



ORDINARY COUNCIL AGENDA ATTACHMENTS

WEDNESDAY, 16 MAY 2012

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9.1.1	Schedule of Fees and Charges 2012-2013		
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SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
SCHEDULE 3 - GENERAL PURPOSE FUNDING				
RATES				
<i>Instalment Charges</i>				
Administration Fee - per Instalment Notice	10.00	0.00	10.00	S
Interest on Instalments Plan	5.5%	0.00	5.5%	S
<i>Interest Charges</i>				
Interest Overdue Rates - Over 35 Days	11.0%	0.00	11.0%	C
Interest Overdue Sundry Debtors - Over 35 Days	11.0%	0.00	11.0%	S
<i>Rating Charges</i>				
Rating Information Statement and Reprints – per Assessment per rating year	20.91	2.09	23.00	C
Labour Per Hour - Documentation Services including Verification	30.00	3.00	33.00	C
Property Title Search	30.91	3.09	34.00	C
Property File Search	30.91	3.09	34.00	C
Rate Book Complete Owners Listing	102.73	10.27	113.00	C
Settlement Enquiry – Rates Enquiry Only	36.36	3.64	40.00	C
Settlement Enquiry – Property and Rate Enquiry	90.91	9.09	100.00	C
Other Information Listings	51.82	5.18	57.00	C
Caveat Lodgement Fee	0.00	0.00	At Cost	C
Caveat Withdrawal Fee	0.00	0.00	At Cost	C
Notice of Discontinuance	0.00	0.00	At Cost	C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013		Council (C) or Statutory (S)	
	Fee \$	GST \$	Total \$	
Rates – Alternative Payment Arrangements				
Alternative Payment Arrangement Fee				
Balance less than \$2,000	80.00	0.00	80.00	C
Balance greater than \$2,000 but less than \$4,000	110.00	0.00	110.00	C
Balance greater than \$4,000 but less than \$6,000	130.00	0.00	130.00	C
Balances greater than \$6,000	150.00	0.00	150.00	C

SCHEDULE 4 - GOVERNANCE

ADMINISTRATION

Council Documents

Annual Budget - First Copy Free	0.00	0.00	0.00	C
Annual Budget - Subsequent Copies	20.91	2.09	23.00	C
Annual Report - First Copy Free	0.00	0.00	0.00	C
Annual Report - Subsequent Copies	20.91	2.09	23.00	C
Code of Conduct	5.45	0.55	6.00	C
Policy Manual	25.45	2.55	28.00	C
Shire Map	0.95	0.10	1.05	C
Strategic Plan	10.00	1.00	11.00	C
All other Council Documents			At Cost	C

Facsimile Transmission

Send first Page	4.09	0.41	4.50	C
Subsequent Pages	1.05	0.10	1.15	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
<i>Freedom of Information</i>				
Application - Section 12(1)(e) Freedom of Information Act	30.00	0.00	30.00	S
Delivery, Packaging, and Postal		0.00	At Cost	S
Photocopying - as per FOI Regulations	0.18	0.02	0.20	S
Staff Labour - per Hour or Pro-Rata Time				
Staff Time dealing with Application	30.00	0.00	30.00	S
Supervision of Document Access	30.00	0.00	30.00	S
Transcribing Information	30.00	0.00	30.00	S
<i>Laminating</i>				
A4 per Sheet	3.09	0.31	3.40	C
A3 per Sheet	4.14	0.41	4.55	C
<i>Photocopying</i>				
A4 (Typed Page)	0.32	0.03	0.35	C
A4 (Colour)	1.50	0.15	1.65	C
A3 (Typed Page)	0.55	0.05	0.60	C
A3 (Colour)	2.00	0.20	2.20	C
<i>Printing</i>				
A1 (Black & White Plans or Maps)	10.00	1.00	11.00	C
A3 or A4 (Black & White Plans or Maps)	1.00	0.10	1.10	C
A1 (Colour Plans or Maps)	10.00	1.00	11.00	C
A3 & A4 (Colour Plans or Maps)	2.00	0.20	2.20	C
Not for Profit Community Groups 50% Concession				
Bush Fire Brigades 100% Concession				
Vacation Swimming 100% Concession				

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
<i>Sale of Agendas</i>				
Annual Subscription - Hard Copy	102.73	10.27	113.00	C
Annual Subscription - Electronic Mail Out	25.45	2.55	28.00	C
Single Copy per Issue - Hard Copy	15.45	1.55	17.00	C
<i>Sale of Minutes</i>				
Annual Subscription - Hard Copy	102.73	10.27	113.00	C
Annual Subscription - Electronic Mail Out	25.45	2.55	28.00	C
Single Copy per Issue - Hard Copy	15.45	1.55	17.00	C
100% Concession - Retiring Councillors (12 Months)				
Progress Associations, Chittering Times & Advocate				
<i>Special Series Number Plates</i>				
Special Series Number Plates - Donated to Local Emergency Service Groups	50.00	5.00	55.00	C
<i>SCHEDULE 5 - LAW ORDER AND PUBLIC SAFETY</i>				
RANGER SERVICES				
<i>Administration</i>				
<i>Annual Lease</i>				
Bindoon Fire Station	1.00	0.10	1.10	C
Lower Chittering Fire Station	1.00	0.10	1.10	C
Muchea Fire Station	1.00	0.10	1.10	C
Upper Chittering Fire Station	1.00	0.10	1.10	C
Repeater - Per Unit	200.00	20.00	220.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
<i>Callouts</i>				
Ranger - Business Hours Callout 8.30am - 5.00pm	60.00	6.00	66.00	C
Ranger - After Hours Callout	110.00	11.00	121.00	C
<i>Emergency Services Charges</i>				
Call out to Illegal Burn - \$250 + vehicle & Equipment Costs				C
Deliberate False Alarm - \$250 + vehicle & Equipment costs & infringements				C
Direct Brigade Alarm - False Alarm	227.27	22.73	250.00	C
Reconnaissance Vehicles - per hour or part there of	50.00	5.00	55.00	C
Light Tanker Equivalent - per hour or part there of	75.00	7.50	82.50	C
1.4 Equivalent - per hour or part there of	150.00	15.00	165.00	C
2.4 Equivalent - per hour or part there of	150.00	15.00	165.00	C
3.4 Equivalent - per hour or part there of	150.00	15.00	165.00	C
Bulk Water Tanker			At Cost + 5% Admin fee	C
Specialist Equipment Vehicle Equivalent			At Cost + 5% Admin fee	C
Pumper Vehicles Equivalent			At Cost + 5% Admin fee	C
Air Support Equipment - At cost & 5% Administration Fee		Y	At Cost + 5% Admin fee	C
Earth Moving & General Equipment - At cost & 5% Administration Fee		Y		C
Any Other Equipment, Personnel or Items - At cost & 5% Administration Fee		Y		C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
Fire Prevention				
Fire Breaks - at Cost		Y	At Cost	C
Hazard Burns - at Cost		Y	At Cost	C
Hazard Reduction - at Cost		Y	At Cost	C
Organisation & Inspection of Private Works by Ranger	103.64	10.36	114.00	C
Water - Minimum Charge	7.27	0.73	8.00	C
Water - per 1,000 Litres	2.09	0.21	2.30	C
Regional Ranger Services				
Labour per Hour Inclusive of Travel	60.00	6.00	66.00	C
Vehicle Travel per km	0.73	0.07	0.80	C
Animal Control				
Anti Barking Collar				
Dog Anti Barking Collar Hire – per Week	10.91	1.09	12.00	C
Deposit Bond	50.00	0.00	50.00	C
Late Return Fee - Daily	10.91	1.09	12.00	C
Sale of Anti Bark Dog Collar	160.00	16.00	176.00	C
Destruction				
Dog	118.18	11.82	130.00	C
Cat	54.55	5.45	60.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
<i>Dog Registration</i>				
Registration One Year - Sterilised	10.00	0.00	10.00	\$
Registration One Year - Unsterilised	30.00	0.00	30.00	\$
Registration Three Years - Sterilised	18.00	0.00	18.00	\$
Registration Three Years - Unsterilised	75.00	0.00	75.00	\$
Registration One Year - Sterilised - Pensioner 50% of Standard Fees	5.00	0.00	5.00	\$
Registration One Year - Unsterilised - Pensioner 50% of Standard Fees	15.00	0.00	15.00	\$
Registration Three Years - Sterilised - Pensioner 50% of Standard Fees	9.00	0.00	9.00	\$
Registration Three Years - Unsterilised - Pensioner 50% of Standard Fees	37.50	0.00	37.50	\$
Registration One Year - Sterilised - Working Farm Dog 25% of Standard Fees	7.50	0.00	7.50	\$
Registration One Year - Unsterilised - Working Farm Dog 25% of Standard Fees	22.50	0.00	22.50	\$
Registration Three Years - Sterilised - Working Farm Dog 25% of Standard Fees	13.50	0.00	13.50	\$
Registration Three Years - Unsterilised - Working Farm Dog 25% of Standard Fees	56.25	0.00	56.25	\$
More Than 3 Less Than 7 Dogs - Dog Act S 26 (3)	240.91	24.09	265.00	C
<i>Dogs - Seizure & Impounding</i>				
Seizure and Impounding of a Dog	109.09	10.91	120.00	C
Maintenance of Dog in Pound (pay per day or part thereof) – Sustenance	27.27	2.73	30.00	C
Return of a dog impounded outside normal hours	54.55	5.45	60.00	C
Seizure and return of dog without impounding	54.55	5.45	60.00	C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
<i>Impounding Fees</i>				
<u>Rangers fees</u>				
1. Entire horses, mules, asses, camels, bulls or boars per head				
If impounded after 6.00am and before 6.00pm	31.82	3.18	35.00	S
If impounded after 6.00pm and before 6.00am	68.18	6.82	75.00	S
2. Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs per head				
If impounded after 6.00am and before 6.00pm	31.82	3.18	35.00	S
If impounded after 6.00pm and before 6.00am	68.18	6.82	75.00	S
3. Wethers, ewes, lambs, goats per head				
If impounded after 6.00am and before 6.00pm	13.64	1.36	15.00	S
If impounded after 6.00pm and before 6.00am	27.27	2.73	30.00	S
<u>Poundage Fees for Cattle - every 24 hours or part thereof</u>				
1. Entire horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, pigs, wethers, ewes, lambs, goats, alpacas, llamas and deer per head	6.82	0.68	7.50	S
<u>Charges for sustenance of cattle impounded - per day</u>				
1. Entire horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, pigs, wethers, ewes, lambs, goats, alpacas, llamas and deer per head	6.82	0.68	7.50	S
<i>Kennels</i>				
Licence to Keep an Approved Kennel	163.64	16.36	180.00	C
Renewal of a Licence to Keep an Approved Kennel	36.36	3.64	40.00	C
Bulk Licence of Dogs in an Approved Kennel	90.91	9.09	100.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
<i>Vermin Traps</i>				
Deposit Bond	50.00	0.00	50.00	C
Late Return Fee - Daily	2.73	0.27	3.00	C
Deposit Bond	50.00	0.00	50.00	C
Late Return Fee - Daily	2.73	0.27	3.00	C
Vermin Trap Replacement Fee	103.64	10.36	114.00	C
<i>Other Law Order & Public Safety</i>				
<i>Abandoned Vehicles</i>				
Towing Charge - at Cost		Y	At Cost	C
Storage of impounded vehicle (per month or part thereof)	51.82	5.18	57.00	C
Administrative Maintenance - per Vehicle	20.91	2.09	23.00	C
<i>Gates - LGA Schedule 9.1</i>				
Gate Licence - per annum	15.45	1.55	17.00	C
<i>Registered Road Verges</i>				
Application for Registered Road Verge (including verge signs (2))	70.00	7.00	77.00	C
Application for Registered Road Verge - Organic (including verge signs (2))	100.00	10.00	110.00	C
Replacement Registered Road Verge Sign (each)	20.00	2.00	22.00	C
<i>Rural Numbering</i>				
Rural Numbering - per Sign	26.36	2.64	29.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
SCHEDULE 9 - HOUSING				
Community Housing				
Unit 1, 8 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 2, 8 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 3, 8 Edmonds Place - per Week*	120.00	0.00	120.00	C
Unit 4, 8 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 5, 8 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 6, 8 Edmonds Place - per Week*	110.00	0.00	110.00	C
<i>*Or 25% of Tenants Eligible Income or Market Value</i>				
Council Staff Housing (As per Policy S6)				
Unit 1, 6194 Great Northern Highway - per Week*	220.00	0.00	220.00	C
Unit 2, 6194 Great Northern Highway - per Week*	220.00	0.00	220.00	C
Unit 3, 6194 Great Northern Highway - per Week*	220.00	0.00	220.00	C
Unit 4, 6194 Great Northern Highway - per Week*	220.00	0.00	220.00	C
6138 Great Northern Highway - per Week*	250.00	0.00	250.00	C
<i>*Or as per Contract of Employment</i>				
Seniors Housing				
Unit 1, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 2, 11 Edmonds Place - per Week*	100.00	0.00	100.00	C
Unit 3, 11 Edmonds Place - per Week*	100.00	0.00	100.00	C
Unit 4, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 5, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 6, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 7, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C
Unit 8, 11 Edmonds Place - per Week*	110.00	0.00	110.00	C

**Or 25% of Tenants Eligible Income or Market Value*

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
	8.50%	Y	8.50%	C
	8.50%	Y	8.50%	C

Tenancy Management
Community Housing
Seniors Housing

SCHEDULE 10 - COMMUNITY AMENITIES

CEMETERY FEES

On application to hold a funeral, the following fees shall be payable in advance

Grant of Right of Burial

Right of Burial - 25 years
Right of Burial - Renewal
Right of Burial - Pre Need Purchase of Grave
Right of Burial - Copy
Right of Burial - Transfer

206.36	20.64	227.00	C
206.36	20.64	227.00	C
103.64	10.36	114.00	C
10.91	1.09	12.00	C
10.91	1.09	12.00	C

Land for Graves

Land for grave 2.4 x 1.2m
Land for grave 2.4 x 2.4m

206.36	20.64	227.00	C
309.09	30.91	340.00	C

Opening and Exhumation Fees

Exhumation After Re-Opening
Re-Interment After Exhumation
Re-Open Any Grave

700.00	70.00	770.00	C
700.00	70.00	770.00	C
700.00	70.00	770.00	C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013			Council (C) or Statutory (S)
	Fee \$	GST \$	Total \$	
<i>Sinking Fees (Interment)</i>				
Adult (2.4 x 1.2m)	500.00	50.00	550.00	C
Child (Under 13)	100.00	10.00	110.00	C
Stillborn Burial (Without Memorial Service) FOC	0.00	0.00	0.00	C
<i>Service Fees</i>				
Interment Not in Usual Working Hours (Mon-Fri)	500.00	50.00	550.00	C
<i>Interment of Ashes</i>				
Attendance of Placement of Ashes	72.73	7.27	80.00	C
Double Niche	309.09	30.91	340.00	C
Double Niche - Pre Need Purchase	154.55	15.45	170.00	C
Double Niche - Re Open	103.64	10.36	114.00	C
Ground Niche - Ground Niche	103.64	10.36	114.00	C
Placement of Ashes in Family Grave (300mm Depth)	123.64	12.36	136.00	C
Single Niche	206.36	20.64	227.00	C
Single Niche - Pre Need Purchase	103.64	10.36	114.00	C
<i>Funeral Directors</i>				
Licence - Annual	206.36	20.64	227.00	C
Single Funeral Permit	51.82	5.18	57.00	C
<i>Monumental Works</i>				
Monument / Stone Masons Annual Licence	51.82	5.18	57.00	C
Removal and Major Addition to any Monument	92.73	9.27	102.00	C
Single Permit	40.91	4.09	45.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
Administration Fees				
Permission to Erect Name Plate	10.91	1.09	12.00	C
Photocopy of Records - per Copy	10.00	1.00	11.00	C
Plaques - Cost (Plus Staff Time to Erect)	226.36	22.64	249.00	C
Search Fee - Up to Two Internments or Memorial Locations (Free of Charge)	0.00	0.00	0.00	C
Search Fee - Each Additional Location Enquiry or for each Search Requiring information Additional to Location (per Registration)	5.45	0.55	6.00	C

The Internment fee (Burial or Ashes) will be waived where the deceased has been a ratepayer in the Shire of Chittering for a minimum of ten years.

