularly the Long Term Financial Plan;
- Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;
- Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation & Regulations, Australian Standards, recognised best practice principles and other Shire of Brookton policies;
- Consider options for the Shire to facilitate delivery of services by a third party;
- Develop documented service level agreements with key stakeholders to ensure the sustainability of assets and the Shire’s services;
- Use life cycle costs as the basis for decision-making regarding asset acquisition, replacement, maintenance and disposal;

- Monitor asset utilisation and predict future demand changes;
- Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability and asset and service failure;
- Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;
- Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;
- Keep informed on issues relating to asset management best practice;
- The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money;
- Measure and report on the efficiency and effectiveness of asset performance including functionality, suitability, location, accessibility, utilisation and cost.

### **Scope:**

This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$5,000, which require management by the Shire.

Physical assets include:

- Land;
- Buildings;
- Infrastructure;
- Furniture & equipment
- Plant & equipment; and
- Cultural collections.

### **Asset Management Responsibility & Accountability**

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

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

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

#### **Elected Members**

- Responsible and accountable for the stewardship of the Shire's assets;
- To ensure that appropriate resources are allocated and funded in the Shire's financial planning process in order to achieve the strategic asset management objectives and implementation of asset plans.
- Approve the Asset Management Policy; and

- Endorse Asset Management Strategies and Plans.

Executive Group, including CEO and Senior Staff

- Ensure that sound business principles are adopted in the preparation of Asset Management Strategies and Plans;
- Ensure the integration and compliance with the Asset Management Policy and Strategies & Plans with other policies and business processes of the Shire;
- Ensure that strategies and resources are in place to develop, maintain and review the Shire's Asset Management related documents, procedures, processes and systems.

Officers responsible for the management of Assets in each asset class

- Implement, maintain and review the Asset Management Policy, Strategies & Plans in accordance with this policy's objectives and commitments;
- Develop, maintain and review Asset Management Plans relevant to their asset class and service provision responsibilities;
- Review the Asset Management Policy every 2 years in line with Asset Management Strategy and Asset Plans;
- Engage current and up-to-date technologies, methodologies and continuous improvement processes;
- Facilitate acknowledged best practice in asset management.

### The Asset Life Cycle (Whole of Life)

Lifecycle asset management involves the decisions made at each stage of an asset's life, from planning to disposal. The decisions made at one stage will affect the asset's performance in others.



<b>Title:</b>	<b>1.25 Brookton Caravan Park Permanent Residents</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

This policy aims to ensure that the Brookton Caravan Park has at all times the capacity to accommodate travellers and short term workers, by limiting the number of sites for permanent residents to four (4).

**Definition:**

**Permanent Resident** in relation to the Brookton Caravan Park, means any person who:

- considers that their primary place of residence is the Brookton Caravan Park; and
- has been continuously residing in the Brookton Caravan Park for three or more months; or
- intends to continuously reside in the Brookton Caravan Park for three or more months.

**Procedure:**

Council at all times limits to four (4) the number of sites for permanent residents at the Brookton Caravan Park.

Applications for permanent residency over this limit shall be referred to Council for approval.

Council may wish to review the number of permanents

<b>Title:</b>	<b>1.27 Private Property Access and Crossovers</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction to staff when receiving requests for access to private property.

**Procedure:**

**ACCESS TO PROPERTY ON LAND OUTSIDE OF THE TOWNSITE BOUNDARY:**

Council will provide culvert access or other appropriate access to property within the Shire and outside of the town site boundary, where it is considered necessary, appropriate or practicable, subject to:

- Access to provide owner with access from a Council owned road or property to the owner’s property.
- Only one access per location will be provided.
- Any additional access required on a location or on locations that are contiguous to a location where Council has provided access, to be at the owner’s expense.

**ACCESS TO PROPERTY ON LAND WITHIN THE TOWN BOUNDARY:**

Council will provide culvert access or other appropriate access to property within the town site, where it is considered necessary, appropriate or practicable to do so, subject to:

- Access to provide owner with access from a Council owned road or property to the owner’s property.
- One access per lot will be provided subject to an approved building being constructed on the lot or planning approval and building license issued for the construction of an approved building on the lot
- Any additional access or access to vacant land to be at the owner’s expense.

### **TOWNSITE LOT CROSSOVERS:**

On application by the owner of land adjoining a Council road/street/way Council will contribute 50 % toward the construction of standard crossover, subject to the following:

- A standard crossover is deemed to be constructed to a maximum width of 6m to a hot mix seal standard or equivalent. Crossover to be constructed from the edge, or as near as practicable to the edge of a sealed road or the anticipated edge in the event the road is unsealed, to the owner's property boundary.
- Any extra width required on the crossover to be at the owner's expense.
- Additional cost for crossovers being constructed in brick paving, concrete or other similar material to be at the cost of the owner.
- Only one crossover per lot will be contributed to where there is an approved building on it. Crossovers on vacant land to be at the owner's expense.
- Additional crossovers to be at the owner's expense.

<b>Title:</b>	<b>1.28 Road Reserve Weed Control</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

### **Objectives:**

- To eradicate weed populations along local Road Reserves
- Encourage Shire Works employees and landholders to adhere to industry guidelines and standards as specified in relevant codes of practice and other documents for weed control on roadside verges.
- Encourage Local Landholders to conduct appropriate management plans
- To reduce the risk of fire in the road reserves.
- Reduce the inconvenience of vermin such as rabbits and foxes.
- To comply with government legislation including the Environmental Protection Act 1986.