Community Bus/Trailer Hire				
Minimum Hire Charge (Bus)	51.82	5.18	57.00	C
Minimum Hire Charge (Trailer)	30.00	3.00	33.00	C
Ordinary - No Discount per km	0.83	0.08	0.91	C
Bond - Refundable	300.00	0.00	300.00	C

* approved community groups entitled to 100% concession

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
SCHEDULES 7 & 10 - DEVELOPMENT SERVICES				
BUILDING SERVICES				
<i>Administration</i>				
Monthly Building Statistics - Chattering Times	0.00	0.00	0.00	C
Monthly Building Statistics - per Month	5.45	0.55	6.00	C
Monthly Building Statistics - Annual	61.82	6.18	68.00	C
Private Works Requests	100.00	10.00	110.00	C
Research above Normal Service	100.00	10.00	110.00	C
<i>Building Construction Industry</i>				
Levy when Construction Exceeds \$20,000	0.20%	0.00	0.20%	S
<i>Building Licence Bonds</i>				
Footpaths	500.00	0.00	500.00	C
<i>Application for building permits, demolition permits</i>				
Certified application for a building permit (s.16(1)) -				
- for building work for a Class 1 or Class 10 building or incidental structure	0.00	0.00	0.19% of estimated value, but not less than \$90	S
- for building work for a Class 2 to Class 9 building or incidental structure	0.00	0.00	0.09% of estimated value, but not less than \$90	S

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
Uncertified application for a building permit (s.16(1))	0.00	0.00	0.32% of estimated value, but not less than \$90	S
Application for a demolition permit (s.16(1))				
- for demolition work in respect of a Class 1 or Class 10 building or incidental structure	0.00	0.00	90.00 \$90 for each storey of building	S
- for demolition work in respect of a Class 2 to Class 9 building	0.00	0.00		S
Application to extend the time during which a building or demolition permit has effect (s.32(3)(f))	0.00	0.00	90.00	S
Application for occupancy permits, building approval certificates				
Application for an occupancy permit for a completed building (s.46)	0.00	0.00	90.00	S
Application for a temporary occupancy permit for an incomplete building (s.47)	0.00	0.00	90.00	S
Application for modification of an occupancy permit for additional use of a building on a temporary basis	0.00	0.00	90.00	S
Application for a replacement occupancy permit for permanent change of the building's use, classification (s.49)	0.00	0.00	90.00 \$10 for each starta unit, but not less than \$100	S
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s.50(1) and (2))	0.00	0.00	0.18% of the estimated value, but not less than \$90	S
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s.51(2))				S

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013			Council (C) or Statutory (S)	
	Fee \$	GST \$	Total \$		
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s.51(3))	0.00	0.00	0.38% of the estimated value, but not less than \$90	S	
Application to replace an occupancy permit for an existing building (s.52(1))	0.00	0.00	90.00	S	
Application for a building approval certificate for an existing building where unauthorised work has not been done (s.52(2))	0.00	0.00	90.00	S	
Application to extend the time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	0.00	0.00	90.00	S	
Application as define in regulation 31 (for each building standard in respect of which declaration is sought)	0.00	0.00	2,000.00	S	
<i>Building Service Levy (Building Commission Fee) Over \$45,000 (inc GST)</i>				S	
- Building Permit	0.00	Y	0.09% of work value	S	
- Demolition Permit	0.00	Y	0.09% of work value	S	
- Occupancy Permit for approved building work	0.00	Y	40.50	S	
- Building Approval Certificate for approved building work	0.00	Y	40.50	S	
- Occupancy Permit for Unauthorised Building Work	0.00	Y	0.18%	S	
- Building Approval Certificate for Unauthorised Building Work	0.00	Y	0.18%	S	

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
<i>Under \$45,000 (inc GST)</i>				
- Building Permit	0.00	Y	40.50	S
- Demolition Permit	0.00	Y	40.50	S
- Occupancy Permit for approved building work	0.00	Y	40.50	S
- Building Approval Certificate for approved building work	0.00	Y	40.50	S
- Occupancy Permit for Unauthorised Building Work	0.00	Y	91.00	S
- Building Approval Certificate for Unauthorised Building Work	0.00	Y	91.00	S
<i>The above fees may be subject to amendments from time to time as approved by the Building Commission. If amended the new gazetted fees will apply.</i>				
<i>Request for Certificate of Design Compliance - Class 2-9 buildings (within Shire district)</i>				
	100.00	10.00	110.00	C
<i>Request for Certificate of Construction Compliance, Building Compliance, or other compliance (within Shire district) - per hour</i>				
	100.00	10.00	110.00	C
<i>Request for seeking confirmation Planning, Environmental Health, Infrastructure requirements have been met (Min charge \$110) - per hour</i>				
	100.00	10.00	110.00	C
<i>Regional Building Services</i>				
Labour per Hour Inclusive of Travel	100.00	10.00	110.00	C
Vehicle Travel per km	0.73	0.07	0.80	C
Provision of Building Services to Shire of Victoria Plains (inc travel) - per hour	77.27	7.73	85.00	C

0.11% of
building work
value, but not
less than \$220

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013		Council (C)	
	Fee \$	GST \$	Total \$	or Statutory (S)
Relocatable Buildings				
Inspection Fee - Non Refundable	257.00	0.00	257.00	S
Building Bond - (No Interest Payable)	10,000.00	0.00	10,000.00	C
Signs Hoardings & Bill Posting - Licences				
Application Fee	51.82	5.18	57.00	C
Illuminated Sign - Roof	30.91	3.09	34.00	C
Illuminated Sign - Verandah	15.45	1.55	17.00	C
Illuminated Sign - Other	15.45	1.55	17.00	C
MRWA Sign - Application	70.00	7.00	77.00	C
MRWA Sign - Renewal	50.00	5.00	55.00	C
MRWA Sign, Advisory and Directional - Supplied and Erected	100.00	10.00	110.00	C
MRWA Sign, Land Sale - Supplied and Erected	170.00	17.00	187.00	C
Pylon Sign	15.45	1.55	17.00	C
Other Than Pylon or Illuminated - Fascia of Verandah	15.45	1.55	17.00	C
Swimming Pool Inspections				
Annual Inspection Fee	50.00	5.00	55.00	S
ENVIRONMENTAL HEALTH				
Administration				
Private Water Sampling plus lab costs* (Customer request)	220.00	22.00	242.00	C
Private Works Requests	100.00	10.00	110.00	C
Public Building Certificate of Approval	159.09	15.91	175.00	C
Reissue of Certified Copies of Licence or Registration	10.91	1.09	12.00	C
Research above Normal Service	104.55	10.45	110.00	C
Sampling Non-scheme Water (commercial premises)* (Customer request)	220.00	22.00	242.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
Application & Licence				
Permit to Perform - Daily	5.91	0.59	6.50	C
Stallholders	52.73	5.27	58.00	C
Traders & Outdoors Eating Facilities	263.64	26.36	290.00	C
Annual Fee	181.82	18.18	200.00	C
Caravan Parks and Camping Grounds Act & Regulations				
Fees - as per Schedule 3 of above Regulations				
Caravan Parks (minimum charge)	200.00	0.00	200.00	S
or addition of the following (whichever is the greater)				
Camp Site (per site)	3.00	0.00	3.00	S
Long and Short Stay Sites (per site)	6.00	0.00	6.00	S
Overflow Site (per site)	1.50	0.00	1.50	S
Penalties - as per Schedule 4 of above Regulations				S
Transfer of Licence	100.00	0.00	100.00	S
Certificates				
Gaming Act Certification Section 50 (1)	110.91	11.09	122.00	C
Liquor Act Certification Section 39	110.91	11.09	122.00	C
Food Business Condemnations				
Food Condemnation - First Hour	53.18	5.32	58.50	C
Food Condemnation - Every Hour There After	30.91	3.09	34.00	C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013		Council (C) or Statutory (S)	
	Fee \$	GST \$	Total \$	
Food Business Inspections				
High Risk premises	300.00	0.00	300.00	S
Medium Risk premises	175.00	0.00	175.00	S
Low Risk premises	50.00	0.00	50.00	S
Exempt premises	Nil	0.00	Nil	S
Health (Public Building) Regulations 1992 - Reg 9				
Application for Public Building Approval - Max Fee allowable	756.37	75.63	832.00	S
Application to Vary Approval of Use for Public Buildings	200.00	20.00	220.00	S
Application for an Event	275.45	27.55	303.00	C
Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974				
Application for the approval of an apparatus by Local Governments under Issuing of a 'Permit to Use an Apparatus'	113.00	0.00	113.00	S
Report to Applicant - Preliminary Site Evaluation	70.00	7.00	77.00	S
Lodging Houses - Annual Licence - Health Act S344c				
Certified Copy Entry in Register of Lodging Houses Health Act S146 (3)	26.00	0.00	26.00	S
Annual Licence	180.00	0.00	180.00	S
Transfer of Licence	30.91	3.09	34.00	S
Offensive Trades (Fees) Regulations 1976				
Licences - per Annum - 1/7 to 30/6				
Slaughterhouse				S
Poultry Processing Establishments				S
Poultry Farming				S
Any Other Offensive Trade Not Specified				S

Fees as
prescribed in
the Health Act

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
<i>Regional Health Services</i>				
Labour per Hour Inclusive of Travel	100.00	10.00	110.00	C
Vehicle Travel per km	0.75	0.07	0.82	C
Provision of Health Services to Shire of Victoria Plains (inc travel)	77.27	7.73	85.00	C
<i>Small Goods</i>				
Application for registration of premises to be used for producing manufactured smallgoods.	49.09	4.91	54.00	C
Renewal licence, as proprietor of a business producing manufactured smallgoods	49.09	4.91	54.00	C
Transfer of Licence	34.00	0.00	34.00	S
<i>Temporary Accommodation</i>				
Application for Temporary Accommodation	100.00	0.00	100.00	S
Application for Extension of Temporary Accommodation	100.00	0.00	100.00	S
Application for Department of Local Government for further 12 months	150.00	0.00	150.00	S
<i>Food Regulations</i>				
Notification of Food Business	50.00	0.00	50.00	S
Registration of Food Business	140.00	0.00	140.00	S

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
TOWN PLANNING				
<i>Advice or Certification</i>				
Issue of Written Planning Advice				S
Issue of Zoning Certificate				S
Gaming Certificates				S
Reply to Property Settlement Questionnaire - per Assessment				S
Section 40 - Liquor Licensing - Application for Seller or Production License				S
Building Envelopes				
Variation Application Minor*	108.00	0.00	108.00	C
* (Plus Advertising Costs if Required)				
Change of Use				
Application to Change use				S
and, if the change of use or alteration, etc has commenced or been carried out, an additional penalty				S
				As per the maximum fees set in the Planning & Development Regulations 2009.

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
Development Applications				
Determination of Application (other than for an Extractive Industry)				
Where the Estimated Cost of the Development is -				
1) \$0 to \$5,000 - R-Code variation, Sign Application, Minor Plan Amendments				
2) Not More Than \$50,000				
3) More than \$50,000 but less than \$500,000*				S
4) More than \$500,000 but less than \$2.5m*				S
5) More than \$2.5m but less than \$5m*				S
6) More than \$5m but less than \$21.5m*				
7) More than \$21.5m*				
* (Plus Advertising Costs if Required)				
Development Plans/Structure Plans				
Minor Structure Plan*				S
Major Structure Plan*				S
* (Plus Advertising Costs if Required)				
Documentation				
Town Planning Scheme Text	26.36	2.64	29.00	C
Town Planning Scheme Maps A3 - per Set	52.73	5.27	58.00	C
Town Planning Scheme Maps A3 - per Page	11.36	1.14	12.50	C
Photocopy of Records - per Copy Minimum Plus cost of Photocopies	11.36	1.14	12.50	C
Extractive Industry Determination Application				
Application for an Extractive Industry				S
and, if the development has commenced or been carried out, an additional penalty				S

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013			Council (C) or Statutory (S)
	Fee \$	GST \$	Total \$	
Extractive Industries Licence				
Initial Licence / Service Fee Payable on Application (Non Refundable)	400.00	40.00	440.00	C
Where the Overall area of Excavation is greater than 5ha - per annum	600.00	60.00	660.00	C
Where the Overall area of Excavation is less than 5ha - per annum	300.00	30.00	330.00	C
Extractive Industries Bond				
Rehabilitation - Sand	16,000.00	0.00	16,000.00	C
Rehabilitation - Stone, Gravel or Other Aggregate	20,000.00	0.00	20,000.00	C
Home Occupation				
Initial Application*				S
and, if the home occupation has commenced, an additional penalty				S
Annual Renewal				S
and, if the approval has expired, an additional penalty				S
* (Plus Advertising Costs if Required)				S
Regional Planning Services				
Labour per Hour Inclusive of Travel	100.00	10.00	110.00	C
Vehicle Travel per km	0.75	0.07	0.82	C
Provision of Planning Services to Shire of Victoria Plains (inc travel)	77.27	7.73	85.00	C
Scheme Amendments				
Minor Amendment*				S
Major Amendment*				S
Text Based Amendment*				S
* (Plus Advertising Costs if Required)				S
	As per the maximum fees set in the Planning & Development Regulations 2009.			

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
<i>Subdivision/Strata Clearance</i>				
1) Not More Than 5 Lots - per Lot				S
2) More Than 5 Lots but Less Than 195 Lots				
3) More Than 195 Lots				S
<i>Wayside Stalls</i>				
Application Fee	52.00	0.00	52.00	S

As per the maximum fees set in the
Planning & Development Regulations
2009.

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (S)
SCHEDULE 11 - RECREATION AND CULTURE				
LIBRARY AND INFORMATION SERVICES				
Lost & Damaged Books - at Cost	35.00	Y 3.50	At Cost 38.50	C
Sale of Shire History Books				C
Additional Administration Fee (Damaged & lost books not returned or paid for)	40.00	4.50	44.50	C
RECREATION AND CULTURE SERVICES				
Annual Lease - per Annum				
Bindoon and Districts Museum	1.00	0.10	1.10	C
Bindoon Hall	1.00	0.10	1.10	C
Bindoon Oval Sheds - Ag Society	1.00	0.10	1.10	C
Chittering Hall	1.00	0.10	1.10	C
Chinkabee Centre	1.00	0.10	1.10	C
CWA Rooms	1.00	0.10	1.10	C
Lot 14 Wells Glover Rd, Bindoon 1/7 to 30/6	300.00	30.00	330.00	C
Muchea Hall	1.00	0.10	1.10	C
Old Roads Board House & Shed - Arts & Crafts	1.00	0.10	1.10	C
Sandown Park - Lot 1143 Brand Highway, Muchea	1.00	0.10	1.10	C
Tourist Bureau & Public Toilets - As per Resolution of Council	1.00	0.10	1.10	C
Wannamal Hall & Courts	1.00	0.10	1.10	C
Bindoon Museum	1.00	0.10	1.10	C
Cleaning and Other Charges – Reserves and Recreation Grounds				
Contract Cleaning of Toilets – per Hour	60.00	6.00	66.00	C
Provision of Additional 240L Bins and Collection	70.00	7.00	77.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013 Fee \$	GST \$	Total \$	Council (C) or Statutory (\$)
Muchea Hall				
Functions				
Hire cost per hour	30.00	3.00	33.00	C
Hire Cost per day (i.e. 8am-5pm) OR night (i.e. 5pm - 1am) **	150.00	15.00	165.00	C
Bond - With Alcohol (Minimum Charge)	500.00	0.00	500.00	C
Bond - No Alcohol (Minimum Charge)	200.00	0.00	200.00	C
Bond - Key (Minimum Charge)	40.00	0.00	40.00	C
Cancellation Fee (if cancelled within 14 days of booking)	20.00	2.00	22.00	C
** These hours are negotiable if setup time is required				
Other Uses				
Meetings per hour	31.82	3.18	35.00	C
Commercial per hour	45.45	4.55	50.00	C
Community Sporting Groups hire - per hour	15.00	1.50	16.50	C
- per annum	300.00	30.00	330.00	C

Concessions

Schools during School Hours - No Charge
Ratepayer Association, Residents Groups, Locality Groups and Progress -
one(1) meeting per month free use of the facility

Note: Hire fees for extraordinary bookings are assessed on a case by case basis.

Note: All bonds for the hire of the facilities are assessed on a case by case basis.

Note: Clubs are to have their own public liability insurance cover.

An additional account may be charged for cleaning the facilities / buildings
left in an unsatisfactory condition.

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013		Council (C) or Statutory (S)	
	Fee \$	GST \$	Total \$	
Key Bonds				
Halls & Sporting Group per set of keys - Approved Key Holders only (Minimum Charge)	55.00	0.00	55.00	C
Parks				
Hire - Parks Exclusive Use	103.00	10.30	113.30	C
Bond - Parks Exclusive Use	200.00	0.00	200.00	C
Bond - Keys Each	100.00	0.00	100.00	C
SCHEDULES 12 & 14 - ENGINEERING AND PUBLIC WORKS				
ENGINEERING SERVICES				
LANDFILL CHARGES				
Clean Fill Sand, Clay per Cubic Metre	0.00	0.00	0.00	C
Clean Fill Sand and Grass/Weeds per Cubic Metre	10.00	1.00	11.00	C
Mixed loads of concrete, rocks, grass, sand, clay and green waste per cubic metre	40.00	4.00	44.00	C
Mixed loads of household, electrical, furniture, tin, steel, wire, green waste per cubic metre	40.00	4.00	44.00	C
Concrete & Rocks per Cubic Metre	60.00	6.00	66.00	C
Contractors Bulk Refuse Disposal Fee	2,500.00	250.00	2,750.00	C
Green Waste per Cubic Metre	15.00	1.50	16.50	C
Hazardous Waste - NOT ACCEPTED AT LANDFILL SITES				
Refuse Charge per Assessment Health Act S 41	70.00	0.00	70.00	C
Black 240L TR Bin	90.00	9.00	99.00	C
Recycling 240L TR Bin	80.00	8.00	88.00	C
Replacement Key - Wannamal Landfill Site	40.00	4.00	44.00	C
Refuse Collection Charge - Wannamal Landfill Site (Annual Charge)	171.00	17.00	188.00	C

SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES

	2012-2013	GST	Total	Council (C) or Statutory (\$)
	Fee \$	\$	\$	
EQUIPMENT				
<i>Private Works - Plant Hire - Hourly Rates</i>				
<i>Minimum Charge Out - 1 Hour</i>				
Note: all plant hire is inclusive of labour charges (except for towed equipment).				
Plant will not be dry hired.				
Note: The CEO may negotiate the hire of plant and equipment to Shire of Chittering staff or other local governments at a rate of 10% above cost price. This equipment may be dry hired if operated by qualified trained operators.				
Backhoe	130.00	13.00	143.00	C
Cherry Picker	90.00	9.00	99.00	C
Graders	150.00	15.00	165.00	C
Kubota Mower	82.73	8.27	91.00	C
Loader	130.00	13.00	143.00	C
Multipac Roller	120.00	12.00	132.00	C
Towed Broom	100.00	10.00	110.00	C
Trucks 14t	120.00	12.00	132.00	C
Truck Maintenance	100.00	10.00	110.00	C
Truck Gardeners	100.00	10.00	110.00	C
Truck Crew Cab	120.00	12.00	132.00	C
Tractor	120.00	12.00	132.00	C
Utility 4 x 4	70.00	7.00	77.00	C
Vermeer Mulcher	175.00	17.50	192.50	C
Vibrating Roller	120.00	12.00	132.00	C
Spray Unit	50.00	5.00	55.00	C
Traffic Management Signs (each per day)	30.00	3.00	33.00	C
Temporary Site Fencing (per metre per day - minimum 1 day hire)	5.00	0.50	5.50	C

**SHIRE OF CHITTERING
2012-2013 FEES AND CHARGES**

	2012-2013		Council (C) or Statutory (S)	
	Fee \$	GST \$	Total \$	
Materials				
Gravel, Metal / Aggregate - per tonne (supply only)	45.45	4.55	50.00	C
Supply of Sand or Mulch - per tonne (supply only)	2.09	0.21	2.30	C
Plant Charge Out Rates as per Plant Hire hourly rates apply for delivery of materials **	0.00	0.00	As per plant hourly rates	C
** Minimum delivery charge of \$75.00				
Old SEC Poles				
Old Pipe per meter - Less Than 450mm in diameter	10.00	1.00	11.00	C
Old Pipe per meter - More Than 450mm in diameter	10.00	1.00	11.00	C
Old Pipe per meter - More Than 450mm in diameter	20.00	2.00	22.00	C
Old Grader Blades/Cutting Edges	5.00	0.50	5.50	C
Staff				
Engineer	150.00	15.00	165.00	C
Supervisor	90.00	9.00	99.00	C
Technical Officer	80.00	8.00	88.00	C
Plant Operator	70.00	7.00	77.00	C
Labourer	60.00	6.00	66.00	C
Crossovers				
Application for Property Crossover	70.00	7.00	77.00	C
Installation as per Council Policy 50% of costs is \$3,000 & GST including culvert if required	1,500.00	150.00	1,650.00	C
Installation as per Council Specification Head Wall (Culvert only) 50% of cost \$2,000	1,000.00	100.00	1,100.00	C
Verge Landscaping				
Application for Installation of Verge Landscaping as per Council Policy	70.00	7.00	77.00	C

SHIRE OF CHITTERING

ACCOUNTS PAID
AS AT THE 30 APRIL 2012 PRESENTED TO THE
COUNCIL MEETING ON THE 16 MAY 2012

This Schedule of Accounts paid under delegated authority as detailed below, which is to be submitted to each member of Council on the 16 May 2012, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, the rendition of services and as to prices, computations and costings.

Voucher No's		Value	Pages		Fund No.	Fund Name
From	To		From	To		
PR2790	PR2790	\$ 72,481.89	1	1	1	Municipal Fund
PR2791	PR2791	\$ 78,154.60	1	1	1	Municipal Fund
EFT6683	EFT6780	\$ 407,222.46	1	3	1	Municipal Fund
13056	13077	\$ 40,801.91	3	4	1	Municipal Fund
Direct	Debit	\$ 1,740.95	4	4	1	Municipal Fund
BPV14	BPV14	\$ 868.15	4	4	1	Municipal Fund
286	289	\$ 9,372.85	4	4	2	Trust Fund
	Total	\$ 610,642.81				

Officer: Catherine Choules

Signature: 

Authorised by: Jean Sutherland

Signature: 

Date of Report: 1 May 2012

Disclosure of Interest by Officer: Nil

LIST OF ACCOUNTS PAID IN APRIL 2012 - SUBMITTED TO COUNCIL 16 MAY 2012

Chq/EFT	Date	Name	Description	Amount
Payroll Payments				
PR2790	11/04/2012	BENDIGO BANK	PAYROLL ENDING - 11/04/2012	72,481.89
PR2791	24/04/2012	BENDIGO BANK	PAYROLL ENDING - 24/04/2012	78,154.60
Total Payroll Payments				\$ 150,636.49
EFT Payments				
EFT6683	18/04/2012	3 MESSAGING	3 MESSAGING	376.66
EFT6684	18/04/2012	ACE ELECTRICAL & COMMUNICATIONS	ELECTRICAL REPAIRS - TOURIST CENTRE, MUCHEA OVAL & HALL & COMM. HOUSING	4,059.01
EFT6685	18/04/2012	ANIMAL BEHAVIOUR SYSTEMS AUST P/L	PURCHASE OF BARK COLLARS	1,077.73
EFT6686	18/04/2012	ANSPACH AG	MAIL DISTRIBUTION - MUCHEA YOUTH FESTIVAL FLYERS	12.28
EFT6687	18/04/2012	AUSTRALASIAN PERFORMING RIGHT ASSOC	LICENCE FEES FOR MUCHEA YOUTH FESTIVAL	55.00
EFT6688	18/04/2012	AUSTRALIA POST	POSTAGE CHARGES	1,787.65
EFT6689	18/04/2012	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT	7,358.43
EFT6690	18/04/2012	AVON SKIP BINS	REFUND OF OVERPAYMENT - MARCH 2010	275.00
EFT6691	18/04/2012	B & J CATALANO PTY LTD	DELIVERY OF FERRICRETE AS PER TENDER	26,217.11
EFT6692	18/04/2012	BINDOON HARDWARE & STOCKFEED	HARDWARE TOOLS & SUPPLIES	111.50
EFT6693	18/04/2012	BINDOON MEDICAL SERVICES PTY LTD	PRE-EMPLOYMENT MEDICAL	107.25
EFT6694	18/04/2012	BINDOON REFRIGERATION	AIR CONDITIONER REPAIRS - MEDICAL CENTRE	630.15
EFT6695	18/04/2012	BINDOON ROADHOUSE	TRAINING REFRESHMENTS	220.00
EFT6696	18/04/2012	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES - WANNAMAL FIRE STATION, MUCHEA HALL & SEN HOUSING	2,434.33
EFT6697	18/04/2012	CHITTERING PEST & WEED	SPRAYING OF VERGES IN LOWER CHITTERING	3,278.00
EFT6698	18/04/2012	CHITTERING TOURIST ASSOCIATION	DISTRIBUTION OF MUCHEA YOUTH FESTIVAL FLYERS	60.00
EFT6699	18/04/2012	COO-EE COURIERS & TRANSPORT	COURIER CHARGES - LIBRARY EXCHANGE	57.20
EFT6700	18/04/2012	CORPORATE EXPRESS	STATIONERY	904.97
EFT6701	18/04/2012	COUNTRY CLEAN SERVICES	CONTRACT CLEANING OF AMENITIES & OFFICES	5,401.02
EFT6702	18/04/2012	COURIER AUSTRALIA	COURIER CHARGES	81.09
EFT6703	18/04/2012	DBP - DANIAL BRADLEY PLASTERING	DEMOLITION WORKS TO BINDOON POST OFFICE	3,000.00
EFT6704	18/04/2012	DENNIS BADCOCK	REIMBURSEMENT FOR CFBCO - TRAVEL EXPENSES	137.64
EFT6705	18/04/2012	DTF - SHARED SERVICES - STATE LIBRARY OF WA	RECOVERIES OF LOST AND DAMAGED BOOKS	73.70
EFT6706	18/04/2012	EASTERN HILLS SAWS & MOWERS	REPAIR SUNDRY PLANT	179.70
EFT6707	18/04/2012	ECO SPRINGS PERTH	ANNUAL RENTAL OF ADMIN WATER COOLER	572.00
EFT6708	18/04/2012	ECOWATER SERVICES PTY LTD	BIOMAX SYSTEMS - QUARTERLY MAINTENANCE SERVICE	920.60
EFT6709	18/04/2012	EVKON PTY LTD	NEW & REPAIR CONCRETE FOOTPATHS - LEARNERS WAY, RIDGETOP RMB, GNH	55,825.00
EFT6710	18/04/2012	EW & NM SCHMIDT & SONS	REPAIR GRADER LOCATED ON MADDERN ROAD (REPLACED TRANSMISSION CONTROL)	4,241.55
EFT6711	18/04/2012	GEW.RU PTY LTD	FIRE MESSAGES	22.00
EFT6712	18/04/2012	GOSNELLS HARDWARE - THRIFTY LINK	PARTS FOR WATER TRUCK & PARKS AND GARDEN SUPPLIES	253.90
EFT6713	18/04/2012	HEATLEY SALES PTY LTD	EMPLOYEES PPE	1,913.56
EFT6714	18/04/2012	HOLCIM (AUSTRALIA) PTY LTD	DELIVERY OF CRACKERDUST	472.89

LIST OF ACCOUNTS PAID IN APRIL 2012 - SUBMITTED TO COUNCIL 16 MAY 2012

Chq/EFT	Date	Name	Description	Amount
EFT6715	18/04/2012	LANDGATE CUSTOMER ACCOUNT	VALUATION EXPENSES	240.00
EFT6716	18/04/2012	LAST DROP WATER CARRIERS (S & J PRINGLE)	DELIVERY OF WATER - LOWER CHITTERING HALL	140.00
EFT6717	18/04/2012	LAVORWASH	REPAIRS TO LAVORWASH HIGH PRESSURE CLEANER & CHANGE OIL	990.00
EFT6718	18/04/2012	LGCC BY NNT	STAFF UNIFORMS	389.00
EFT6719	18/04/2012	LGNET	ADVERTING FOR EMTS	132.00
EFT6720	18/04/2012	MIL-TEK WASTE SOLUTIONS	RECYCLING SUPPLIES FOR PRESS - MUCHEA LANDFILL	471.90
EFT6721	18/04/2012	MODERN MOWING	JOHN GLENN TOILET CLEANING - JANUARY to MARCH 2012	1,078.00
EFT6722	18/04/2012	MUCHEA AUTO ELECTRICS	REPAIRS TO PUMP ON BINDOON'S 3.4	1,262.25
EFT6723	18/04/2012	MUCHEA IRRIGATION & RURAL SUPPLIES	RETICULATION PARTS & BOLLARDS FOR MUCHEA FIRE BREAK	2,877.87
EFT6724	18/04/2012	MUCHEA PLUMBING & GAS	REPAIRS - BINDOON & WANNAMAL HALLS, COMM HOUSING & CHINKABEE	1,776.23
EFT6725	18/04/2012	McLEODS BARRISTERS & SOLICITORS	LEGAL FEES - CONTRACT WITH PENDULUM GROUP/SALE OF LAND	3,134.28
EFT6726	18/04/2012	PCS - PERFECT COMPUTER SOLUTIONS	IT MAINTENANCE AND SUPPORT	503.75
EFT6727	18/04/2012	PK READ CONTRACTING	GRADE MCGLEW ROAD	462.00
EFT6728	18/04/2012	QUICK CORPORATE AUSTRALIA	STORAGE UNIT AND SHELVES	869.40
EFT6729	18/04/2012	RELANCE PETROLEUM	DIESEL	7,190.27
EFT6730	18/04/2012	RHINO WATER TANKS	SUPPLY & INSTALL 250 LITRE WATER TANK - LOWER CHITTERING HALL	6,555.00
EFT6731	18/04/2012	RICK CHOULES - HOME & PROPERTY MAINT	FIT LOCK TO THE BAR ENTRANCE DOOR - MUCHEA HALL	110.00
EFT6732	18/04/2012	THE FARM SHOP	WHITE OIL	190.00
EFT6733	18/04/2012	THE LOFT GROUP	STAMPS FOR BUILDING DEPARTMENT	369.70
EFT6734	18/04/2012	TOODYAY TYRES & EXHAUST	NEW TYRES - BACKHOE, LOADER, 2 x TIP TRUCKS & TYRE REPAIRS	12,132.70
EFT6735	18/04/2012	TOWER SECURITY	SUPPLY SECURITY SCREENS FOR THE WANNAMAL FIRE STATION	988.00
EFT6736	18/04/2012	UHY HAINES NORTON	INTERIM BILLING - AUDIT 2012 AND TELECONFERENCE	10,345.24
EFT6737	18/04/2012	UPPER CHITTERING V8FB	REIMBURSEMENT FOR COMPUTER EQUIPMENT	666.70
EFT6738	18/04/2012	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	13,286.67
EFT6739	18/04/2012	WALGA	2012 LOCAL GOVERNMENT DIRECTORY	191.60
EFT6740	18/04/2012	WINDSCREENS O'BRIEN	REPLACEMENT WINDSCREENS FOR STAFF VEHICLES	843.62
EFT6741	18/04/2012	WRIGHT EXPRESS FUEL CARDS AUSTRALIA PTY	MOTORCHARGE PAYMENT	5,989.94
EFT6742	26/04/2012	BENDIGO BANK	CREDIT CARD PAYMENT	1,979.61
EFT6743	30/04/2012	ACE ELECTRICAL & COMMUNICATIONS	INSTALLATION OF TWO EMERGENCY EXIT LIGHTS - CHINKABEE	542.19
EFT6744	30/04/2012	AUSTECH SURVEILLANCE PTY LTD	SUPPLY AND FIT ALARM SYSTEM - WANNAMAL FS	1,665.00
EFT6745	30/04/2012	B & J CATALANO PTY LTD	DELIVERY OF FERRECRETE GRAVEL - AS PER GRAY ROAD TENDER	10,258.92
EFT6746	30/04/2012	BINDOON BAKEHAUS & CAFE	CATERING FOR FIRST AID TRAINING & WORKSHOP	197.50
EFT6747	30/04/2012	BINDOON MEDICAL SERVICES PTY LTD	PRE-EMPLOYMENT MEDICAL	107.25
EFT6748	30/04/2012	BINDOON ROADHOUSE	CATERING FOR COUNCIL MEETING, TRAINING & MEETINGS	1,028.00
EFT6749	30/04/2012	BINDOON SPORT AND RECREATION	REFRESHMENTS ANZAC DAY SERVICE - CHINKABEE COMPLEX	270.50
EFT6750	30/04/2012	BINDOON TRACTORS	HIRE OF TRACTOR BINDOON LANDFILL & PARTS & REPAIRS TO PLANT	2,148.96
EFT6751	30/04/2012	BINDOON WATER CARTAGE	SUPPLY WATER FOR WANNAMAL TOILETS	374.00

LIST OF ACCOUNTS PAID IN APRIL 2012 - SUBMITTED TO COUNCIL 16 MAY 2012

Chq/EFT	Date	Name	Description	Amount
EFT6752	30/04/2012	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGE	285.65
EFT6753	30/04/2012	CASTLEROCK INSTITUTE OF MUSIC	P.A SYSTEM HIRE - MUCHEA YOUTH FESTIVAL	4,000.00
EFT6754	30/04/2012	CHITTERING BUILDING CONTRACTORS	ADDITIONS TO BINDOON MEDICAL CENTRE	17,380.00
EFT6755	30/04/2012	CHITTERING LANDCARE GROUP	STRATEGIC COMMUNITY PLAN WORKSHOP & CATERING	310.00
EFT6756	30/04/2012	CHITTERING PEST & WEED	SPRAYING OF NOXIOUS WEEDS IN MUCHEA AND CHITTERING SPRINGS POS	2,970.00
EFT6757	30/04/2012	COURIER AUSTRALIA	COURIER CHARGES	8.13
EFT6758	30/04/2012	CPD GROUP	PROGRESS PAYMENT - BINDOON DAY CENTRE REFURBISHMENT	74,921.88
EFT6759	30/04/2012	DANHIRE PTY LTD	TREE PRUNING - DUE TO SAFETY ISSUES & REQUESTED BY WESTERN POWER	5,670.00
EFT6760	30/04/2012	FORPARK AUSTRALIA	PLAY EQUIPMENT & RUBBER SOFTFALL - AQUILA RESERVE	38,062.20
EFT6761	30/04/2012	FUN AIRBRUSH TATTOOS	SPRAY ON TATTOOS - MUCHEA YOUTH FESTIVAL	380.00
EFT6762	30/04/2012	HEATLEY SALES PTY LTD	EMPLOYEES PPE	1,281.58
EFT6763	30/04/2012	JIVE MEDIA SOLUTIONS	2012 - PRINTING OF WILDFLOWER BROCHURES	3,131.15
EFT6764	30/04/2012	KOOKABURRA BINS	HIRE OF SKIP BIN	1,200.00
EFT6765	30/04/2012	LISA HURIJ	REFRESHMENTS - MUCHEA YOUTH FESTIVAL	200.00
EFT6766	30/04/2012	LOWER CHITTERING VOLUNTEER BUSH FIRE	HAZARD REDUCTION BURN REIMBURSEMENT	350.00
EFT6767	30/04/2012	MICHAEL ZION	REIMBURSEMENT OF RELOCATION EXPENSES - AS PER LETTER OF EMPLOYMENT	2,271.30
EFT6768	30/04/2012	MIDALIA STEEL	MATERIALS FOR UPPER CHITTERING SHED EXTENSION	795.85
EFT6769	30/04/2012	MUCHEA AUTO ELECTRICS	REPAIRS TO LIGHT TANKER	137.50
EFT6770	30/04/2012	MUCHEA IRRIGATION & RURAL SUPPLIES	PARTS FOR WATER TRUCK	78.53
EFT6771	30/04/2012	MUCHEA PLUMBING & GAS	PLUMBING WORKS AT WANNAMAL & LOWER CHITTERING HALLS	1,049.51
EFT6772	30/04/2012	MUCHEA TREE FARM	PLANTS FOR CITIZENSHIP CEREMONY	31.00
EFT6773	30/04/2012	McLEODS BARRISTERS & SOLICITORS	LEGAL FEES - SALE OF LAND - OLDACRES & SALE OF WATER AGREEMENTS	8,283.65
EFT6774	30/04/2012	NORTHERN VALLEYS NEWS	ADVERTISING - CHATTER AT CHITTERING	1,695.00
EFT6775	30/04/2012	OZWEST GARAGE DOORS	REPAIRS TO THE SHED ROLLER DOOR - MUCHEA LANDFILL	500.00
EFT6776	30/04/2012	RICK CHOULES - HOME & PROPERTY MAINT	WORKS AT OLD TOURIST BUREAU TOILETS	4,234.00
EFT6777	30/04/2012	TUDOR HOUSE	BANNERS IN THE TERRACE PVC BANNER 2012	112.20
EFT6778	30/04/2012	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	13,711.68
EFT6779	30/04/2012	WALGA	ADVERTISING - PLANNING, COUNCIL INFORMATION & STAFF	9,801.68
EFT6780	30/04/2012	WC & SJ WRIGHT	PICK UP GRADER AND DELIVER TO WESTRAC	495.00
Total EFT's				\$ 407,222.46
Muni Cheques				
13056	18/04/2012	BINDOON GENERAL STORE	REFRESHMENTS FOR COUNCIL & STAFF FAREWELLS	100.10
13057	18/04/2012	BINDOON IGA	TOOLBOX MEETINGS, STAFF & COUNCIL SUPPLIES	135.33
13058	18/04/2012	BINDOON PHARMACY	FLU INJECTION SCRIPTS FOR STAFF	199.50
13059	18/04/2012	C & G BAM	AGREEMENT TO LEASE LAND	720.00
13060	18/04/2012	CITY OF MELVILLE	LONG SERVICE LEAVE LIABILITY	332.99

LIST OF ACCOUNTS PAID IN APRIL 2012 - SUBMITTED TO COUNCIL 16 MAY 2012

LIST OF ACCOUNTS PAID IN APRIL 2012 - SUBMITTED TO COUNCIL 16 MAY 2012				
Chq/EFT	Date	Name	Description	Amount
13061	18/04/2012	CLAYTON UTZ LAWYERS	REVIEW OF COUNCIL'S TEMPLATE LEASE AGREEMENT DOCUMENT	660.00
13062	18/04/2012	FATHER PAUL FOX	REFUND OF CROSSEVER FEES	77.00
13063	18/04/2012	JOHN HENSON	RATES REFUND FOR A9231	694.66
13064	18/04/2012	MIDLAND SETTLEMENTS	PURCHASE OF PART LOT 14 CALEDONIA CLOSE (MUCHEA LANDFILL SITE)	10,000.00
13065	18/04/2012	MR NIGEL RUFFLE	RATES REFUND FOR A9278	763.67
13066	18/04/2012	SHIRE OF CHITTERING	PETTY CASH REIMBURSEMENT	470.15
13067	18/04/2012	SYNERGY	ELECTRICITY CHARGES	10,340.75
13068	18/04/2012	TELSTRA	OFFICE & MOBILE TELEPHONE CHARGES	2,960.61
13069	18/04/2012	WANNAMAL TENNIS CLUB	WANNAMAL TENNIS CLUB COMMUNITY GRANT	1,615.00
13070	18/04/2012	WESTERN AUST PLANNING COMMISSION	SUB-DIVISION FEE - LOT 18 TEATREE ROAD BINDOON	1,603.00
13071	30/04/2012	AMP SUPERANNUATION LIMITED	SUPERANNUATION CONTRIBUTIONS	343.99
13072	30/04/2012	BINDOON IGA	COUNCIL, STAFF, TRAINING & ESL SUPPLIES	218.77
13073	30/04/2012	BT LIFETIME - PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	576.40
13074	30/04/2012	GENERATION PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	325.26
13075	30/04/2012	LGRCEU	PAYROLL DEDUCTIONS	58.20
13076	30/04/2012	SYNERGY	STREETLIGHT TARIFF CHARGE & OTHER ELECTRICITY CHARGES	7,766.75
13077	30/04/2012	TELSTRA SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	839.78
Total Cheques Payments				\$ 40,801.91
Direct Debits - April 2012				
Transfers		BENDIGO BANK/COMMONWEALTH BANK	BANK FEES	819.76
		WESTNET	WESTNET/INTERNET	164.94
		CLUE DESIGN	WEB SITE MANAGEMENT	756.25
Direct Debits				\$ 1,740.95
BPV14	02/04/2012	BENDIGO BANK	TRANSFER INTEREST TO TRUST ACCOUNTS	868.15
Total Transfer				\$ 868.15
Total Municipal Payments				\$ 601,269.96
Trust Payments		SHIRE OF CHITTERING	BRB & BCITF AGENCY LEVY - JAN TO 1ST APRIL 2012	465.30
		BINDOON SCHOOL BUS SERVICES	REFUND OF BUS BOND	300.00
		BCITF	BCITF LEVY REFUNDS - JAN TO 1ST APRIL 2012	6,555.55
		BUILDING COMMISSION	BRB LEVY REFUNDS - JAN TO 1ST APRIL 2012	2,052.00
Total Trust Payments				\$ 9,372.85