### **Procedure:**

#### **Definitions**

#### **Weed**

A weed is a plant that represents a threat to the conservation values of natural ecosystems. Weeds invade native plant communities and out-compete them causing a reduction in plant diversity and resulting in a loss of habitat for native animals.

#### **Road Reserve**

The road reserve includes the road, remnant vegetation up to an adjacent properties fence line.

#### **Landholders**

The holder or proprietor of land.

#### **Environmentally sensitive area**

There are a number of areas around Western Australia of environmental significance within which the exemptions in the Clearing Regulations do not apply. These areas are referred to as environmentally sensitive areas (ESAs), and are declared under section 51B of the EP Act and described in the Environmental Protection (Environmentally Sensitive Areas) Notice 2005.

#### **Areas of application for this policy**

This policy applies to Roadside Reserves within the Shire of Brookton.

## **Additional policy measures**

### **General weed management for Council Employees**

#### **Herbicide spraying**

Off-target spraying may kill native understory and create an altered environment for weeds to invade. Risk can be minimised by:

- restricting spraying to the road shoulder and around road furniture,
- not spraying on wet or windy days,
- not using residual herbicides along watercourses, and
- not using non-selective herbicides near susceptible plants.

#### **Alternative weed control strategies**

Weeds can be managed using many different methods. The most effective management of weeds is usually achieved by a combination of methods with follow-up over a number of years. The stage that a weed has reached in the invasion process determines the best approach for its control.

The main approaches to weed management are:

##### **i. Prevention**

This is the most effective means of control. Establishing workable prevention mechanisms is much more cost-effective than controlling established populations.

Prevention mechanisms include:

- Cleaning machinery between jobs,
- Only using clean, weed-free fill materials, including stockpiles,
- Marking turn-around points for maintenance works to prevent longitudinal spread through mowing or grading,
- Revegetation of disturbed areas, and
- Minimising or avoiding disturbance in areas of native vegetation.

##### **ii. Early Detection and Eradication**

The second most cost-effective means of weed control is early detection and eradication. Eradication of newly established populations is possible only if detection mechanisms are in place to identify them.

##### **iii. Management of Existing Populations**

Managing existing weed infestations can involve eradication, control or containment depending upon the extent and severity of infestations, and the resources available to manage the program. Mulching, burning, cultivation, introduction of competition, grazing, biological control and chemicals are all management tools that can be used where appropriate.

##### **iv. Grazing and Stock Movement**

Grazing of domestic livestock is defined as vegetation clearance under the Native Vegetation Act, 1991. Movement of stock along road reserves can aid the spread of weeds, compact the soil, exacerbate soil erosion problems and hinder native plant regeneration. Whilst it is necessary to allow the moving of stock along road reserves



to move them between paddocks, stock movement should be avoided where there is Declared Rare Flora or native vegetation that is classified in an Environmentally Sensitive Area (ESA). Landholders must find alternative routes for the movement of stock through negotiation with adjacent landholders.

#### **v. Fencing**

Item 11 of regulation 5 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 provides an exemption for clearing between private property and Crown land (e.g. a road reserve), provided that the clearing on the Crown land is no more than 1.5 metres from the fence and provided that the clearing, combined with other limited exempt clearing on the property, does not exceed 1 hectare in the financial year in which the clearing takes place. This exemption applies to the owner of the land on which the clearing is to take place, therefore the written approval of the owner of that Crown land (e.g. the Local Government in the case of a road reserve) must be obtained prior to undertaking the clearing. This exemption does not apply in environmentally sensitive areas.

#### **vi. Removal of Plant Material**

Dead timber on roadsides can provide valuable habitat for small mammals, reptiles and most importantly invertebrates. Allowing it to decompose through natural processes also maintains integrity of the nutrient cycling that underpins stable ecosystems. Removal of dead timber destroys these habitats and processes. Another aspect of the stability of roadside ecosystems is the maintenance of the ability to regenerate. Excessive removal of seed from native vegetation diminishes the amount of seed available in the soil for new plants to grow from. Ultimately, this can lead to lower densities of some species and alteration of the vegetation structure.

#### **vii. Summer Weed control**

Summer weed control is an imperative component of roadside weed control and must be undertaken when weed burdens are posing significant threat to the native roadside vegetation and surrounding agricultural land. Summer weed control involves accounting for the same policy measures as discussed for general weed control. Summer weed control also needs to account for the risk fire plays when weeds are left uncontrolled.

Before implementing a summer weed control program, it is important to consider the high persistency of summer weeds and difficulty in containing their spread. Species such as Caltrop (*Tribulus terrestris*), Afghan Thistle (*Solanum hoplopetalum*) and Prickly Saltwart (*Salsola Kali*) are examples of summer weeds with highly adapted systems that make them very difficult to control. In these cases control methods should take into consideration:

- Growth stages of the plant
- Seed development stages and timeframes
- Herbicide tolerance and susceptibility
- Areas of high population densities of the specific weed and potential distribution zones.

#### **viii. Declared plants**

Plants may be 'declared' by the Agriculture Protection Board under the Agriculture and Related Resources Protection Act 1976. If a plant is declared, Council employees are obliged to control that plant on roadside reserves where they are present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

- The impact of the plant on individuals, agricultural production and the community in general,
- Whether it is already established in the area, and
- Feasibility and cost of possible control measures.

### **Collecting plant samples for identification**

Identification of plants is important to establish a record of the distribution or to confirm if a plant new to the area is declared. Specimens collected can be sent to any office of the Department of Agriculture and Food where it can be identified or sent on to the State Herbarium if identification cannot be made. Preparing plant samples to ensure that the key identifying components are included is essential to assist in this process. A publication by the CRC for weed management gives a very comprehensive methodology for collecting and preserving plant collections. This document is available from their website: [www.weedscrc.org.au](http://www.weedscrc.org.au).

### **General weed management for adjacent landholders**

Roadside Reserve weed control management must be undertaken with close consultation with Shire Environmental Staff to ensure that adjacent landholders adhere to minimum disturbance guidelines when controlling weed populations in roadsides.

Adjacent landholders are encouraged to maintain effective weed management strategies along fence lines adjacent to a road reserve to suppress weed populations from entering the road reserve from their properties and from entering their properties from the road reserve.

In road reserves where native vegetation (trees, shrubs, grasses and other ground covers) may be impacted you should seek advice from the Department of Environment and Conservation Native Vegetation Conservation Branch ((08) 9219 8744) as a clearing permit may be required under Part V of the Environmental Protection Act 1986.

NOTE: This includes farmers spraying weeds in road reserves and in fact if a landholder inadvertently kills native vegetation they could be liable under the Environmental Protection Act 1986.

The following weed management practices can be implemented to ensure suppression of weed populations:

#### **Herbicide spraying**

Selective and Non- Selective herbicides may be used to manage weed infestations up to 1.5m from the existing fence line on the side of the road reserve.

The use of Selective and Non- Selective herbicides may be necessary to manage weed populations up to 5m away from the internal fence line of a landholder's property.

It is important that landholders obtain expert advice on suitable herbicides to use for different weeds present on road reserves and take into consideration the presence of waterways, livestock and native species present before undertaking herbicide applications.

### **Cultivation**

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

### **Burning**

Burning is an effective weed management strategy to use to again, control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

## **Role of Council in Assisting Landholders with Roadside Weed Control strategies**

### **Herbicide spraying**

Permission must be obtained from Council prior to any herbicide applications sprayed on Brookton Road Reserves.

A list of declared weeds and common weeds can be sourced from the Shire of Brookton. The Shire can also give assistance with suitable herbicides to use where native species are present to minimise any adverse effects on these species.

Careful consideration of weather conditions is imperative for herbicide applications to be successful. Rainfall events and wind speeds directly influence the success of a spraying program i.e. due to rain washing herbicide off plants and stopping uptake and wind causing herbicide drift.

Consultation with local agronomists and the Shire of Brookton is important to determine suitable weed management strategies according to seasonal conditions.

**Cultivation**

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property. No Council approval is required for cultivation of fire breaks.

**Burning**

Permission must be obtained from Council prior to any burning program being conducted on any Shire of Brookton road reserves.

<b>Title:</b>	<b>1.29 Use of Council Equipment and Machinery for Bushfire Control</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To guide the use of council equipment when fighting bushfires.

**Procedure:**

All Council equipment and machinery is available for usage in controlling bushfires within or bordering the district. Equipment and machinery is to be utilised only by regular operators of such equipment or machinery.

Application of this policy is at the discretion of the Shire President, CEO or Chief Bush Fire Control Officer.

<b>Title:</b>	<b>1.30 Expenditure Limit</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To control authorisation of expenditure relating to the control of bush fires.

**Procedure:**

Registered Bush Fire Control Officers in charge of combating a bush fire may commit up to \$500 on any initial action considered necessary to control that fire without first seeking authorisation of the Shire President, CEO or Chief Bush Fire Control Officer.

<b>Title:</b>	<b>1.31 Performance and Salary Review</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To detail the procedure and timing of the employees performance reviews.

**Policy:**

The CEO shall ensure that performance and salary package reviews are conducted for all staff and has the power to amend salary packages. Reviews to be conducted annually in April/May prior to the budget meeting.

<b>Title:</b>	<b>1.32 Employee Study Leave</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

~~Deleted May 2016.~~



<b>Title:</b>	<b>1.33 Conferences</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

~~Deleted May 2016.~~

<b>Title:</b>	<b>1.34 Business Ephemeral Records Guidelines</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

Ephemeral records are not required to be scanned into Magiq. The aim of this policy is to set rules to assist when determining whether a record should be registered or not.

**Policy:**

All corporate information relating to the business of Council should be registered.

To assist with determining if a document/email/request should be registered, ask yourself the following questions. If the answer is 'YES', then the information should be registered.

A record should be registered if:

- It concerns Council's core business, including vital / legal advice;
- It details a policy change or development;
- It approves or authorises action or expenditure;
- Council is required to respond to the record;
- It involves a decision made by an employee on Council's behalf;
- It involves a complaint that requires investigation;
- It involves attending a formal meeting;
- It concerns a safety issue; or
- It adds to Councils knowledge base.

A record is ephemeral and not required to be scanned into Magiq if it is:

- A transitory or short term item such as a phone message, notes, compliment slips, delivery slips etc.;
- Distributed to staff for information only;
- A personal message unrelated to official business;
- Rough working papers and/or calculations created in the preparation of official records;
- Published material which does not form an integral part of a Council record;
- Advertising material or 'junk' mail; or
- Duplicate copies of material used for reference purposes.

<b>Title:</b>	<b>1.35 Metadata</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>June 2014</b>

**Objective:**

Metadata are data about data and describe who, what, where, when and why records about a business activity or transaction were created. The Shire of Brookton is responsible for ensuring that all metadata elements associated with its recordkeeping system are captured, stored and made accessible over time.