SHIRE OF CHITTERING

BANK RECONCILIATION
AS AT 30 APRIL 2012

GENERAL LEDGER	MUNI ACC	TRUST ACC	R/A RESERVE
OPENING BALANCE 1 JULY 2011	1,259,049.32	624,709.52	1,040,963.10
PLUS RECEIPTS			
TOTAL RECEIPTS (Beginning of the Month)	6,419,727.73	237,653.74	197,292.83
RECEIPTS THIS MONTH	177,561.31	3,011.45	4,333.77
TOTAL YEAR TO DATE RECEIPTS	6,597,289.04	240,665.19	201,626.60
LESS PAYMENTS			
TOTAL PAYMENTS (Beginning of Month)	(5,683,341.00)	(212,190.59)	(5,553.85)
PAYMENTS THIS MONTH	(601,269.96)	(9,372.85)	0.00
TOTAL YEAR TO DATE PAYMENTS	(6,284,610.96)	(221,563.44)	(5,553.85)
BALANCE	1,571,727.40	643,811.27	1,237,035.85
BANK STATEMENT			
BALANCE AS PER BENDIGO BANK	173,731.76	651,994.32	30,969.85
BALANCE AS PER CBA	58,935.95	0.00	0.00
BALANCE AS PER WA TREASURY	1,350,000.00	0.00	1,206,066.00
PLUS OUTSTANDING DEPOSITS	4,949.63	1,339.80	0.00
LESS OUTSTANDING CHEQUES	(15,889.94)	(9,522.85)	0.00
BALANCE	1,571,727.40	643,811.27	1,237,035.85
GENERAL LEDGER BALANCE TO:			
	1910000	1990000	1951000

FUND - INSTITUTION	AMOUNT	MATURITY	INTEREST
Reserve Asset - WA Treasury Corporation	\$1,206,066.00		4.20%
Municipal - WA Treasury Corporation	\$1,350,000.00		4.20%
	\$2,556,066.00		

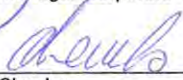
Prepared By:


 Jean Sutherland
Executive Manager Corporate Services

Date:

1/5/12

Checked By:


 Catherine Choules
CSO - Finance

Date:

1/5/12



SHIRE OF CHITTERING
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

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SHIRE OF CHITTERING						
STATEMENT OF FINANCIAL ACTIVITY						
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012						
	NOTE	April 2012 Actual \$	April 2012 YTD Budget \$	2011/12 Budget \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %
Operating						
Revenues/Sources	1,2					
Governance		35,957	20,179	30,688	15,778	78.19% ▲
General Purpose Funding		758,534	720,987	922,872	37,547	5.21%
Law, Order, Public Safety		274,154	274,947	295,794	(793)	(0.29%)
Health		27,424	24,040	34,668	3,384	14.08%
Education and Welfare		2,940	5,830	125,930	(2,890)	(49.57%)
Housing		86,811	86,750	103,840	61	0.07%
Community Amenities		329,659	345,344	377,185	(15,685)	(4.54%)
Recreation and Culture		9,179	9,560	437,615	(381)	(3.99%)
Transport		668,724	809,769	816,082	(141,045)	(17.42%) ▼
Economic Services		101,478	121,250	146,448	(19,772)	(16.31%) ▼
Other Property and Services		65,740	49,515	58,750	16,225	32.77% ▲
		<u>2,360,600</u>	<u>2,468,171</u>	<u>3,349,873</u>	<u>(107,571)</u>	<u>(4.36%)</u>
(Expenses)/(Applications)	1,2					
Governance		(412,516)	(452,836)	(556,132)	40,320	8.90%
General Purpose Funding		(194,065)	(187,203)	(247,401)	(6,862)	(3.67%)
Law, Order, Public Safety		(690,416)	(736,400)	(871,456)	45,984	6.24%
Health		(158,775)	(176,983)	(207,836)	18,208	10.29% ▼
Education and Welfare		(56,681)	(77,434)	(85,847)	20,753	26.80% ▼
Housing		(200,488)	(215,952)	(266,131)	15,464	7.16%
Community Amenities		(1,084,997)	(1,151,486)	(1,352,702)	66,489	5.77%
Recreation & Culture		(613,974)	(791,094)	(949,983)	177,120	22.39% ▼
Transport		(1,801,916)	(1,990,608)	(2,364,223)	188,692	9.48%
Economic Services		(415,937)	(483,146)	(565,758)	67,209	13.91% ▼
Other Property and Services		(127,920)	(49,340)	(70,011)	(78,580)	(159.26%) ▲
		<u>(5,757,685)</u>	<u>(6,312,483)</u>	<u>(7,537,479)</u>	<u>554,798</u>	<u>(8.79%)</u>
Adjustments for Non-Cash						
(Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	0	20,997	20,997	(20,997)	100.00% ▲
Movement in Accrued Interest		(3,385)	(2,821)	(3,385)	(564)	(20.00%)
Movement in Accrued Salaries and Wages		(47,187)	(39,323)	(47,187)	(7,865)	(20.00%)
Movement in Employee Benefit Provisions		20,655	15,182	18,218	5,473	(36.05%)
Depreciation on Assets	2(a)	1,359,106	1,370,850	1,645,143	(11,744)	0.86%
Capital Revenue and (Expenditure)						
Purchase Land and Buildings	3	(381,961)	(230,984)	(1,576,234)	(150,977)	(65.36%) ▲
Purchase Furniture and Equipment	3	(76,287)	(81,793)	(81,793)	5,506	6.73%
Purchase Plant and Equipment	3	(37,959)	(138,000)	(107,959)	100,041	72.49% ▼
Purchase Motor Vehicles	3	(41,279)	(74,279)	(110,279)	33,000	44.43% ▼
Purchase Infrastructure Assets - Roads	3	(397,425)	(516,195)	(850,636)	118,770	23.01% ▼
Purchase Infrastructure Assets - Bridges	3	0	0	(471,000)	0	0.00%
Purchase Infrastructure Assets - Footpaths	3	(45,450)	0	(52,184)	(45,450)	0.00%
Purchase Infrastructure Assets - Drainage	3	(236,688)	(200,460)	(240,548)	(36,228)	(18.07%) ▲
Purchase Infrastructure Assets - Parks & Ovals	3	(13,771)	(226,171)	(268,654)	212,400	93.91% ▼
Purchase Infrastructure Assets - Other	3	(9,390)	(9,390)	(9,390)	0	0.00%
Proceeds from Disposal of Assets	4	0	20,000	30,000	(20,000)	(100.00%) ▼
Repayment of Debentures	5	(103,830)	(107,090)	(115,487)	3,260	3.04%
Proceeds from New Debentures	5	0	0	850,000	0	0.00%
Transfers to Restricted Assets (Reserves)	6	(201,625)	(204,630)	(213,800)	3,005	1.47%
Transfers from Restricted Asset (Reserves)	6	5,554	299,822	334,022	(294,268)	(98.15%) ▼
ADD Net Current Assets July 1 B/Fwd	7	1,382,207	1,382,207	1,382,207	0	0.00%
LESS Net Current Assets Year to Date	7	<u>1,834,470</u>	<u>1,491,430</u>	<u>2,263</u>	<u>343,040</u>	<u>(23.00%)</u>
Amount Raised from Rates	8	<u>(4,060,270)</u>	<u>(4,057,820)</u>	<u>(4,057,818)</u>	<u>(2,450)</u>	<u>0.06%</u>

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The report has also been prepared on the accrual basis under the convention of historical cost accounting modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Superannuation

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

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

(g) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

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

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(i) Inventories

General

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

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

Land Held for Resale

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

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

Land held for resale is classified as current except where it is held as non-current based on Council's

(j) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

Land Under Roads

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

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

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

Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

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

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Computer Equipment and Software	3 years
Plant and Equipment - Heavy	5 to 15 years
Plant and Equipment - Light	0 to 10 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Footpaths - asphalt	10 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

Property, plant and equipment is brought to account at cost and will be carried at net written down values. Items of property, plant and equipment, including buildings but excluding freehold land are to be depreciated over estimated useful lives on a straight line basis.

Classification

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

(i) Financial assets at fair value through profit and loss

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

(ii) Loans and receivables

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) *Classification (Continued)**(iii) Held-to-maturity investments*

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

(iv) Available-for-sale financial assets

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

Recognition and derecognition

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

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

Subsequent measurement

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

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

Impairment

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

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

(n) **Impairment**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

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

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

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2011.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(o) **Trade and Other Payables**

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Employee Benefits

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

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

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

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

(q) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

Borrowing Costs

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

(r) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of

(s) Current and Non-Current Classification

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

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Shire of Chittering Vision Statement

Chittering: Keeping the balance

Because we:

- *have a long term view of the area*
- *place emphasis on the shire's assets*
- *undertake detailed assessments on new major works*
- *manage and operate using effective and efficient approaches*
- *ensure the finances are adequately managed*
- *carry out regular performance assessments*

Shire of Chittering Mission Statement

"To work with and for our local community; to enhance our rural lifestyle; to protect our natural environment; to provide good governance and quality services; to operate with long term sustainability as an achievable goal; to encourage and approve suitable, non-intrusive, sustainable development; and to encourage employment within these frameworks."

Shire of Chittering Values

- | | |
|-------------------------|---------------------------------|
| • <i>Excellence</i> | • <i>Trust</i> |
| • <i>Integrity</i> | • <i>Respect</i> |
| • <i>Consistency</i> | • <i>Valuing our staff</i> |
| • <i>Communication</i> | • <i>Continuous improvement</i> |
| • <i>Customer focus</i> | |
| • <i>Co-operation</i> | |

Council operations as disclosed in this report encompasses the following service orientated activities/programs:

GOVERNANCE - SCHEDULE 4

Administration and operation of facilities and services to elected members of Council, policy determination, public ceremonies and presentations. Other costs relating to tasks of assisting elected members and ratepayers, which do not concern specific council services.

GENERAL PURPOSE FUNDING - SCHEDULE 3

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY - SCHEDULE 5

Supervision of local laws, fire prevention including the provision of six volunteer fire brigades, animal control and the support of local emergency and public safety organisations such as the Chittering Rural Watch.

HEALTH - SCHEDULE 7

Food quality control, immunisation, contributions to medical health and the operation of the Chittering Community Health Centre and the Chittering-Gingin St John Ambulance

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

2. STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE - SCHEDULE 8

Operation and control of Senior Services other than housing, vacation swimming classes and youth services. The provision and maintenance of school bus shelters.

HOUSING - SCHEDULE 9

Maintenance of staff and rental housing. Administration and maintenance of community and seniors housing units in a joint venture arrangement with Homeswest.

COMMUNITY AMENITIES - SCHEDULE 10

Operation and control of cemeteries, public conveniences and sanitation services including the Bindoon, Muchea and Wannamal refuse sites. Funding of Town Planning services, drainage schemes and Landcare projects

RECREATION AND CULTURE - SCHEDULE 11

Maintenance of halls, the library and various parks, reserves and other recreation activities and cultural pursuits.

TRANSPORT - SCHEDULE 12

Construction and maintenance of roads, bridges footpaths, drainage works, lighting and cleaning of streets and Department of Transport licensing administration.

ECONOMIC SERVICES - SCHEDULE 13

The regulation and provision of building and extractive industries control, tourism services, area promotion, noxious weed control, community bus operations, business enterprise centre contributions and other economic development initiatives.

OTHER PROPERTY & SERVICES - SCHEDULE 14

Private works carried out by Council, public works and plant operation costs allocation.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$	
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Law, Order & Public Safety			
<u>Fire Prevention</u>			
Upper Chittering Shed Improvements	35,220	34,484	
Water Tank - Lower Chittering	5,959	5,959	
<u>Fire Prevention - ESL</u>			
ESL Capital Requests (contra to grant funding)	12,800	12,104	
<u>Emergency Management</u>			
Motor Vehicle - CESM	41,279	41,279	
Health			
<u>Other Health</u>			
Upgrade to Medical Centre	850,000	4,500	
Renovation to existing Medical Centre	16,000	15,800	
Education & Welfare			
<u>Other Education</u>			
Bus Shelters x 3	9,390	9,390	
<u>Aged & Disabled Persons - Aged Care</u>			
Day Centre	163,130	111,641	
Community Amenities			
<u>Sanitation - Household Refuse</u>			
Erection of Shed on Muchea Landfill Site & Land Purchase	40,700	10,000	
<u>Other Community Amenities</u>			
Bindoon Outside Toilet Upgrade & Septic	143,500	140,413	(Job Level)
Recreation and Culture			
<u>Public Halls, Civic Centres</u>			
Wannamal Hall Patio	7,500	5,944	(Job Level)
Muchea Hall - Limestone Wall	8,000	0	(Job Level)
RFR - Gardener Shed at Muchea Oval for Equipment	21,500	1,297	(Job Level)
Muchea Hall - re-roof	40,000	0	(Job Level)
Chinkabee Disabled Toilet	68,000	0	(Job Level)
Bindoon Hall Paving	14,000	14,570	(Job Level)
Bindoon Hall Fencing	22,884	22,884	(Job Level)
Toilet Upgrade/Tourist Centre Conversion	90,000	8,325	(Job Level)
Chinkabee Playgroup Extension	25,000	0	(Job Level)
<u>Other Recreation & Sport</u>			
Spoonbill Lake - Playground Equipment	48,000	42,494	(Job Level)
Softfall matting - John Glenn Park	33,793	33,793	(Job Level)
Bindoon Oval Lights Upgrade	13,771	13,771	(Job Level)
Sussex Bend POS	254,883	0	(Job Level)

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$	
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program (Continued)</u>			
Transport			
<u>Construction Streets, Roads, Bridges, Depots</u>			
Works Program/Road Construction			
- RRG - Muchea South Road	176,871	0	(Job Level)
- MRWA Direct Funding - Gravel Re-Sheeting	66,367	40,633	(Job Level)
- Roads to Recovery - Gray Road	135,000	9,597	(Job Level)
- Roads to Recovery - Ridgetop Ramble	30,000	35,049	(Job Level)
- Roads to Recovery - Pioneer Drive	30,000	30,694	(Job Level)
- Council - Kelly Street	32,000	32,391	(Job Level)
- Council - Cullalla Road	18,000	18,000	(Job Level)
- Regional Bicycle Network	52,184	45,450	(Job Level)
- RFR - Muchea South Road	78,000	2,618	(Job Level)
- RFR - Chittering Valley Road	46,956	46,956	(Job Level)
- RFR - Forrest Hills/Pioneer Drive Intersection	60,000	60,144	(Job Level)
- RFR - Day Centre Carpark	40,000	0	(Job Level)
- Developers Projects - Byrne Road	135,442	121,344	(Job Level)
- Swan River Nutrient Intervention Project	2,000	0	(Job Level)
Works Program/Bridge Construction			
- MRWA & FAG Bridges - Keating Bridge	351,000	0	(Job Level)
- FAG Bridges - Yozzi Bridge	120,000	0	(Job Level)
Works Program/Drainage Construction			
- RFR - Drainage Const - Ridgetop Ramble & Pioneer Drive	240,548	236,688	(Job Level)
<u>Road Plant Purchases</u>			
Water Tank for Isuzu Truck	90,000	20,000	
Gardener's Ute	33,000	0	
Engineering Technical Officer Vehicle	36,000	0	
Bomag Compactor	12,000	12,000	
Other Property & Services			
<u>Unclassified</u>			
Land Purchase - Polinelli Rd	18,000	0	
	<u>3,768,678</u>	<u>1,240,210</u>	

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$
3. ACQUISITION OF ASSETS (Continued)		
The following assets have been acquired during the period under review:		
<u>By Class</u>		
Land Held for Resale - Current	0	0
Land Held for Resale - Non Current	0	0
Land	0	0
Land and Buildings	1,576,234	381,961
Furniture and Equipment	81,793	76,287
Plant and Equipment	107,959	37,959
Motor Vehicles	110,279	41,279
Infrastructure Assets - Roads	850,636	397,425
Infrastructure Assets - Bridges & Culverts	471,000	0
Infrastructure Assets - Footpaths	52,184	45,450
Infrastructure Assets - Drainage	240,548	236,688
Infrastructure Assets - Parks & Ovals	268,654	13,771
Infrastructure Assets - Other	9,390	9,390
	<u>3,768,678</u>	<u>1,240,210</u>

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2011/12 Budget \$	April 2,012 Actual \$	2011/12 Budget \$	April 2,012 Actual \$	2011/12 Budget \$	April 2,012 Actual \$
Transport						
Cherry Picker	0	0	10,000	0	10,000	0
Gardeners Ute - CH354	16,624	0	10,000	0	(6,624)	
Technical Officers Ute - Ch510	34,373	0	10,000	0	(24,373)	
	50,997	0	30,000	0	(20,997)	0

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2011/12 Budget \$	April 2,012 Actual \$	2011/12 Budget \$	April 2,012 Actual \$	2011/12 Budget \$	April 2,012 Actual \$
Plant & Equipment						
	50,997	0	30,000	0	(20,997)	0
	50,997	0	30,000	0	(20,997)	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2011/12 Budget \$	April 2,012 Actual \$
10,000	0
(30,997)	0
(20,997)	0

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-11	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2011/12 Budget \$	2011/12 Actual \$	2011/12 Budget \$	2011/12 Actual \$	2011/12 Budget \$	2011/12 Actual \$	2011/12 Budget \$	2011/12 Actual \$
Health									
Loan 79 - Medical Centre	0	850,000	0	0	0	0	0	0	0
Education and Welfare									
Loan 78 Purchase Land Respite Centre	218,984			69,870	69,870	149,114	149,114	8,794	5,498
Housing									
Loan 72 Staff Housing Development	257,487			19,396	14,459	238,091	243,028	14,858	11,190
Loan 73 Seniors & Community Housing	79,660			5,415	4,027	74,245	75,633	5,226	3,939
Recreation & Culture									
Loan 71 Old Roads Board Building	38,672			12,044	8,958	26,628	29,714	2,294	1,788
Loan 74 Land Acquisition Gray Road	137,727			8,762	6,516	128,965	131,211	9,077	6,838
	732,530	850,000	0	115,487	103,830	617,043	628,700	40,249	29,253

All loan repayments are financed by general purpose income.