**Policy:**

Recordkeeping metadata ensure that records can be effectively retrieved over time and across platforms and systems as they are changed. Metadata are represented by the fields used to capture information about the record. Examples of information about records which must be captured are as followed:

- How the record was created, i.e. the application;
- The creator of the record;
- The date and time of the record creation or receipt;
- The relationship one record has with another, if any;
- The provenance of the record, that is the organisational context in which it was created;
- The level of security access held by each user of the recordkeeping system;
- The title of the record; and
- The changes made to a record:
  - For electronic records, who made the change and the nature of the change;
  - For hard copy records and files, movements from location or person to another location should be tracked.

<b>Title:</b>	<b>1.36 Email</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

These procedures are a special set for dealing with Email correspondence, independently of other correspondence such as incoming mail correspondence, faxes and over the counter receives.

**Policy:**

Emails are either received directly by the actioning officer or through the Shires email post box (these emails should be forwarded to the actioning officer);

- The actioning officer makes a decision whether the file is a business email or ephemeral (junk emails or minor setting up lunch engagements, private arrangements etc.); the ephemeral emails may be deleted with no further activity.
- An email which is considered to be a record should be captured in Magiq.
- Where emails come with attachments, these attachments should also be captured in Magiq.
- Once an email is captured in Magiq it can be deleted.

<b>Title:</b>	<b>1.37 Electronic Records</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

This policy guides staff and elected members on how to treat electronic records.

**Policy:**

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains a document until it is submitted.

All electronic documents, plans, images etc. which constitute a record, as defined under the *State Records Act 2000*, must be captured into a corporate approved system which meets the recordkeeping requirements under the *State Records Act 2000* and the *State Records Principles and Standards 2002*. For the Shire of Brookton this system is our electronic records system – Magiq.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc., are saved into the Business Classification Library in Magiq.

<b>Title:</b>	<b>1.38 Archiving</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

This policy sets out procedures for archiving and disposal of records.

**Policy:**

**Archiving Retention and Disposal Operational Procedures**

Records will be assessed upon receipt and classified according to whether they are to be archived or stored for future destruction. This procedure will be completed by the Records Officer.

<b>Title:</b>	<b>1.39 Vital and Vital/Legal Document</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

This procedure deals with the recording and archiving of legal and vital documents.

**Policy:**

All Vital / Legal documents are to be kept in a locked secure place, and they are to be kept secured at all times. These records include:

- Leases from and to Council
- Licenses held by Council
- Agreements (Contracts)
- Guarantees/Warranties
- Planning Agreements (Town Planning Scheme)
- Occupation Agreements
- Vesting orders
- Council Minutes
- Cemetery Records
- Payroll Records
- General Ledgers
- Rates Books
- Deeds / Titles

These records are to be scanned into Magiq and an expiry date entered and workflowed to the officer responsible for the review of the document.

<b>Title:</b>	<b>1.40 Correspondence</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

Deleted May 2016.



<b>Title:</b>	<b>1.41 Brookton All Hours Gym – Conditions of Use Policy</b>
<b>Responsibility:</b>	
<b>Last Updated</b>	
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

The objective of this policy is to:

- Provide the terms and conditions of being a member
- Provide standards of accepted behaviour for comfort of all members
- Provide guidance on minimising the risk of injury

**Policy:**

**ABOUT THE BROOKTON ALL HOURS GYM**

The Brookton All Hours Gym was established after the community need for an area for fitness equipment was outlined in the Brookton Sport and Recreation Plan 2006-2015. The Gym is available to members only at any time and is an un-manned gym.

**REQUIREMENT FOR INDUCTION**

As an un-manned gym it is a requirement that all members obtain an induction from a qualified person that includes instruction on the safe use of the provided equipment.

Due to the requirement for an induction, there are no ‘casual’ or ‘trial’ memberships available.

May 2017

**EVACUATION AND EMERGENCY CONTACTS**

In the case of emergency where evacuation is required, members should follow the emergency evacuation plan located on display in the gym. For group activities, there is a muster point located in the car-park near the courts.

For other emergencies, please contact Shire Administration on 9642 1106 or after hours 0427 421 032.

**ACKNOWLEDGEMENT OF RISK**

The Brookton All Hours Gym operates on an all day/night basis and is accessible by members. The Shire has made every effort to ensure that its Conditions of Use Policy has been prepared and implemented to promote safe and correct use of gym equipment to encourage a safe environment for all gym users.

Members accept and understand that there are obvious and inherent risks in the activities undertaken at the Shire of Brookton's All Hours Gym and acknowledge that the activities members undertake whilst at the gym may involve a risk of physical harm and that by participating in these activities voluntarily; you do so at your own risk.

The Shire of Brookton, its servants and agents, accept no liability for any loss or damage to property or death or personal injury however arising from members' use of the Brookton All Hours Gym.

All members are advised to seek medical consultation and clearance before commencing an exercise programme.

## **DISCLOSING AND SHARING OF INFORMATION**

The Shire of Brookton respects the privacy of your personal information. The information contained on membership forms is collected for the purpose of processing, managing and administering your membership. It will not be otherwise disclosed without your consent. If you wish to seek access to your personal information or have any questions regarding the handling of your personal information, contact the Shire.

## **MEMBERSHIPS:**

The following types of memberships will be available:

Adult Membership (18+)  
Student Membership (13-17)  
Senior Memberships (60+)

- 1 Memberships are not transferrable or refundable.
- 2 Memberships will run for a full calendar year, or half year from January to June, and July to December or part there-of.
- 3 Memberships can be cancelled or a member requested to leave if the member does not behave in a responsible manner, or does not adhere to the Conditions of Use Policy.
- 4 Facilities or equipment within the gym may be unavailable from time to time due to breakdown or other unforeseen reason. The Shire will not be held liable for such occurrences.

## **TERMS AND CONDITIONS**

Member Access:

1. Access is only available to members. The taking of non-members to the gym, or sharing your key will void your membership immediately. A 12 month ban will be imposed on your usage and no refund will be given.
2. All members must sign in and out in the book provided.
3. Members to ensure the doors are locked when leaving.

4. All members are encouraged to attend the gym with another member to reduce the risk of injury and accidents.
5. Students from 13 to 17 years of age must be accompanied by an adult.
6. No children 12 years of age or under are permitted to enter the gymnasium.
7. No smoking, food or drinks other than water bottles are permitted in the gym.
8. The key must be returned upon expiry of membership.
9. If your key is lost or stolen it must be reported to the Shire as soon as possible. A fee will be charged for a replacement key.
10. If you are the last one to leave ensure the lights and air-conditioners are turned off.
11. I-pods/phones etc. are to be made inaudible to other users unless by agreement of all those present at the time.
12. Members will not use the gym if there is a change to their medical condition that makes it unsafe to do so.
13. Any injuries sustained in the gym must be reported to Shire Administration and recorded in the book in the gym.

#### Dress Code:

1. You must be clean and dry when entering the gym.
2. Shirts/singlets or athletic crop tops to be worn at all times.
3. Covered athletic shoes are to be worn at all times.
4. Any jewellery that may cause injury is not to be worn.

#### Use of Equipment

1. Equipment only to be used as shown in displayed instructions or as advised during induction.
2. All equipment to be returned to its allocated position after use.
3. A towel must be used at all times, and equipment wiped after use.
4. Weights are not to be dropped.
5. Any faulty equipment must be reported in the book provided.
6. Any equipment that is unsuitable for continued use is to have an 'Out of Service' tag attached.
7. No member is to use equipment while under the influence of alcohol or recreational drugs.

<b>Title:</b>	<b>1.42 Council Activities during a Harvest &amp; Vehicle Movement Ban</b>
<b>Responsibility:</b>	<b>Principal Works Supervisor</b>
<b>Last Updated</b>	<b>November 2016</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction to the Principal Works Supervisor on what impact a Harvest & Vehicle Movement Ban has on outside crew activities during such a declaration.

**Procedure:**

During a declared Harvest & Vehicle Movement Ban, the outside crew cannot work or use a vehicle, equipment machinery powered by an internal combustion engine on land covered by bush, crop, pasture or stubble, as there is a chance that activity could start a fire. This would ordinarily stop the crew pushing or accessing (loading) gravel from pits unless the Principal Works Supervisor is satisfied that the access to the pit, and the pit itself, is completely free of flammable material and or it is immediately adjacent to the road reserve with no 'movement' into or from a paddock being required.

For clarity, that does not mean the outside crew cannot mow parks and gardens within the Townsite of Brookton, or work in the road reserve doing road maintenance or construction, however if works involve clearing or slashing or grading the shoulders of a bitumen road, then these particular activities should not be undertaken during the hours of the ban.

Further information for the general public about what is permitted and not during such a declaration is contained here:

<https://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx>

<b>Title:</b>	<b>1.43 Administrative Authorisations</b>
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<b>Responsibility:</b>	<b>All Employees</b>
<b>Last Updated</b>	<b>November 2016</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

To provide direction to employees as to who can initiate (generate) or respond to emails and letter correspondence in ‘their own’ name without the CEO or Manager or relevant Supervisor seeing / approving it and or to what extent.

**Procedure:**

The signing of external correspondence in the form of letters must include the officer’s name and title in the authorised Letter Template.

Letters must be used for replies to correspondence from a third party that are substantive or that give planning, engineering or other technical advice, approvals, agreements, concession or waivers of any kind. Copies of all letters must be printed must be entered in the Records System and, where relevant, cross referenced to any original incoming correspondence.

Due to time, energy and cost savings, transmission of letters via email is the preferred method however, postage and facsimile is acceptable dependent upon the circumstances, methods available to the recipient, attachments etc.

Letters can only be signed by the person whose name is recorded as the ‘signatory’ unless with express permission of the signatory (e.g. for bulk mail outs where the officer has permitted use of their electronic signature or ‘per’ signature after having authorised the original).

Emailed letters should be sent in PDF format utilising the Electronic Letter Template.

Routine replies, responses and initiated correspondence may be emailed which are not defined as substantive above and accordingly also do not need to be recorded as correspondence in the Records System.