SHIRE OF CHITTERING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

5. INFORMATION ON BORROWINGS (Continued)
(b) New Debentures - 2011/12

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 79 - Medical Centre	850,000	0	Unknown	10	Unknown	Unknown	0	0	NIL

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Employee Entitlements Reserve		
Opening Balance	156,191	156,191
Amount Set Aside / Transfer to Reserve	28,252	26,209
Amount Used / Transfer from Reserve	(5,554)	(5,554)
	<u>178,889</u>	<u>176,846</u>
(b) Plant Replacement Reserve		
Opening Balance	844	844
Amount Set Aside / Transfer to Reserve	100,045	102,567
Amount Used / Transfer from Reserve	(49,000)	0
	<u>51,889</u>	<u>103,411</u>
(c) Public Amenities and Buildings Reserve		
Opening Balance	268,747	268,747
Amount Set Aside / Transfer to Reserve	44,199	40,814
Amount Used / Transfer from Reserve	(195,268)	0
	<u>117,678</u>	<u>309,561</u>
(d) Gravel Acquisition Reserve		
Opening Balance	56,423	56,423
Amount Set Aside / Transfer to Reserve	2,981	2,111
Amount Used / Transfer from Reserve	0	0
	<u>59,404</u>	<u>58,534</u>
(e) Community Reserve		
Opening Balance	60,154	60,154
Amount Set Aside / Transfer to Reserve	7,978	7,172
Amount Used / Transfer from Reserve	(10,000)	0
	<u>58,132</u>	<u>67,326</u>
(f) Seniors Reserve		
Opening Balance	11,427	11,427
Amount Set Aside / Transfer to Reserve	4,604	4,529
Amount Used / Transfer from Reserve	(34,200)	0
	<u>(18,169)</u>	<u>15,956</u>
(g) Brockman Centre Reserve		
Opening Balance	8,280	8,280
Amount Set Aside / Transfer to Reserve	437	310
Amount Used / Transfer from Reserve	0	0
	<u>8,717</u>	<u>8,590</u>
(h) Public Open Space Reserve		
Opening Balance	65,176	65,176
Amount Set Aside / Transfer to Reserve	3,444	2,438
Amount Used / Transfer from Reserve	0	0
	<u>68,620</u>	<u>67,614</u>
(i) Bindoon Community Bus Reserve		
Opening Balance	36,905	36,906
Amount Set Aside / Transfer to Reserve	1,950	1,381
Amount Used / Transfer from Reserve	0	0
	<u>38,855</u>	<u>38,287</u>

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$
6. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
(j) Bindoon Cemetery Development Reserve		
Opening Balance	27,905	27,905
Amount Set Aside / Transfer to Reserve	1,474	1,044
Amount Used / Transfer from Reserve	0	0
	<u>29,379</u>	<u>28,949</u>
(k) Administration Centre Reserve		
Opening Balance	123,267	123,267
Amount Set Aside / Transfer to Reserve	6,513	4,611
Amount Used / Transfer from Reserve	0	0
	<u>129,780</u>	<u>127,878</u>
(l) Recreation Development Reserve		
Opening Balance	38,165	38,165
Amount Set Aside / Transfer to Reserve	2,016	1,428
Amount Used / Transfer from Reserve	0	0
	<u>40,181</u>	<u>39,593</u>
(m) Ambulance Replacement Reserve		
Opening Balance	1,008	1,008
Amount Set Aside / Transfer to Reserve	53	38
Amount Used / Transfer from Reserve	0	0
	<u>1,061</u>	<u>1,046</u>
(n) Waste Management Reserve		
Opening Balance	40,454	40,454
Amount Set Aside / Transfer to Reserve	2,137	1,513
Amount Used / Transfer from Reserve	(40,000)	0
	<u>2,591</u>	<u>41,967</u>
(o) Office Equipment Reserve		
Opening Balance	23,162	23,162
Amount Set Aside / Transfer to Reserve	1,224	866
Amount Used / Transfer from Reserve	0	0
	<u>24,386</u>	<u>24,028</u>
(p) Landcare Vehicles Reserve		
Opening Balance	85,939	85,939
Amount Set Aside / Transfer to Reserve	4,541	3,215
Amount Used / Transfer from Reserve	0	0
	<u>90,480</u>	<u>89,154</u>
(q) Binda Place Reserve		
Opening Balance	6,217	6,217
Amount Set Aside / Transfer to Reserve	328	233
Amount Used / Transfer from Reserve	0	0
	<u>6,545</u>	<u>6,450</u>
(r) Contributions to Roadworks Reserve		
Opening Balance	30,699	30,699
Amount Set Aside / Transfer to Reserve	1,624	1,146
Amount Used / Transfer from Reserve	0	0
	<u>32,323</u>	<u>31,845</u>
Total Cash Backed Reserves	<u>920,741</u>	<u>1,237,035</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2011/12 Budget \$	April 2012 Actual \$
6. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Employee Entitlement Reserve	28,252	26,209
Plant Replacement Reserve	100,045	102,567
Public Amenities and Buildings	44,199	40,814
Gravel Acquisition	2,981	2,111
Community Housing	7,978	7,172
Seniors Housing	4,604	4,529
Brockman Centre Precinct	437	310
Public Open Space	3,444	2,438
Bindoon Community Bus	1,950	1,381
Cemetery Development	1,474	1,044
Administration Centre	6,513	4,611
Recreation Development	2,016	1,428
Ambulance Replacement	53	38
Waste Management	2,137	1,513
Office Equipment	1,224	866
Landcare Vehicles	4,541	3,215
Binda Place	328	233
Contributions to Roadworks	1,624	1,146
	<u>213,800</u>	<u>201,625</u>
Transfers from Reserves		
Employee Entitlement Reserve	(5,554)	(5,554)
Plant Replacement Reserve	(49,000)	0
Public Amenities and Buildings	(195,268)	0
Gravel Acquisition	0	0
Community Housing	(10,000)	0
Seniors Housing	(34,200)	0
Brockman Centre Precinct	0	0
Public Open Space	0	0
Bindoon Community Bus	0	0
Cemetery Development	0	0
Administration Centre	0	0
Recreation Development	0	0
Ambulance Replacement	0	0
Waste Management	(40,000)	0
Office Equipment	0	0
Landcare Vehicles	0	0
Binda Place	0	0
Contributions to Roadworks	0	0
	<u>(334,022)</u>	<u>(5,554)</u>
Total Transfer to/(from) Reserves	<u>(120,222)</u>	<u>196,071</u>

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Employee Entitlements Reserve

- to be used to fund employee accumulated annual, sick, long service leave and employee gratuities

Plant Replacement Reserve

- to be used to fund plant purchases, trades or major overhauls

Muchea Hall Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Bindoon Hall Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Wannamal Hall Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Chinkabee Hall Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Lower Chittering Hall Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Public Amenities and Buildings Reserve

- to be used to fund future public amenities maintenance requirements of Council

Gravel Acquisition Reserve

- to be used to fund the purchase of gravel or land containing gravel

Community Housing Reserve

- to be used to fund repairs, improvements or extensions to community units

Seniors Housing Reserve

- to be used to fund repairs, improvements or extensions to seniors units

Brockman Centre Precinct Reserve

- to be used to fund scheduled or agreed maintenance or improvements on this hall

Public Open Space Reserve

- to be used to fund public open space developments in accordance with developer precincts

Bindoon Community Bus Reserve

- to be used to fund the shortfall on operations of the bus and to allow for its eventual replacement

Bindoon Cemetery Development Reserve

- to be used to fund the development or acquisition of cemetery land or facilities

Administration Centre Reserve

- to be used to fund major improvement or construction of Council's administrative building requirements

Recreation Development Reserve

- to be used to fund the development or acquisition of recreation land or facilities

Ambulance Replacement Reserve

- to be used to contribute towards the cost of purchasing or replacing an Ambulance

Waste Management Reserve

- to be used to fund the replacement of landfill sites and rehabilitation of existing landfill sites

Office Equipment Reserve

- to be used for the replacement of office equipment

Landcare Vehicles Reserve

- to be used for the financing of Landcare vehicles

Binda Place Reserve

- to be used for Car parking in Binda Place

Contributions to Roadworks Reserve

- to be used for future roadworks

All reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

	2010/11 B/Fwd Per 2011/12 Budget \$	2010/11 B/Fwd Per Financial Report \$	April 2012 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	29,901	466,215	1,188,895
Cash - Restricted Unspent Grants	0	793,734	383,733
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	920,742	1,040,963	1,237,035
Investments	42,500	42,500	42,500
Rates - Current	160,000	166,940	302,728
Sundry Debtors	50,000	225,369	60,137
Accrued Income/Payments in Advance	0	0	0
GST Receivable	(5,000)	0	0
Provision For Doubtful Debts	(3,685)	(3,685)	(3,685)
Inventories	6,500	7,574	4,104
	<u>1,200,958</u>	<u>2,739,610</u>	<u>3,215,447</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(150,000)	(194,954)	(14,228)
Income Received in Advance	(9,840)	(9,840)	(40,799)
Payroll Creditors	0	0	0
GST Payable	(30,000)	4,165	2,106
Accrued Expenditure	0	0	0
Leave Provisions	(267,002)	(272,002)	(267,867)
	<u>(456,842)</u>	<u>(472,631)</u>	<u>(320,788)</u>
NET CURRENT ASSET POSITION	744,116	2,266,979	2,894,659
Less: Cash - Reserves - Restricted	(920,742)	(1,040,963)	(1,237,035)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	178,889	156,191	176,846
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>2,263</u>	<u>1,382,207</u>	<u>1,834,470</u>

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2011/12 Rate Revenue \$	2011/12 Interim Rates \$	2011/12 Back Rates \$	2011/12 Total Revenue \$	2011/12 Budget \$
General Rate								
GRV - General Rate	10.6916	300	6,474,474	692,225	7,610	0	699,835	692,225
UV - General Rate	0.4528	1,917	676,880,000	3,064,913	25,095	0	3,090,008	3,095,167
Sub-Totals		2,217	683,354,474	3,757,138	32,705	0	3,789,843	3,787,392
Minimum Rates								
GRV - General Rate	500	9	32,154	4,500	0	0	4,500	4,500
UV - General Rate	750	392	50,101,215	294,000	0	0	294,000	294,000
Sub-Totals		401	50,133,369	298,500	0	0	298,500	298,500
Specified Area Rates							0	0
							4,088,343	4,085,892
Discounts							0	0
Movement in Excess Rates							(28,072)	(28,072)
Totals							4,060,271	4,057,820

All land except exempt land in the Shire of Chittering is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2011/12 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

9. TRUST FUNDS

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

Detail	Balance 01-Jul-10 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	0	22,526	(21,382)	1,144
BRB Levy	0	7,609	(6,910)	699
Bonds - Key & Hall Hire	1,010	50	(555)	505
Bonds - Animal Control	100	50	(50)	100
Bonds - Extractive Industries	25,402	425	0	25,827
Bonds - Developer	141,654	124,115	(92,873)	172,896
Bonds - Community Bus Hire	517	1,801	(1,201)	1,117
Bonds - Crossovers	10,732	11,215	0	21,947
Extractive Industry Licences	4,180	0	(300)	3,880
Revegetation of Block Trust	0	22,255	0	22,255
Bonds - Pit Rehabilitation	8,868	147	0	9,015
Bonds - Seal Coat	313,648	44,525	(87,322)	270,851
Bonds - Sand Extraction	251	0	0	251
Bonds - Defect Roadworks	106,162	4,658	0	110,820
Bonds - Transportable Buildings	10,018	74	(10,092)	0
Bonds - Community Housing	704	480	0	1,184
Bonds - Staff Housing	1,070	0	(150)	920
Unclaimed Monies Trust	394	7	0	401
Nominations - Elected Members	0	640	(640)	0
	624,710	240,577	(221,475)	643,812

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

10. OPERATING STATEMENT

	April 2012 Actual \$	2011/12 Budget \$	2010/11 Actual \$
OPERATING REVENUES			
Governance	35,957	30,688	62,126
General Purpose Funding	4,818,805	4,980,692	4,884,570
Law, Order, Public Safety	274,154	295,794	396,565
Health	27,424	34,668	30,487
Education and Welfare	2,940	125,930	7,420
Housing	86,811	103,840	95,878
Community Amenities	329,659	377,185	431,782
Recreation and Culture	9,179	437,615	113,055
Transport	668,724	816,082	1,690,242
Economic Services	101,478	146,448	194,001
Other Property and Services	65,740	58,750	75,868
TOTAL OPERATING REVENUE	6,420,871	7,407,693	7,981,995
OPERATING EXPENSES			
Governance	412,516	556,132	526,496
General Purpose Funding	194,065	247,401	233,312
Law, Order, Public Safety	690,416	871,456	705,180
Health	158,775	207,836	235,908
Education and Welfare	56,681	85,847	60,837
Housing	200,488	266,131	202,578
Community Amenities	1,084,997	1,352,702	1,292,282
Recreation & Culture	613,974	949,983	699,828
Transport	1,801,916	2,364,223	2,207,959
Economic Services	415,937	565,758	511,454
Other Property and Services	127,919	70,011	22,345
TOTAL OPERATING EXPENSE	5,757,684	7,537,479	6,698,180
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	663,187	(129,786)	1,283,815

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

11. BALANCE SHEET

	April 2012 Actual \$	2010/11 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,809,663	2,300,912
Trade and Other Receivables	359,179	388,623
Inventories	4,104	7,574
Other Financial Assets	42,500	42,500
TOTAL CURRENT ASSETS	3,215,446	2,739,609
NON-CURRENT ASSETS		
Other Receivables	34,837	34,837
Inventories	0	0
Property, Plant and Equipment	9,933,641	9,950,977
Infrastructure	41,120,605	41,222,165
TOTAL NON-CURRENT ASSETS	51,089,083	51,207,979
TOTAL ASSETS	54,304,529	53,947,588
CURRENT LIABILITIES		
Trade and Other Payables	52,921	251,202
Long Term Borrowings	11,657	115,488
Provisions	267,867	272,001
TOTAL CURRENT LIABILITIES	332,445	638,691
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	617,042	617,042
Provisions	46,916	46,916
TOTAL NON-CURRENT LIABILITIES	663,958	663,958
TOTAL LIABILITIES	996,403	1,302,649
NET ASSETS	53,308,126	52,644,939
EQUITY		
Retained Surplus	36,383,202	35,916,088
Reserves - Cash Backed	1,237,036	1,040,963
Reserves - Asset Revaluation	15,687,888	15,687,888
TOTAL EQUITY	53,308,126	52,644,939

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012

12. FINANCIAL RATIOS

	2012	2011	2010	2009
Current Ratio	10.249	1.820	1.600	3.300

current assets minus restricted current assets

current liabilities minus current liabilities associated with restricted assets

This ratio is a measure of short term (unrestricted) liquidity. That is, the ability of Council to meet its liabilities (obligations) as and when they fall due.

A ratio of greater than one (100%) indicates Council has more current assets than current liabilities.

If less than one (100%), current liabilities are greater than current assets and Council has a short term funding issue.

SHIRE OF CHITTERING
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE OPERATING REVENUE VARIATIONS

Governance - \$15,778

Members is less than YTD budget due to no reimbursements	(500)
Other Governance is higher than YTD due to rebates from LGIS & WALGA	16,278

Transport - (\$141,045)

Grant for Royalties for Regions not yet received	
Grant for Pathways not yet received	
Sale of Cherry Picker has not yet occurred	
Not all RRG funding has been claimed to date	

Economic Services - (\$19,772)

Tourism is higher due to reimbursements to date	2,579
Building Control is less due to less building licence fees collected to date	(17,330)
Econ Dev is due to less contributions from Shire of VP (less expenses as well)	(3,700)
Other Econ Serv is less due to income from extractive industries and bus hire	(1,321)

Other Property & Services - \$16,225

Private Works is higher due to works being undertaken	3,881
POC is higher due to additional fuel rebate	1,590
S&W is higher due to parental leave payments and Workers Comp reimb to date	9,450
Uncl is higher due to contribution for Gas Pipeline being more than budgeted	1,304

REPORTABLE OPERATING EXPENSE VARIATIONS

Heath - \$18,208

Preventive Services is less for no major reason	7,423
Preventive Service Other is less for no major reason	608
Other is less due to timing variance with YTD budget	10,177

Education & Welfare - \$20,753

Other Education is less due to school bus shelter maintenance	8,535
Aged care is less due to timing variation with YTD budget	2,120
Aged Other is less due to timing variation with YTD budget	1,626
Other Welfare is less as not all expenses paid for Youth Festival to date	8,472

Recreation & Culture - \$177,120

Public Halls is less due to timing variance to YTD budget	62,360
Other Rec & Sport is due to timing variance to YTD budget and works program	69,641
Libraries is less due to staff member not being replaced to date	6,080
Heritage is less due to timing variance to YTD budget	15,258
Other Culture is less due to not all community grants being paid to date	23,782

Economic Services - \$67,209

Rural Services are down as less expenses on Noxious weeds to date	18,994
Tourism is less due to timing variance with YTD budget	31,472
Building Control is less for no major reason	4,837
Economic Development is less due to staff expenses	10,917
Other Econ Services is less than YTD for no major reason	989

Other Property & Services - \$78,580

Private Works expenses are down as works not been undertaken to date	14,676
PWOH are higher due to allocations	(67,819)
POC are higher due to allocations	(17,755)
S&W is higher due to workers compensation claims	(7,854)
Unclassified is lower due to Admin Allocations	172

SHIRE OF CHITTERING
FOR THE PERIOD 1 JULY 2011 TO 30 APRIL 2012
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase Land and Buildings - Variance (\$150,977)

Projects have commenced and are higher than YTD forecast

Purchase Plant & Equipment - Variance \$100,041

Water Tank for Truck deposit paid, bomag & water tank purchased

Purchase Motor Vehicles - Variance \$33,000

Payment for vehicle not yet made

Purchase Infrastructure - Assets - Roads - Variance \$118,770

Capital projects have commenced and are less than YTD budget

Purchase Infrastructure - Drainage - Variance \$36,228

Projects are nearly completed

Purchase Infrastructure - Parks & Ovals - Variation \$212,400

Bindoon Oval lights upgrade has been completed, awaiting completion of other projects. Funding agreement signed so other projects can commence

Proceeds from Disposal of Assets - \$20,000

Vehicle not yet traded

Transfers from Restricted Assets - Variation (\$294,268)

Transfers have not been undertaken to date. Funds being left in Reserve to maximise interest earnings and will be transferred when required.