**Authorised persons to initiate or reply to correspondence in accordance with the above;**

<p style="text-align: center;"><b>AUTHORISED PERSONS TO SIGN OUTWARD CORRESPONDENCE</b></p>	<p style="text-align: center;">Emails (as defined above)</p>	<p style="text-align: center;">Facsimiles (as defined above)</p>	<p style="text-align: center;">Letters addressed to Members of Parliament</p>	<p style="text-align: center;">Letters addressed to Heads of Government Departments</p>	<p style="text-align: center;">Letters (not elsewhere covered)</p>	<p style="text-align: center;">Grant applications / submission that commit Council Resources cash or in-kind</p>	<p style="text-align: center;">Letters of support Grant Applications by others without Council commitment of cash or in-kind</p>	<p style="text-align: center;">Letters sent under the name of the CEO or Manager by an employee other than the signatories as 'pp' or 'per' (only with the specific and individual authorisation of the CEO or Manager)</p>	<p style="text-align: center;">Standard and frequently used Letters (approved in writing in an authorisation register by the CEO or Manager)</p>
<p>Shire President (note well - letters should ideally be drafted by the CEO or his/her delegate and copied to the CEO for records / reference)</p>	✓	✓	✓		✓				
<p>Councillors (note well - letters may only be sent if in the capacity of Chair of a Council Committee and only if agreed to and drafted by the CEO or relevant Manager and copied to the CEO or Manager for records / reference)</p>	✓	✓			✓				
<p>CEO</p>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<p>Managers (Designated Senior Staff)</p>	✓	✓			✓		✓	✓	✓
<p>Other Employees (under/using their name as signatory)</p>	✓	✓							✓
<p>All Employees (note well - letters may only be sent as 'pp' or 'per' only)</p>	✓	✓						✓	✓

<b>Title:</b>	<b>1.44 Salary Sacrificing</b>
<b>Responsibility:</b>	<b>All Employees</b>
<b>Last Updated</b>	<b>December 2016</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

Salary packaging enables employees to receive fringe benefits in lieu of part of their salary or wage.

The tax cost associated with certain fringe benefits may be lower than the tax on their pay, which can result in financial benefits to the employee, particularly if the goods are exempt from FBT.

The Shire of Brookton supports employees making purchases for goods, through the employer, that are ‘otherwise deductible’ from the Taxation Office and or exempt from FBT. Examples of purchases that would be deemed eligible include Laptop computers, briefcases and vehicles under certain circumstances.

**Procedure:**

How it works is that the employee identifies the item they wish to purchase and seeks authority from the Deputy CEO to purchase the relevant item (it must comply with certain taxation rules however). The employer provides a form to employee confirming that they authorise the employer to deduct from their pay the equivalent amount (less GST) from their next pay (or over an agreed number of pays) until the value of the purchase has been ‘sacrificed’ by the employee. Once the value has been reached, the employer then purchases the item and provides the item to the employee for their use and ownership.

Reimbursements to Council for eligible salary sacrifice items must be paid by the employee at the same time of receiving the benefit or in advance of the purchase by the Council. Retrospective or Council financed purchases will not be authorised. To make salary sacrifice arrangements employees must complete the appropriate form (available from Council’s Finance Officer) and be signed by the Deputy CEO or CEO prior to the purchase or ‘sacrifice’ taking place.

Guidelines relating to vehicle purchases made under a salary sacrifice arrangements include the following;

That with respect to the purchasing of light fleet vehicles and the provision of private staff use of certain vehicles, Council:

1. Endorse the current Human Resources Policy “Remuneration Packaging” and continue to allow for the salary packaging of vehicles upon request from an employee and subject to the discretion of the Chief Executive Officer, within the following guidelines;
  - a) Vehicles predominately required for operational reasons are not eligible (eg. Works vehicles);
  - b) Vehicles that are provided under a novated lease and/or “cashed out” from an existing employer provided vehicle to an employee with unrestricted private use;
    - (i) must be utilised by the employee for work purposes and that employee is not able to utilise “pool” vehicles for work or private purposes;
    - (ii) may be hired by the employer for other employee or Councillor work requirements at the discretion of the owner of the vehicle (every attempt must be made to utilise a non novate lease vehicle in the first instance) and if so hired, may be charged at the prevailing rate provided for in the Local Government Industry Award 2010 (\$0.76 cents per kilometre at 2016);
    - (iii) in the event of damage incurred to the vehicle by the hirer in part ii (above), the Council will meet the cost of any damage or insurance excess to a maximum of \$500;
    - (iv) should not result in the Council nor the employee being disadvantaged.

<b>Title:</b>	<b>1.45 Administrative Protocol: Traffic Management on Roadworks</b>
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<b>Responsibility:</b>	<b>All Employees</b>
<b>Last Updated</b>	<b>December 2016</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

Ensure the safety of all workers and road users in line with safe system principles; by Establishing uniform procedures for reviewing and authorising traffic management at work sites ensuring compliance with conditions given in the Instrument of Authorisation.

**Procedure:**

**Context**

This protocol recognises that in accordance with the *Road Traffic Code 2000* (the Code): Regulation 297(2), Instrument of Authorisation (IoA) issued to the Shire of Brookton by the Commissioner (the Commissioner) of Main Roads Western Australia (MRWA), Shire of Brookton is obliged to develop and implement traffic management procedures that will satisfy the Commissioner, that work on roads within Shire of Brookton will always comply with the “Traffic Management for Works on Roads Code of Practice”.

**Statement**

The Shire of Brookton actively supports the MRWA “Traffic Management for Works on Road Code of Practice” (Works Code of Practice) and will conduct its business in such a way as to:

- Comply with the requirements of the latest amendment to the Works Code of Practice AND AS1742.3 for all work within the road reserve undertaken by Shire of Brookton and its agents;
- Authorise other parties not subject to an IoA to implement roadworks traffic management within their jurisdiction. Prior to and after authorisation is given, Shire of Brookton shall ensure that the traffic management is in accordance with the “Works Code of Practice”.
- Recognise that it has a duty of care under the Occupational Safety and Health Act 1984 to provide and maintain a safe place of work for its

employees, consultants, agents and contractors to ensure that persons who have access to the workplace including road users are not exposed to hazards.

- Ensure that a generic or specific (dependant on situation) traffic management plan (TMP) has been prepared for all works within the road reserve that require traffic management.
- Keep a record of the traffic management plans and in particular the sign and device arrangement and any changes to such during the works for a period of seven (7) years from the date of completion of the works.
- Ensure operational road works traffic management tasks are only undertaken by persons who are accredited or are directly managed onsite by a person with MRWA - Basic Worksite Traffic Management accreditation. Where persons are controlling traffic they shall have MRWA – Traffic controller accreditation.
- Ensure that appropriate training is given to allow for the preparation, modification, review and recommendation of TMP's for roadworks sites.

### **Related documentation**

Main Roads Western Australia Instrument of Authorisation for Works.

Main Roads Western Australia Traffic Management for Works on Roads Code of Practice.

Australian Standard AS 1742.3 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads.

AS/NZS ISO 31000 – Risk Management – Principles and Guidelines

Traffic Controllers' Handbook.

### **Related local law and legislation**

*Local Government Act 1995*

*Local Government (Uniform Local Provisions) Regulations 1996*

*Main Roads Act 1930*

*Occupational Safety and Health Act 1984*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Thoroughfares Local Law*

**Issued**

Approved by the Acting CEO 23/12/16 (per MRWA Email Request 8/12/16).

<b>Title:</b>	<b>1.46 Procedure Manual: Traffic Management for Roadworks</b>

<b>Responsibility:</b>	<b>All Employees</b>
<b>Last Updated</b>	<b>December 2016</b>
<b>Review Date:</b>	<b>May 2017</b>

**Objective:**

Ensure the safety of all workers and road users in line with safe system principles; by Establishing uniform procedures for reviewing and authorising traffic management at work sites ensuring compliance with conditions given in the Instrument of Authorisation.

**Procedure:**

**Quality Assurance**

Prior to proceeding with any TMP, requirements for assurance of quality shall be as follows:

1. Personnel
  - a) The person preparing the TMP is Advanced Worksite Traffic Management (AWTM) accredited;
  - b) The person reviewing the TMP is Worksite Traffic Management (WTM) or AWTM accredited OR has an equivalent level of knowledge and experience;
  - c) The person reviewing the TMP has a Main Roads WA account and is subscribed to Traffic Management updates (go to [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > My Account)
  - d) The person supervising / managing the implementation of the TMP is accredited with Basic Worksite Traffic Management (BWTM).
  
2. The Traffic Management Plan
  - a) The TMP has been checked for suitability. For guidance refer to MRWA Suitability Checklist (<https://www.mainroads.wa.gov.au> >Our Roads>Traffic Management>Plan Preparation>Traffic Management Checklists).
  - b) The TMP is appropriate ensuring there are no conflicting works or events at / or near the location.

- c) The Shire of Brookton will occasionally arrange for onsite review of traffic management at roadwork sites ensuring compliance with Works Code of Practice (this include both internal and external works). This will be undertaken by a WTM or AWTM accredited person OR a person with an equivalent level of knowledge and experience.

## **Traffic Management Plan Process**

### *TMP Preparation Process*

1. The TMP preparation shall be carried out in advance of the works and shall allow time needed to carry out consultation, sufficient notification, authorisation and implementation. Projects affecting ratepayers and businesses may require significant consultation and advertising of works.
2. The TMP shall be submitted to the authorising officer for review.

### *TMP Authorisation Process*

1. Authorising officer is to determine if the traffic management scheme is simple or complex in nature (as per section 5.2.2 of Works Code of Practice) and do the following:
  - a. Complex –TMP is to be forwarded to a suitably qualified Roadworks Traffic Manager (RTM) for endorsement (RTM to liaise with plan author and authorising officer) prior to road authority authorisation.
  - b. Simple – authorising officer to check the TMP for suitability (see section 2 above).
2. Where there is non-compliance, the author is to be contacted with the recommended changes and asked to either:
  - a. Check the recommendations and modify the TMP if appropriate; or
  - b. Justify the existing plan against the appropriate standards.
3. Once the TMP has been deemed to be suitable by the authorising officer, the TMP will be authorised for implementation by the CEO or their delegate (either by signature on the TMP cover page or by emailing and referencing the TMP number and revision number).

### *Post Implementation Review Process*

To improve traffic management on the network, on-site inspections and operational checks should be performed (where required) once the TMP has been implemented:

1. The onsite inspection is a check of the signs, devices, method statements and workers accreditation applied on site. This should ideally be done by someone holding a Basic Worksite Traffic Management (BWTM) accreditation. This ensures that all traffic management including appropriate after care is being implemented at the correct stage of the works.
2. For complex or long term worksites; an operational check involves an onsite drive through and check of the operation of the traffic management focussing on road efficiency, road user compliance and road safety should be undertaken by the authorising officer or an appropriately trained (WTM/AWTM) independent contractor.

### **Related documentation**

Administrative Protocol – Traffic Management for Works in a Road Reserve.

Main Roads Western Australia Instrument of Authorisation for Works.

Main Roads Western Australia Traffic Management for Works on Roads Code of Practice.

Australian Standard AS 1742.3-2009 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads.