For individual projects please refer to Note 3 in the financial statements

SHIRE OF CHITTERING
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2012

MUNICIPAL FUND			Budget		YTD Budget		YTD Actual	
			Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
			\$	\$	\$	\$	\$	\$
OPERATING								
General Purpose Funding	03		4,980,692.15	247,401.10	4,778,807.15	187,202.68	4,818,805.48	194,064.72
Governance	04		30,688.42	556,131.70	20,179.22	452,836.27	35,957.45	412,515.61
Law, Order, Public Safety	05		295,793.97	871,456.07	274,946.90	736,399.81	274,154.13	690,416.19
Health	07		34,668.00	207,836.10	24,040.00	176,983.44	27,424.05	158,774.98
Education & Welfare	08		125,930.00	85,847.44	5,830.00	77,434.00	2,939.59	56,680.70
Housing	09		103,840.00	266,130.52	86,750.00	215,952.00	86,811.02	200,488.19
Community Amenities	10		377,185.00	1,352,701.74	345,344.39	1,151,486.38	329,659.19	1,084,997.22
Recreation & Culture	11		437,615.00	949,982.67	9,560.00	791,094.18	9,178.98	613,974.44
Transport	12		816,082.42	2,364,222.66	809,768.78	1,990,608.44	668,723.51	1,801,916.32
Economic Services	13		146,447.54	565,757.67	121,250.00	483,145.88	101,477.85	415,936.94
Other Property & Services	14		58,750.20	70,011.39	49,515.00	49,340.00	65,739.58	127,918.17
TOTAL - OPERATING			7,407,692.70	7,537,479.06	6,525,991.44	6,312,483.08	6,420,870.83	5,757,683.48
CAPITAL								
General Purpose Funding	03		0.00	55,000.00	0.00	45,830.00	0.00	42,826.60
Governance	04		5,553.85	20,000.00	5,553.85	20,000.00	5,553.85	20,000.00
Law, Order, Public Safety	05		0.00	95,258.71	0.00	89,299.62	0.00	93,825.87
Health	07		0.00	866,000.00	0.00	5,000.00	0.00	20,300.00
Education & Welfare	08		34,200.00	242,390.00	0.00	79,260.00	0.00	190,900.77
Housing	09		10,000.00	33,611.00	10,000.00	27,406.00	0.00	27,286.51
Community Amenities	10		183,500.00	184,200.00	183,500.00	119,580.00	0.00	150,413.46
Recreation & Culture	11		51,768.00	698,137.25	51,768.00	414,962.00	0.00	188,551.46
Transport	12		49,000.00	1,885,368.00	49,000.00	987,655.00	0.00	811,562.52
Economic Services	13		0.00	0.00	0.00	0.00	0.00	0.00
Other Property & Services	14		0.00	18,000.00	0.00	0.00	0.00	0.00
TOTAL - CAPITAL			334,021.85	4,097,964.96	299,821.85	1,788,992.62	5,553.85	1,545,667.19
			7,741,714.55	11,635,444.02	6,825,813.29	8,101,475.70	6,426,424.68	7,303,350.67
Less Depreciation Written Back				(1,645,143.12)		(1,370,850.00)		(1,359,105.93)
Less Profit/Loss Written Back			(10,000.00)	(30,997.00)	(10,000.00)	(30,997.00)	0.00	0.00
Less Movement in Accrued Interest	93010			3,384.88		0.00		3,384.88
Less Movement in Salaries & Wages	93020			47,187.08		0.00		47,187.08
Less Movement in Non Current Annual Leave Provision				0.00		0.00		0.00
Less Movement in Non Current LSL Provision	94210			0.00		0.00		0.00
Less Movement in LSL Reserve Receipts	95101			(23,771.91)		0.00		(26,209.21)
Less Movement in LSL Reserve Payments	95102			5,553.85		0.00		5,553.85
Less Movement in Deferred Liabilities	94120			0.00		0.00		0.00
Plus Proceeds from Sale of Assets			30,000.00		20,000.00		0.00	
Plus Proceeds from New Loans			850,000.00		0.00		0.00	
Plus Transfer from Restricted Cash (Other)			0.00		0.00		0.00	
TOTAL REVENUE & EXPENDITURE			8,611,714.55	9,991,657.80	6,835,813.29	6,699,628.70	6,426,424.68	5,974,161.34
Surplus/Deficit July 1st B/Fwd			1,382,207.02		1,382,207.02		1,382,206.46	
			9,993,921.57	9,991,657.80	8,218,020.31	6,699,628.70	7,808,631.14	5,974,161.34
Surplus/Deficit C/Fwd				2,263.77		1,518,391.61		1,834,469.80
			9,993,921.57	9,993,921.57	8,218,020.31	8,218,020.31	7,808,631.14	7,808,631.14

SHIRE OF CHITTERING
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2012

SURPLUS/DEFICIT SUMMARY C/FWD REPRESENTED BY:

		30/04/2012		30/06/2011	
		YTD Actuals		Prior Year Actuals	
Cash at Bank & On Hand					
Municipal Fund Bank Account	91000	1,571,727.40		1,259,049.32	
Office Till Float	91003	400.00		400.00	
Office Petty Cash	91004	500.00	1,572,627.40	500.00	1,259,949.32
Restricted Assets - Reserves					
Restricted Cash - Employee Entitlements Reserve	91010	176,846.38		156,191.02	
Restricted Cash - Plant Replacement Reserve	91011	103,410.73		843.96	
Restricted Cash - Public Amenities & Buildings Reserve	91017	309,561.20		268,747.03	
Restricted Cash - Gravel Acquisition Reserve	91018	58,534.14		56,423.38	
Restricted Cash - Community Housing Reserve	91019	67,325.52		60,153.54	
Restricted Cash - Seniors Housing Reserve	91020	15,955.70		11,426.81	
Restricted Cash - Brockman Centre Precinct Reserve	91021	8,589.36		8,279.63	
Restricted Cash - Public Open Space Reserve	91022	67,614.16		65,175.96	
Restricted Cash - Bindoon Community Bus Reserve	91023	38,286.22		36,905.86	
Restricted Cash - Bindoon Cemetery Development Reserve	91024	28,948.95		27,905.05	
Restricted Cash - Administration Centre Reserve	91025	127,878.68		123,267.36	
Restricted Cash - Recreation Development Reserve	91026	39,593.12		38,165.38	
Restricted Cash - Ambulance Replacement Reserve	91027	1,045.84		1,008.10	
Restricted Cash - Waste Management Reserve	91028	41,967.60		40,454.21	
Restricted Cash - Office Equipment Reserve	91029	24,027.98		23,161.54	
Restricted Cash - Landcare Vehicles Reserve	91030	89,153.51		85,938.60	
Restricted Cash - Unspent Grants & Contributions	91032	0.00		0.00	
Restricted Cash - Binda Place Reserve	91033	6,449.60		6,216.82	
Restricted Cash - Contributions to Roadworks Reserve	91034	31,847.16	1,237,035.85	30,698.85	1,040,963.10
Investments					
Restricted Cash - CFS Shares	91031	42,500.00	42,500.00	42,500.00	42,500.00
Receivables					
Rates Debtor - Rates	91100	208,708.45		112,192.77	
Rates Debtor - Health Act Rate	91103	6,143.80		4,161.95	
Rates Debtor - Legal Charges	91104	45,149.08		21,864.88	
Rates Debtor - Interest/Admin Charges	91105	34,337.19		23,347.40	
Rates Debtor - ESL	91106	8,389.11		5,372.68	
Sundry Debtors Control	91110	55,067.17		218,640.82	
Pensioner Rates Rebate Allowed	91111	708,963.38		573,901.18	
Pensioner Rates Rebate Received	91112	(703,898.03)		(567,256.72)	
ESL Pensioner Rates Rebate Allowed	91113	33,795.52		26,986.46	
ESL Pensioner Rates Rebate Received	91114	(33,791.22)		(26,902.99)	
Less Provision For Doubtful Debtors	91116	(3,685.31)	359,179.14	(3,685.31)	388,623.12
Stock on Hand					
UNCL - Bulk Fuel Purchased	63032	95,228.02		129,160.03	
UNCL - Less Fuel & Oils Allocated To Plant	63042	(98,697.92)		(129,160.03)	
Stock On Hand - Fuels & Oils	91200	7,574.35		7,574.35	
History Books For Resale	91210	0.00	4,104.45	0.00	7,574.35
TOTAL CURRENT ASSETS			3,215,446.84		2,739,609.89
Payables					
Sundry Creditors Control	93000	0.00		(195,004.05)	
ESL Levied / Payable	93001	(14,227.50)		50.00	
Accrued Creditors	93002	0.00		0.00	
Rate Payments Received In Advance (Excess)	93030	(30,958.69)		0.00	
Revenue Received In Advance	93031	(9,840.00)		(9,840.00)	
Gst Asset (Claimable)	93041	34,805.80		67,297.00	
Gst Liability (Payable)	93042	(7,871.56)		(31,358.02)	
Payg (Payable - Credit)	93043	(1,304,358.79)		(879,048.46)	
Fringe Benefits Tax (Payable)	93044	15,442.43		0.00	
Payg (Payable - Debit)	93046	1,264,087.67		847,274.16	
DPI - Licensing	93060	0.00	(52,920.64)	0.00	(200,629.37)
Leave Provisions (Non Cash Backed)					
Provision For Annual Leave	9320	(197,051.27)		(197,051.27)	
Provision For Long Service Leave	9321	(70,815.66)		(74,950.71)	
Restricted Cash - Employee Entitlements Reserve	91010	176,846.38	(91,020.55)	156,191.02	(115,810.96)

SHIRE OF CHITTERING
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2012

SURPLUS/DEFICIT SUMMARY C/FWD REPRESENTED BY (Continued):

		<i>30/04/2012</i>		<i>30/06/2010</i>	
		<i>YTD Actuals</i>		<i>Prior Year Actuals</i>	
Reserves					
RESERVES - CASH BACKED	951	(1,237,035.85)	(1,237,035.85)	(1,040,963.10)	(1,040,963.10)
TOTAL CURRENT LIABILITIES			(1,380,977.04)		(1,357,403.43)
Adjustments					
Trust Transactions Within Muni (Liabilities - Assets)			0.00		0.00
NET CURRENT ASSETS			1,834,469.80		1,382,206.46

Shire of Chittering

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
Rate Revenue		225,398.99		168,862.68		176,367.21
Other General Purpose Funding		22,002.11		18,340.00		17,697.51
OPERATING REVENUE						
Rate Revenue	4,057,820.07		4,057,820.07		4,060,270.74	
Other General Purpose Funding	922,872.08		720,987.08		758,534.74	
SUB-TOTAL	4,980,692.15	247,401.10	4,778,807.15	187,202.68	4,818,805.48	194,064.72
CAPITAL EXPENDITURE						
Other General Purpose Funding		55,000.00		45,830.00		42,826.60
CAPITAL REVENUE						
SUB-TOTAL	0.00	55,000.00	0.00	45,830.00	0.00	42,826.60
TOTAL - PROGRAMME SUMMARY	4,980,692.15	302,401.10	4,778,807.15	233,032.68	4,818,805.48	236,891.32

Shire of Chittering

SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2012

RATE REVENUE	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
01012 Rate - Salaries		59,573.94		50,412.00		49,589.93
01042 Rate - Superannuation		8,692.00		7,348.00		7,349.38
01052 Rate - Rates - Workcare		1,854.68		1,854.68		1,854.68
01062 Rate - Uniform Allowance		400.00		400.00		313.74
01072 Rate - Professional Development		800.00		800.00		8.73
01082 Rate - Valuation Expenses		30,500.00		4,500.00		5,085.30
01092 Rate - Title Searches		250.00		200.00		396.40
01102 Rate - Postage		3,350.00		3,350.00		1,898.56
01112 Rate - Printing & Stationery		2,650.00		2,248.00		2,224.36
01122 Rate - Advertising		600.00		480.00		1,889.99
01142 Rate - Legal Expenses - Rate Recovery		39,000.00		32,500.00		43,818.18
01152 Rate - Write Offs - Refunds		300.00		250.00		100.58
01162 Rate - Administration Allocated		76,428.37		63,690.00		61,475.61
01182 Rate - Other Employee Costs		1,000.00		830.00		361.77
<u>OPERATING REVENUE</u>						
01003 Rate - General Rates - Grv	692,224.98		692,224.98		692,224.98	
01013 Rate - General Rates - Uv	3,065,166.88		3,065,166.88		3,071,592.11	
01023 Rate - General Rates - Minimum Grv	4,500.00		4,500.00		4,500.00	
01033 Rate - General Rates - Minimum Uv	294,000.00		294,000.00		294,000.00	
01053 Rate - Interim Rates	30,000.00		30,000.00		26,025.44	
01063 Rate - Back & Rates In Advance	(28,071.79)		(28,071.79)		(28,071.79)	
SUB-TOTAL TO PROGRAMME SUMMARY	4,057,820.07	225,398.99	4,057,820.07	168,862.68	4,060,270.74	176,367.21
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - RATE REVENUE	4,057,820.07	225,398.99	4,057,820.07	168,862.68	4,060,270.74	176,367.21

Shire of Chittering

SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2012

OTHER GEN. PURPOSE FUNDING		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
02032	Gpf - Administration Allocated		22,002.11		18,340.00		17,697.51
OPERATING REVENUE							
02003	Gpf - Grants Commission - General Purpose	377,193.00		282,894.00		282,894.75	
02005	Gpf - Grants Commission - Road Component	297,181.00		222,885.00		222,885.75	
02013	Gpf - Interest On Investments - Municipal	65,000.00		54,170.00		78,931.65	
02023	Gpf - Interest On Investments - Reserves	55,000.00		45,830.00		42,826.60	
02033	Gpf - Interest - Overdue Rates Penalty	25,000.00		20,830.00		30,652.75	
02043	Gpf - Interest - Rates Instalments	20,000.00		20,000.00		18,013.00	
02053	Gpf - Interest - Sundry Debtors	(3.25)		(3.25)		(3.25)	
02063	Gpf - Interest - Deferred Pensioner Rates	1,488.33		1,488.33		1,488.33	
02073	Gpf - Charges - Instalment Administration Fee	23,313.00		23,313.00		23,753.00	
02083	Gpf - Charges - Rate Enquiry Fee	15,000.00		12,500.00		8,643.65	
02093	Gpf - Reimbursement - Legal Fees Rate Review	39,000.00		32,500.00		43,767.43	
02103	Gpf - Esl Administration Fee	4,000.00		4,000.00		4,000.00	
02113	Gpf - Interest - Overdue Esl Rates	700.00		580.00		681.08	
SUB-TOTAL TO PROGRAMME SUMMARY		922,872.08	22,002.11	720,987.08	18,340.00	758,534.74	17,697.51
CAPITAL EXPENDITURE							
02004	Gpf - Transfers Of Interest To Reserves		55,000.00		45,830.00		42,826.60
CAPITAL REVENUE							
SUB-TOTAL TO PROGRAMME SUMMARY		0.00	55,000.00	0.00	45,830.00	0.00	42,826.60
TOTAL - OTHER GEN. PURPOSE FUNDING		922,872.08	77,002.11	720,987.08	64,170.00	758,534.74	60,524.11

Shire of Chittering

SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Members of Council		246,706.85		202,038.27		186,301.78
Other Governance		309,424.85		250,798.00		226,213.83
Administration		0.00		0.00		0.00
<u>OPERATING REVENUE</u>						
Members of Council	500.00		500.00		0.00	
Other Governance	30,188.42		19,679.22		35,957.45	
Administration	0.00		0.00		0.00	
SUB-TOTAL	30,688.42	556,131.70	20,179.22	452,836.27	35,957.45	412,515.61
<u>CAPITAL EXPENDITURE</u>						
Other Governance		20,000.00		20,000.00		20,000.00
<u>CAPITAL REVENUE</u>						
Other Governance	5,553.85		5,553.85		5,553.85	
SUB-TOTAL	5,553.85	20,000.00	5,553.85	20,000.00	5,553.85	20,000.00
TOTAL - PROGRAMME SUMMARY	36,242.27	576,131.70	25,733.07	472,836.27	41,511.30	432,515.61

Shire of Chittering
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2012

MEMBERS OF COUNCIL		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
03002	Memb - Members Travel		14,200.00		10,650.00		11,068.18
03012	Memb - Members Professional Development		13,000.00		9,750.00		6,555.94
03022	Memb - Members Election Expenses		13,425.85		13,425.85		13,425.85
03032	Memb - President'S Local Government Allowance		6,000.00		4,500.00		4,500.00
03042	Memb - Deputy President'S Local Government Allowance		1,500.00		1,125.00		1,125.00
03052	Memb - Members Annual Attendance Fees		56,000.00		42,000.00		40,833.65
03062	Memb - Members Telecommunications Allowance		16,800.00		12,600.00		12,200.00
03072	Memb - Members It Allowance		7,000.00		5,250.00		5,083.65
03102	Memb - Council Chamber Maintenance		14,463.22		12,070.00		5,662.89
03112	Memb - Insurance		4,622.42		4,622.42		4,622.42
03122	Memb - Subscriptions		17,825.00		17,825.00		17,249.73
03132	Memb - Minor Expenditure		4,600.00		3,830.00		2,828.22
03142	Memb - Public Relations & Donations		1,500.00		1,250.00		602.00
03162	Memb - Administration Allocated		75,270.36		62,730.00		60,544.25
03172	Memb - Equipment < \$2,000		500.00		410.00		0.00
OPERATING REVENUE							
03003	Memb - Reimbursements	500.00		500.00		0.00	
SUB-TOTAL		500.00	246,706.85	500.00	202,038.27	0.00	186,301.78
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MEMBERS OF COUNCIL		500.00	246,706.85	500.00	202,038.27	0.00	186,301.78