AS/NZS ISO 31000 – Risk Management – Principles and Guidelines

Traffic Controllers' Handbook.

### **Related local law and legislation**

*Local Government Act 1995*

*Local Government (Uniform Local Provisions) Regulations 1996*

*Main Roads Act 1930*

*Occupational Safety and Health Act 1984*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Thoroughfares Local Law*

Issued

Approved by the Acting CEO 23/12/16 (per MRWA Email Request 8/12/16).

## Definitions

Term	Definition
AS:	Australian Standard
AS/NZS	Australian / New Zealand Standard
Authorising officer	Any Shire of Brookton Officer that is accredited to Advanced Worksite Traffic Management level or has equivalent level of knowledge and experience.
Complex	<ul style="list-style-type: none"> <li>As defined in section 5.2.2 of the Traffic Management for Works on Roads Code of Practice.</li> </ul>
Duty of Care	The legal duty on the part of all employers, employees and others including contractors and consultants who have an influence on the potential hazards in a work site, which requires them to take reasonable care to protect the health and safety of others at the work site including road users who may be at a foreseeable risk of harm.
Party	Any body undertaking works in the road reserve.
Road	For the purpose of this Code has the same meaning as that defined in Main Roads Act
Road reserve	For the purpose of this Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land.
Simple	Simple traffic management arrangements are low speed, low impact and short term works for residential roads.
Traffic Control Diagram (TCD):	Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the works.
Traffic Management Plan (TMP)	A document containing Traffic Control Diagrams and documentation of project details in regard to traffic management at a work site. The documentation of project details includes, inter alia, responsible personnel, proposed timing of the works, authorisations that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.

<b>Title:</b>	<b>1.47 Discounts, donated fees or products, waivers or reduced charges</b>
<b>Responsibility:</b>	<b>All Employees</b>
<b>Last Updated</b>	<b>January 2017</b>



**Objective:**

To ensure that the Council's various services, facilities and business units do not cross subsidise another and the community, Council and staff recognise and appreciate the value of what is donated and or income foregone.

**Procedure:**

Where the Council by resolution, Council Policy or CEO under delegation, approves of a reduced, discounted or donated / waived fee, rental, lease or charge to apply to a particular external applicant (generally community groups) the value of the subsidy or discount shall be still 'credited' to the appropriate income account via either general journal, by the Finance Department (requested by whichever Department is responsible for implementing the decision), or via cheque request to Council (note for administrative efficiency and reduced cost, journals are supported over cheque requests).

This same principle also applies to leased property to community groups that pay a significantly reduced fee to Council less than valuation or market (for example \$1 pa for a building).

Note that whilst 'commercial' valuations are often helpful to ascertain the value of the discount, the cost of obtaining these valuations makes it counterproductive. A 'best guess' estimate of the rental value or an estimate obtained from a real estate agent would suffice in this instance.

In this way the following benefits accrue;

- the service that had to 'bear' the Council / CEO determination to reduce the fee or charge will not be disadvantaged (in terms of reduced income to the relevant service area) and;
- the true cost of providing a particular service or facility is acknowledged and;
- there is less likelihood of one service area of Council subsidising another and as a result potentially being seen as less 'sustainable' and;
- the Council appreciates (and has to budget for) the true cost of providing discounted / reduced fees and charges.

The expense account 'drawn' from will generally be debited (costed) to a relevant Members Donations Account under Administration – Members of Council.

<b>Title:</b>	<b>1.48 Staff Housing Gardening Services</b>
<b>Responsibility:</b>	<b>CEO</b>
<b>Last Updated</b>	<b>January 2017</b>

**Objectives:**

To ensure that Council provided staff houses gardens are maintained to a minimum standard and to avoid the cost or 'rework' when staff change or there are vacancies in occupancy between the changeover of staff.

**Procedure:**

By decision of the CEO, Council staff are eligible to participate in the provision of a staff gardening service at a Council house provided to them during their tenure with the Shire of Brookton.

To partake of the service, the relevant staff member must be in a Council provided house, be employed by the Shire, have a residential tenancy agreement in place and sign a payroll deduction of the following amounts (as at October 2016 and adjustable by Council in the Annual Budget or from time to time) for the service in arrears;

- 10 Marsh St                      \$30 per week inclusive of GST
- Unit 1/4 Mathews St            \$30 per week inclusive of GST
- Unit 2/4 Mathews St            \$30 per week inclusive of GST

Service levels defined for the purposes of this service include;

- Mowing, edging, weeding and spraying of lawns and paving on a scheduled basis as per seasonal requirements
- Hedging and pruning of trees and scrubs and mulching of garden beds on a scheduled basis as per seasonal requirements
- Fixing and setting of any reticulation that Council has installed on the property.

Staff are still expected to undertake general debris and garden weeding and maintain gardens that involve vegetables or herbs or fruit trees.

Complaints or disputes in relation to the service are to be directed to the CEO for determination.

Employees are entitled to salary sacrifice this gardening service whilst FBT legislation continues to allow for remote housing to be exempt from FBT.

The CEO reserves the right to provide 3 months' notice of a review of the service and or the service payment.

Staff are to provide 2 weeks' notice of cessation of requiring the service.

## APPENDICES

**Appendix 1 - Shire of Brookton Records Management Business Rules**

[Link](#)

**Appendix 2 - Shire of Brookton Public Interest Disclosure Procedures**

[Link](#)

**Appendix 3 - Shire of Brookton Freedom of Information Procedures and Access Arrangements**

[Link](#)