Shire of Chittering
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2012

OTHER GOVERNANCE		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
04012	Govn - Consultancy - Business Plans		40,250.00		30,000.00		2,652.00
04022	Govn - Aroc Avon Sub-Regional Strategy		1,000.00		1,000.00		0.00
04032	Govn - Aroc Executive Officer		1,000.00		1,000.00		0.00
04052	Govn - Audit Fees		20,000.00		10,000.00		20,514.76
04072	Govn - Legal Expenses		15,000.00		15,000.00		21,355.96
04082	Govn - Advertising		23,500.00		18,198.00		8,425.16
04112	Govn - Administration Allocation		174,858.85		145,720.00		140,649.56
04132	Govn - Regional Risk Services		10,200.00		10,200.00		10,146.00
04152	Govn - Civic Functions, Refreshments & Receptions		23,616.00		19,680.00		21,305.54
OPERATING REVENUE							
04003	Govn - Charges - Photocopying / Faxing	1,300.00		1,080.00		411.71	
04013	Govn - Charges - Sale Of Electoral Rolls, Mi	125.00		100.00		0.00	
04023	Govn - Charges - Tenancy Management Fee	6,564.20		0.00		0.00	
04033	Govn - Charges - Other Minor	200.00		170.00		52.80	
04043	Govn - Reimbursements	22,000.00		18,330.00		35,494.24	
04073	Govn - Rounding	(0.78)		(0.78)		(1.30)	
SUB-TOTAL		30,188.42	309,424.85	19,679.22	250,798.00	35,957.45	226,213.83
CAPITAL EXPENDITURE							
04054	Govn - Transfer To Reserve		20,000.00		20,000.00		20,000.00
CAPITAL REVENUE							
04035	Govn - Transfers From Reserves	5,553.85		5,553.85		5,553.85	
SUB-TOTAL		5,553.85	20,000.00	5,553.85	20,000.00	5,553.85	20,000.00
TOTAL - OTHER GOVERNANCE		35,742.27	329,424.85	25,233.07	270,798.00	41,511.30	246,213.83

Shire of Chittering
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2012

ADMINISTRATION	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
05002 Admin - Salaries		536,800.75		452,672.00		432,210.68
05032 Admin - Superannuation		63,360.00		53,604.00		49,882.73
05042 Admin - Workcare		17,433.94		17,433.00		17,433.94
05052 Admin - Uniform Allowance		3,253.05		3,252.00		2,504.88
05062 Admin - Professional Development		15,000.00		12,500.00		10,865.71
05082 Admin - Fringe Benefits Tax		13,943.00		13,943.00		10,457.32
05092 Admin - Building Maintenance		56,287.83		47,058.00		55,479.74
05102 Admin - Office Printing, Stationery, Supplies		25,000.00		20,830.00		20,244.02
05112 Admin - Telephone Expenses		6,000.00		5,000.00		3,535.22
05122 Admin - Postage & Freight		11,000.00		9,170.00		6,010.78
05132 Admin - Advertising		10,000.00		8,000.00		9,958.63
05142 Admin - Bank Charges (No Gst)		1,500.00		1,250.00		851.19
05152 Admin - Office Equipment < \$2,000		3,000.00		3,000.00		1,806.81
05162 Admin - Office Expenses		3,800.00		3,160.00		1,224.98
05172 Admin - Computer Support & Maintenance		107,632.00		103,020.00		77,519.36
05182 Admin - Internet Access		11,100.00		9,250.00		7,633.58
05192 Admin - Vehicle Operating Expenses		22,139.31		18,440.00		14,149.98
05212 Admin - Bank Charges (Gst)		13,500.00		11,250.00		9,891.76
05222 Admin - Insurance		14,194.00		14,194.00		8,715.35
05232 Admin - Contract Services		2,000.00		2,000.00		770.00
05252 Admin - Depreciation		49,863.32		41,550.00		42,070.52
05272 Admin - Other Employee Expenses		1,500.00		1,250.00		1,192.53
05282 Admin - Shared Ceo Costs (Vic Plains)		53,897.84		53,897.84		53,897.84
<u>Recovered amounts</u>						
05202 Admin - Less Administration Allocated To Other Activities		(1,042,205.04)		(905,723.84)		(838,307.55)
<u>OPERATING REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00

Shire of Chittering

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Fire Prevention - Shire		404,841.58		345,430.00		310,263.00
Fire Prevention - ESL		139,710.12		122,769.53		146,509.22
Animal Control		154,982.51		132,708.28		118,494.94
Other Law, Order & Public Safety		52,145.68		35,722.00		30,844.69
Emergency Management		119,776.18		99,770.00		84,304.34
<u>OPERATING REVENUE</u>						
Fire Prevention - Shire	61,309.09		61,309.09		68,182.01	
Fire Prevention - ESL	142,018.00		142,018.00		142,018.00	
Animal Control	14,325.00		13,430.00		13,927.91	
Other Law, Order & Public Safety	500.00		420.00		337.24	
Emergency Management	77,641.88		57,769.81		49,688.97	
SUB-TOTAL	295,793.97	871,456.07	274,946.90	736,399.81	274,154.13	690,416.19
<u>CAPITAL EXPENDITURE</u>						
Fire Prevention - Shire		41,179.46		35,220.37		40,442.96
Fire Prevention - ESL		12,800.00		12,800.00		12,103.66
Emergency Management		41,279.25		41,279.25		41,279.25
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	95,258.71	0.00	89,299.62	0.00	93,825.87
TOTAL - PROGRAMME SUMMARY	295,793.97	966,714.78	274,946.90	825,699.43	274,154.13	784,242.06

Shire of Chittering

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2012

FIRE PREVENTION - SHIRE		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
06002	Fire - Salaries - Ranger		51,744.07		43,780.00		36,453.19
06012	Fire - Superannuation - Ranger		6,263.20		5,292.00		4,830.21
06022	Fire - Water Service		2,500.00		2,080.00		0.00
06032	Fire - Fire Public Awareness		7,000.00		4,117.00		3,223.47
06042	Fire - Fire Suppression		22,945.34		22,336.00		24,518.81
06052	Fire - Fire Hazard - Recoverable Works		2,500.00		2,500.00		1,877.28
06062	Fire - Strategic Breaks & Pos Protection		52,864.72		48,436.00		19,591.36
06072	Fire - Fire Prevention And Planning		6,200.00		6,199.00		1,004.55
06082	Fire - Other Minor Expenditure		600.00		500.00		6,617.50
06102	Fire - Depreciation		230,222.14		191,850.00		194,449.12
06112	Fire - Administration Allocation		22,002.11		18,340.00		17,697.51
<u>OPERATING REVENUE</u>							
06003	Fire - Charges - Hazard Burns	3,000.00		3,000.00		3,045.47	
06023	Fire - Charges - Fines & Penalties	3,000.00		3,000.00		7,250.00	
06043	Fire - Contributions	11,350.00		11,350.00		10,182.00	
06053	Fire - Reimbursement	500.00		500.00		5,927.27	
06063	Fire - Reimbursement - Recoverable Works	2,500.00		2,500.00		818.18	
06073	Fire - Grant Income	40,959.09		40,959.09		40,959.09	
SUB-TOTAL		61,309.09	404,841.58	61,309.09	345,430.00	68,182.01	310,263.00
<u>CAPITAL EXPENDITURE</u>							
06004	Fire - Land & Building Capital Works		35,220.37		35,220.37		34,483.87
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	41,179.46	0.00	35,220.37	0.00	40,442.96
TOTAL - FIRE PREVENTION - SHIRE		61,309.09	446,021.04	61,309.09	380,650.37	68,182.01	350,705.96

Shire of Chiltering

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2012

FIRE PREVENTION - ESL		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE							
07142	Esl - Maintenance Of Land & Buildings		0.00		0.00		0.00
07312	Esl - Insurance		7,184.63		7,184.63		7,184.63
07322	Esl - Insurance - Property		2,653.56		2,653.56		2,653.56
07332	Esl - Administration Allocations		28,771.34		28,771.34		28,771.34
07501	Esl - Cbfc		2,478.74		2,060.00		3,065.03
07502	Esl - Incident Support Brigade		428.23		360.00		872.77
07503	Esl - Bindoon Fire Brigade		14,185.23		11,800.00		13,032.10
07504	Esl - Upper Chiltering Fire Brigade		16,140.53		13,440.00		22,199.44
07505	Esl - Lower Chiltering Fire Brigade		12,104.49		10,060.00		15,242.83
07506	Esl - Muchea Fire Brigade		15,458.98		12,880.00		12,776.99
07507	Esl - Wannamal Fire Brigade		12,683.27		10,550.00		20,218.95
07508	Esl - Training		2,145.00		1,780.00		0.00
07509	Esl - Administration Allocations		25,476.12		21,230.00		20,491.58
OPERATING REVENUE							
07003	Esl - Fesa - Esl Operational Funding	137,218.00		137,218.00		137,218.00	
07013	Esl - Fesa - Esl Capital Funding	4,800.00		4,800.00		4,800.00	
SUB-TOTAL		142,018.00	139,710.12	142,018.00	122,769.53	142,018.00	146,509.22
CAPITAL EXPENDITURE							
07004	Esl - Brigade Buildings		12,800.00		12,800.00		12,103.66
CAPITAL REVENUE							
SUB-TOTAL		0.00	12,800.00	0.00	12,800.00	0.00	12,103.66
TOTAL - FIRE PREVENTION - ESL		142,018.00	152,510.12	142,018.00	135,569.53	142,018.00	158,612.88

Shire of Chittering
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2012

ANIMAL CONTROL		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
08002	Animal - Salaries - Ranger		51,744.07		43,780.00		44,707.28
08032	Animal - Superannuation - Ranger		6,263.20		5,292.00		4,830.21
08042	Animal - Workcare		4,080.28		4,080.28		4,080.28
08052	Animal - Uniform Allowance		2,000.00		2,000.00		0.00
08062	Animal - Professional Development		2,300.00		2,300.00		859.09
08082	Animal - Fringe Benefits Tax		5,966.00		5,966.00		4,474.52
08092	Animal - Office Expenses		3,170.00		2,650.00		3,324.66
08102	Animal - Utilities		5,357.00		4,460.00		4,699.06
08112	Animal - Equipment < \$2,000		2,600.00		2,600.00		1,430.20
08122	Animal - Pound And Other Expenses		6,000.00		5,000.00		867.65
08132	Animal - Vehicle Operating Expenses		16,284.20		13,570.00		9,802.16
08152	Animal - Depreciation		8,187.56		6,820.00		6,818.90
08162	Animal - Administration Allocation		40,530.20		33,780.00		32,600.93
08182	Animal - Other Employee Expenses		500.00		410.00		0.00
<u>OPERATING REVENUE</u>							
08003	Animal - Charges - Fines & Penalties	950.00		790.00		815.50	
08013	Animal - Charges - Impounding Fees	4,000.00		3,330.00		3,120.50	
08023	Animal - Charges - Dog Registrations	9,000.00		9,000.00		9,756.00	
08033	Animal - Charges - Minor	375.00		310.00		235.91	
SUB-TOTAL		14,325.00	154,982.51	13,430.00	132,708.28	13,927.91	118,494.94
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - ANIMAL CONTROL		14,325.00	154,982.51	13,430.00	132,708.28	13,927.91	118,494.94

Shire of Chittering
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2012

OTHER LAW, ORDER & PUBLIC SAFETY		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
09002	Lops - Salaries - Ranger		25,872.03		21,890.00		18,414.20
09012	Lops - Superannuation - Ranger		3,131.60		2,642.00		2,414.99
09022	Lops - Emergency Services - Rural Watch		500.00		410.00		230.00
09032	Lops - Materials - Rural Numbering		1,500.00		1,500.00		161.50
09042	Lops - Minor Expenditure		320.00		260.00		54.85
09072	Lops - Administration Allocation		10,422.05		8,690.00		8,383.08
09082	Lops - Abandoned Vehicles		400.00		330.00		0.00
09092	Lops - Community Safety & Crime Prevention Plan		10,000.00		0.00		1,186.07
<u>OPERATING REVENUE</u>							
09005	Lops - Fees & Charges	500.00		420.00		337.24	
SUB-TOTAL		500.00	52,145.68	420.00	35,722.00	337.24	30,844.69
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OTHER LAW, ORDER & PUBLIC SAFETY		500.00	52,145.68	420.00	35,722.00	337.24	30,844.69

Shire of Chittering

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
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EMERGENCY MANAGEMENT		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
10002	Em - Salaries		64,615.38		53,840.00		54,462.85
10012	Em - Accrued Annual Leave		3,553.83		2,960.00		0.00
10022	Em - Accrued Long Service Leave		1,608.91		1,340.00		0.00
10032	Em - Allowances		8,062.00		6,710.00		6,273.33
10042	Em - Superannuation		10,902.00		9,080.00		4,756.79
10052	Em - Workcare		2,044.26		1,700.00		2,044.26
10062	Em - Office Expenses		4,300.00		3,580.00		4,423.99
10072	Em - Vehicle Operating Expenses		18,000.00		15,000.00		9,272.65
10082	Em - Training		2,000.00		1,660.00		0.00
10092	Em - Uniforms		500.00		410.00		0.00
10102	Em - Depreciation		4,189.80		3,490.00		3,070.47
<u>OPERATING REVENUE</u>							
10003	Em - Fesa Reimbursements	71,491.07		53,619.00		45,588.42	
10013	Em - Fesa Vehicle Lease	6,150.81		4,150.81		4,100.55	
SUB-TOTAL		77,641.88	119,776.18	57,769.81	99,770.00	49,688.97	84,304.34
<u>CAPITAL EXPENDITURE</u>							
10034	Em - Plant & Equipment - Cesm Vehicle		41,279.25		41,279.25		41,279.25
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	41,279.25	0.00	41,279.25	0.00	41,279.25
TOTAL - EMERGENCY MANAGEMENT		77,641.88	161,055.43	57,769.81	141,049.25	49,688.97	125,583.59

Shire of Chittering

SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
Preventative Services - Administration/Inspections		158,786.04		135,259.44		127,835.88
Preventative Services - Other		10,948.03		9,790.00		9,182.22
Other Health		38,102.03		31,934.00		21,756.88
OPERATING REVENUE						
Preventative Services - Administration/Inspections	15,520.00		12,930.00		15,902.04	
Other Health	19,148.00		11,110.00		11,522.01	
SUB-TOTAL	34,668.00	207,836.10	24,040.00	176,983.44	27,424.05	158,774.98
CAPITAL EXPENDITURE						
Other Health		866,000.00		5,000.00		20,300.00
CAPITAL REVENUE						
Other Health	850,000.00		0.00		0.00	
SUB-TOTAL	850,000.00	866,000.00	0.00	5,000.00	0.00	20,300.00
TOTAL - PROGRAMME SUMMARY	884,668.00	1,073,836.10	24,040.00	181,983.44	27,424.05	179,074.98

Shire of Chittering
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
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PREVENTIVE SERVICES - ADMIN/INSP		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
13002	Health - Salaries		95,524.42		80,828.00		77,246.64
13032	Health - Superannuation		13,169.00		11,142.00		11,069.20
13042	Health - Workcare		3,016.94		3,015.94		3,016.94
13052	Health - Uniform Allowance		730.00		730.00		358.22
13062	Health - Professional Development		2,800.00		2,330.00		815.00
13072	Health - Fringe Benefits Tax		2,233.00		2,233.00		1,674.76
13082	Health - Vehicle Operating Expenses		9,826.86		8,180.00		10,389.86
13092	Health - Office Expenses		6,550.00		6,045.00		4,672.62
13102	Health - Utilities		3,257.00		2,700.00		1,995.71
13112	Health - Legal Expenses		1,000.00		830.00		0.00
13132	Health - Depreciation		1,635.23		1,360.00		1,361.82
13142	Health - Administration Allocation		18,528.09		15,440.00		14,903.44
13152	Health - Insurance		15.50		15.50		15.50
13162	Health - Other Employee Expenses		500.00		410.00		316.17
<u>OPERATING REVENUE</u>							
13003	Health - Charges Licences Health Act	3,000.00		2,500.00		3,805.64	
13013	Health - Charges Licences Offensive Trade	0.00		0.00		0.00	
13033	Health - Fines And Penalties	1,000.00		830.00		866.40	
13043	Health - Charges Regional Health Services	11,520.00		9,600.00		11,230.00	
SUB-TOTAL		15,520.00	158,786.04	12,930.00	135,259.44	15,902.04	127,835.88
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PREVENTIVE SERVICES - ADMIN/INSP		15,520.00	158,786.04	12,930.00	135,259.44	15,902.04	127,835.88

Shire of Chittering
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2012

PREVENTIVE SERVICES - OTHER	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
15002 Prev - Analytical Fees		2,500.00		2,500.00		2,093.24
15012 Prev - Administration Allocation		6,948.03		5,790.00		5,588.98
15022 Prev - Stable Fly Program		1,500.00		1,500.00		1,500.00
<u>OPERATING REVENUE</u>						
SUB-TOTAL	0.00	10,948.03	0.00	9,790.00	0.00	9,182.22
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PREVENTIVE SERVICES - OTHER	0.00	10,948.03	0.00	9,790.00	0.00	9,182.22

Shire of Chiltering
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2012

OTHER HEALTH		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
16002	Other Hea - Bindoon Medical Centre		13,191.59		11,076.00		6,912.47
16012	Other Hea - Medical Centre Photocopying Allowance		500.00		410.00		0.00
16032	Other Hea - Chiltering Community Health Centre		14,984.59		12,598.00		7,126.40
16052	Other Hea - Depreciation		4,793.83		3,990.00		3,992.57
16062	Other Hea - Administration Allocation		4,632.02		3,860.00		3,725.44
OPERATING REVENUE							
16003	Other Hea - Charges Lease Medical Centre	5,820.00		0.00		0.00	
16013	Other Hea - Charges Lease Community Hea	9,228.00		7,690.00		7,857.87	
16023	Other Hea - Reimbursement Medical Centre	600.00		500.00		400.64	
16033	Other Hea - Reimbursement Community Hea	3,500.00		2,920.00		3,263.50	
SUB-TOTAL		19,148.00	38,102.03	11,110.00	31,934.00	11,522.01	21,756.88
CAPITAL EXPENDITURE							
16004	Health - Land & Building Capital Works		866,000.00		5,000.00		20,300.00
CAPITAL REVENUE							
16015	Health - Loan Proceeds	850,000.00		0.00		0.00	
SUB-TOTAL		850,000.00	866,000.00	0.00	5,000.00	0.00	20,300.00
TOTAL - OTHER HEALTH		869,148.00	904,102.03	11,110.00	36,934.00	11,522.01	42,056.88

Shire of Chittering

SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
Other Education		27,341.95		23,574.00		15,039.29
Aged & Disabled - Aged Care		12,661.39		12,070.00		9,949.72
Aged & Disabled - Other		16,238.06		13,530.00		11,903.84
Other Welfare		29,606.04		28,260.00		19,787.85
OPERATING REVENUE						
Aged & Disabled - Aged Care	118,930.00		0.00		0.00	
Other Welfare	7,000.00		5,830.00		2,939.59	
SUB-TOTAL	125,930.00	85,847.44	5,830.00	77,434.00	2,939.59	56,680.70
CAPITAL EXPENDITURE						
Other Education		9,390.00		9,390.00		9,390.00
Aged & Disabled - Aged Care		233,000.00		69,870.00		181,510.77
CAPITAL REVENUE						
Aged & Disabled - Other	0.00		0.00		0.00	
SUB-TOTAL	34,200.00	242,390.00	0.00	79,260.00	0.00	190,900.77
TOTAL - PROGRAMME SUMMARY	160,130.00	328,237.44	5,830.00	156,694.00	2,939.59	247,581.47

Shire of Chittering
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2012

OTHER EDUCATION		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
18002	Educ - Vacation & Holiday Swimming		500.00		420.00		41.22
18022	Educ - Education Scholarships		2,500.00		2,500.00		2,063.04
18032	Educ - Contributions - Schools		1,000.00		1,000.00		342.50
18042	Educ - Depreciation		1,597.90		1,330.00		1,392.45
18052	Educ - Administration Allocation		5,790.03		4,830.00		4,657.63
18062	Educ - School Bus Shelter Maintenance		15,530.02		13,070.00		6,118.45
18072	Educ - Education & Training		424.00		424.00		424.00
<u>OPERATING REVENUE</u>							
SUB-TOTAL		0.00	27,341.95	0.00	23,574.00	0.00	15,039.29
<u>CAPITAL EXPENDITURE</u>							
18004	Educ - Land & Building Capital Works		9,390.00		9,390.00		9,390.00
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	9,390.00	0.00	9,390.00	0.00	9,390.00
TOTAL - OTHER EDUCATION		0.00	36,731.95	0.00	32,964.00	0.00	24,429.29

Shire of Chittering
SCHEDULE 08 - EDUCATION & WELFARE
 Financial Statement for Period Ended
 30 April 2012

AGED & DISABLED - AGED CARE		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
21002	Aged - Day Centre Building Maintenance		3,867.39		3,276.00		4,252.59
21022	Aged - Loan 78 Interest		8,794.00		8,794.00		5,697.13
<u>OPERATING REVENUE</u>							
21003	Aged - Grant Income	118,930.00		0.00		0.00	
SUB-TOTAL		118,930.00	12,661.39	0.00	12,070.00	0.00	9,949.72
<u>CAPITAL EXPENDITURE</u>							
21024	Aged - Day Centre		163,130.00		0.00		111,640.80
21034	Aged - Principal Repayment Loan 78		69,870.00		69,870.00		69,869.97
<u>CAPITAL REVENUE</u>							
21005	Aged - Transfer From Reserve	34,200.00		0.00		0.00	
SUB-TOTAL		34,200.00	233,000.00	0.00	69,870.00	0.00	181,510.77
TOTAL - AGED & DISABLED - AGED CARE		153,130.00	245,661.39	0.00	81,940.00	0.00	191,460.49

Shire of Chittering
SCHEDULE 08 - EDUCATION & WELFARE
 Financial Statement for Period Ended
 30 April 2012

AGED & DISABLED - OTHER	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
22002 Aged - Seniors - Bus Travel		3,500.00		2,910.00		1,658.04
22022 Aged - Administration Allocation		12,738.06		10,620.00		10,245.80
OPERATING REVENUE						
SUB-TOTAL	0.00	16,238.06	0.00	13,530.00	0.00	11,903.84
CAPITAL EXPENDITURE						
CAPITAL REVENUE						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - AGED & DISABLED - OTHER	0.00	16,238.06	0.00	13,530.00	0.00	11,903.84

Shire of Chittering
SCHEDULE 08 - EDUCATION & WELFARE
 Financial Statement for Period Ended
 30 April 2012

OTHER WELFARE	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
23012 Welfare - Youth Services		16,000.00		16,000.00		7,847.49
23022 Welfare - Contributions & Donations		5,500.00		5,500.00		5,420.00
23042 Welfare - Administration Allocation		8,106.04		6,760.00		6,520.36
<u>OPERATING REVENUE</u>						
23003 Welfare - Grant Revenue	7,000.00		5,830.00		2,420.00	
23013 Welfare - Reimbursement	0.00		0.00		519.59	
SUB-TOTAL	7,000.00	29,606.04	5,830.00	28,260.00	2,939.59	19,787.85
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OTHER WELFARE	7,000.00	29,606.04	5,830.00	28,260.00	2,939.59	19,787.85

Shire of Chittering

SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Housing - Staff		95,670.71		78,862.00		83,843.37
Housing - Community		79,088.68		64,052.00		60,046.91
Housing - Seniors		91,371.13		73,038.00		56,597.91
<u>OPERATING REVENUE</u>						
Housing - Staff	25,520.00		21,560.00		22,174.02	
Housing - Community	33,000.00		27,470.00		26,411.80	
Housing - Seniors	45,320.00		37,720.00		38,225.20	
SUB-TOTAL	103,840.00	266,130.52	86,750.00	215,952.00	86,811.02	200,488.19
<u>CAPITAL EXPENDITURE</u>						
Housing - Staff		19,396.00		14,547.00		14,459.30
Housing - Community		4,800.00		4,800.00		4,800.00
Housing - Seniors		9,415.00		8,059.00		8,027.21
<u>CAPITAL REVENUE</u>						
Housing - Community	10,000.00		10,000.00		0.00	
SUB-TOTAL	10,000.00	33,611.00	10,000.00	27,406.00	0.00	27,286.51
TOTAL - PROGRAMME SUMMARY	113,840.00	299,741.52	96,750.00	243,358.00	86,811.02	227,774.70

Shire of Chittering
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2012

HOUSING - STAFF		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
24002	Stf House - Building Maintenance		57,378.93		48,190.00		53,366.77
24012	Stf House - Loan 72 Interest		14,858.00		11,142.00		11,190.43
24032	Stf House - Depreciation		15,327.74		12,770.00		12,765.81
24042	Stf House - Administration Allocation		8,106.04		6,760.00		6,520.36
OPERATING REVENUE							
24003	Stf House - Charges - Rent U1/6194 Gnh	1,440.00		1,220.00		1,170.00	
24013	Stf House - Charges - Rent U2/6194 Gnh	6,240.00		5,280.00		5,280.00	
24023	Stf House - Charges - Rent U3/6194 Gnh	3,900.00		3,300.00		3,850.00	
24033	Stf House - Charges - Rent U4/6194 Gnh	11,440.00		9,680.00		9,680.00	
24043	Stf House - Reimbursement	2,500.00		2,080.00		2,194.02	
SUB-TOTAL		25,520.00	95,670.71	21,560.00	78,862.00	22,174.02	83,843.37
CAPITAL EXPENDITURE							
24034	Stf House - Principal Repayment Loan 72		19,396.00		14,547.00		14,459.30
CAPITAL REVENUE							
SUB-TOTAL		0.00	19,396.00	0.00	14,547.00	0.00	14,459.30
TOTAL - HOUSING - STAFF		25,520.00	115,066.71	21,560.00	93,409.00	22,174.02	98,302.67

Shire of Chittering
SCHEDULE 09 - HOUSING
 Financial Statement for Period Ended
 30 April 2012

HOUSING - COMMUNITY		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
25002	Com House - Tenancy Management Fee		2,763.00		0.00		0.00
25012	Com House - Building Maintenance		64,790.47		54,442.00		50,704.00
25022	Com House - Depreciation		2,271.17		1,890.00		1,891.19
25032	Com House - Administration Allocation		9,264.04		7,720.00		7,451.72
OPERATING REVENUE							
25003	Com House - Charges - Rent Unit 1/8	5,720.00		4,760.00		4,620.00	
25013	Com House - Charges - Rent Unit 2/8	5,720.00		4,760.00		4,840.00	
25023	Com House - Charges - Rent Unit 3/8	6,240.00		5,200.00		4,360.00	
25033	Com House - Charges - Rent Unit 4/8	5,720.00		4,760.00		4,730.00	
25043	Com House - Charges - Rent Unit 5/8	5,720.00		4,760.00		4,620.00	
25053	Com House - Charges - Rent Unit 6/8	3,380.00		2,810.00		2,925.00	
25083	Com House - Reimbursement	500.00		420.00		316.80	
SUB-TOTAL		33,000.00	79,088.68	27,470.00	64,052.00	26,411.80	60,046.91
CAPITAL EXPENDITURE							
25034	Com House - Transfers To Reserve		4,800.00		4,800.00		4,800.00
CAPITAL REVENUE							
25005	Com House - Transfers From Reserve	10,000.00		10,000.00		0.00	
SUB-TOTAL		10,000.00	4,800.00	10,000.00	4,800.00	0.00	4,800.00
TOTAL - HOUSING - COMMUNITY		43,000.00	83,888.68	37,470.00	68,852.00	26,411.80	64,846.91

Shire of Chittering
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2012

HOUSING - SENIORS		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE							
26002	Sen House - Tenancy Management Fee		3,801.00		0.00		0.00
26012	Sen House - Building Maintenance		63,604.01		53,500.00		37,414.37
26022	Sen House - Loan 73 Interest		5,226.00		3,918.00		3,939.12
26032	Sen House - Depreciation		6,002.06		5,000.00		4,998.62
26042	Sen House - Administration Allocation		12,738.06		10,620.00		10,245.80
OPERATING REVENUE							
26003	Sen House - Charges - Rent Unit 1/11	5,720.00		4,760.00		4,620.00	
26013	Sen House - Charges - Rent Unit 2/11	5,200.00		4,330.00		4,200.00	
26023	Sen House - Charges - Rent Unit 3/11	5,200.00		4,330.00		4,900.00	
26033	Sen House - Charges - Rent Unit 4/11	5,720.00		4,760.00		4,840.00	
26043	Sen House - Charges - Rent Unit 5/11	5,720.00		4,760.00		4,840.00	
26053	Sen House - Charges - Rent Unit 6/11	5,720.00		4,760.00		4,840.00	
26063	Sen House - Charges - Rent Unit 7/11	5,720.00		4,760.00		4,840.00	
26073	Sen House - Charges - Rent Unit 8/11	5,720.00		4,760.00		4,840.00	
26113	Sen House - Reimbursement	600.00		500.00		305.20	
SUB-TOTAL		45,320.00	91,371.13	37,720.00	73,038.00	38,225.20	56,597.91
CAPITAL EXPENDITURE							
26034	Sen House - Principal Repayment Loan 73		5,415.00		4,059.00		4,027.21
26044	Sen House - Transfer To Reserve		4,000.00		4,000.00		4,000.00
CAPITAL REVENUE							
SUB-TOTAL		0.00	9,415.00	0.00	8,059.00	0.00	8,027.21
TOTAL - HOUSING - SENIORS		45,320.00	100,786.13	37,720.00	81,097.00	38,225.20	64,625.12

Shire of Chittering

SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
Sanitation - Household Refuse		495,421.99		418,734.00		473,247.93
Sanitation - Other		54,344.31		46,099.70		34,722.65
Sewerage		14,046.07		11,700.00		11,177.16
Urban Stormwater Drainage		60,569.83		50,870.00		35,730.69
Protection of the Environment		131,283.23		128,765.00		109,264.25
Town Planning & Regional Development		513,126.15		424,995.68		374,882.60
Other Community Amenities		83,910.16		70,322.00		45,971.94
OPERATING REVENUE						
Sanitation - Household Refuse	178,376.82		175,046.82		172,966.10	
Sanitation - Other	16,512.57		14,012.57		35,047.41	
Sewerage	20,500.00		17,080.00		11,389.00	
Protection of the Environment	26,295.61		26,295.00		26,295.61	
Town Planning & Regional Development	133,000.00		110,830.00		83,031.98	
Other Community Amenities	2,500.00		2,080.00		929.09	
SUB-TOTAL	377,185.00	1,352,701.74	345,344.39	1,151,486.38	329,659.19	1,084,997.22
CAPITAL EXPENDITURE						
Sanitation - Household Refuse		40,700.00		0.00		10,000.00
Other Community Amenities		143,500.00		119,580.00		140,413.46
CAPITAL REVENUE						
Sanitation - Household Refuse	40,000.00		40,000.00		0.00	
Other Community Amenities	143,500.00		143,500.00		0.00	
SUB-TOTAL	183,500.00	184,200.00	183,500.00	119,580.00	0.00	150,413.46
TOTAL - PROGRAMME SUMMARY	560,685.00	1,536,901.74	528,844.39	1,271,066.38	329,659.19	1,235,410.68

Shire of Chittering
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
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SANITATION - HOUSEHOLD REFUSE		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
27002	San - Bindoon Landfill & Recycling Facility		144,476.30		121,770.00		128,750.32
27012	San - Muchea Landfill & Recycling Facility		310,082.05		261,752.00		313,442.74
27042	San - Wannamal Landfill Facility		2,906.38		2,462.00		232.15
27052	San - Kerbside Collection		7,220.00		6,010.00		4,555.31
27062	San - Depreciation		14,381.22		11,980.00		11,977.05
27072	San - Administration Allocation		8,106.04		6,760.00		6,520.36
27182	San - Waste Volumes Audit		6,750.00		6,750.00		6,750.00
27192	San - Purchase Of Wheelie Bins		1,500.00		1,250.00		1,020.00
<u>OPERATING REVENUE</u>							
27003	San - Charges - Landfill & Recycling Facility	158,376.82		158,376.82		158,841.10	
27013	San - Charges - Other Sanitation Disposal	20,000.00		16,670.00		14,125.00	
SUB-TOTAL		178,376.82	495,421.99	175,046.82	418,734.00	172,966.10	473,247.93
<u>CAPITAL EXPENDITURE</u>							
27004	San - Land & Building Capital Works		40,700.00		0.00		10,000.00
<u>CAPITAL REVENUE</u>							
27005	San - Transfers From Reserves	40,000.00		40,000.00		0.00	
SUB-TOTAL		40,000.00	40,700.00	40,000.00	0.00	0.00	10,000.00
TOTAL - SANITATION - HOUSEHOLD REFUSE		218,376.82	536,121.99	215,046.82	418,734.00	172,966.10	483,247.93

Shire of Chittering
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2012

SANITATION - OTHER		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
28002	Sanoth - Recycling		4,067.70		4,067.70		4,496.70
28012	Sanoth - Litter Control		40,828.58		34,162.00		24,636.97
28032	Sanoth - Administration Allocation		6,948.03		5,790.00		5,588.98
28042	Sanoth - Drum Muster		2,500.00		2,080.00		0.00
<u>OPERATING REVENUE</u>							
28003	Sanoth - Government Grants - Recycling (R	512.57		512.57		952.56	
28013	Sanoth - Recycling Royalties	15,000.00		12,500.00		34,094.85	
28023	Sanoth - Drum Muster	1,000.00		1,000.00		0.00	
SUB-TOTAL		16,512.57	54,344.31	14,012.57	46,099.70	35,047.41	34,722.65
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - SANITATION - OTHER		16,512.57	54,344.31	14,012.57	46,099.70	35,047.41	34,722.65

Shire of Chittering
SCHEDULE 10 - COMMUNITY AMENITIES
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SEWERAGE	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
29002 Sew - Septic Inspection Refunds		150.00		120.00		0.00
29022 Sew - Administration Allocation		13,896.07		11,580.00		11,177.16
<u>OPERATING REVENUE</u>						
29003 Sew - Charges - Septic Inspections	20,500.00		17,080.00		11,389.00	
SUB-TOTAL	20,500.00	14,046.07	17,080.00	11,700.00	11,389.00	11,177.16
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - SEWERAGE	20,500.00	14,046.07	17,080.00	11,700.00	11,389.00	11,177.16

Shire of Chiltering
SCHEDULE 10 - COMMUNITY AMENITIES
 Financial Statement for Period Ended
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URBAN STORMWATER DRAINAGE		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
30002	Storm - Muchea Townsite Stormwater Drainage Mtc		50,987.29		42,880.00		27,980.62
30012	Storm - Depreciation		1,476.50		1,230.00		1,229.71
30022	Storm - Administration Allocation		8,106.04		6,760.00		6,520.36
<u>OPERATING REVENUE</u>							
SUB-TOTAL		0.00	60,569.83	0.00	50,870.00	0.00	35,730.69
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - URBAN STORMWATER DRAINAGE		0.00	60,569.83	0.00	50,870.00	0.00	35,730.69

Shire of Chiltering

SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2012

PROTECTION OF THE ENVIRONMENT		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
31002	Envir - Muchea Water Sampling		2,000.00		2,000.00		0.00
31022	Envir - Contributions & Donations - Landcare Groups		95,000.00		95,000.00		95,000.00
31042	Envir - Depreciation		5,783.58		4,810.00		4,816.92
31052	Envir - Administration Allocation		9,264.04		7,720.00		7,451.72
31102	Envir - Nrm Agriculture - Vehicle Operating Expenses		877.36		877.00		877.36
31132	Envir - Nrm Ebicg - Vehicle Operating Expenses		568.11		568.00		568.11
31202	Envir - Nrm Water - Vehicle Operating Expenses		550.14		550.00		550.14
31212	Envir - Perth Biodiversity Project - Biodiversity Plan		17,240.00		17,240.00		0.00
OPERATING REVENUE							
31003	Envir - Charges - Lease Of Vehicles (3)	24,300.00		24,300.00		24,300.00	
31013	Envir - Reimbursement - Nrm Agriculture (L)	877.36		877.00		877.36	
31023	Envir - Reimbursement - Nrm Biodiversity (L)	568.11		568.00		568.11	
31033	Envir - Reimbursement - Nrm Water (Ellen)	550.14		550.00		550.14	
SUB-TOTAL		26,295.61	131,283.23	26,295.00	128,765.00	26,295.61	109,264.25
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PROTECTION OF THE ENVIRONMENT		26,295.61	131,283.23	26,295.00	128,765.00	26,295.61	109,264.25

Shire of Chittering
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2012

TOWN PLANNING & REG. DEVELOP.		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
32002	Plan - Salaries		260,000.00		220,000.00		205,967.92
32032	Plan - Superannuation		29,715.00		25,146.00		24,357.02
32042	Plan - Workcare		8,712.86		8,712.86		8,712.86
32052	Plan - Uniform Allowance		1,535.00		1,535.00		702.10
32062	Plan - Professional Development		9,200.00		9,200.00		3,710.90
32072	Plan - Fringe Benefits Tax		17,699.00		13,272.00		13,274.33
32092	Plan - Vehicle Operating Expenses		21,425.93		17,850.00		17,075.00
32102	Plan - Office Expenses		3,410.00		2,840.00		572.26
32112	Plan - Utilities		5,614.00		4,670.00		3,637.21
32122	Plan - Advertising Expenses		7,000.00		5,830.00		4,342.85
32132	Plan - Printing & Stationery		1,250.00		1,040.00		524.30
32142	Plan - Town Planning Scheme No 6 - Mapping & Other		2,000.00		1,660.00		0.00
32152	Plan - Consultancy Fees		10,000.00		8,330.00		2,082.16
32162	Plan - Legal Expenses		45,000.00		37,500.00		24,411.69
32202	Plan - Depreciation		7,097.92		5,910.00		6,314.71
32212	Plan - Administration Allocation		71,796.35		59,830.00		57,750.18
32222	Plan - Muchea Employment Node		10,000.00		0.00		0.00
32242	Plan - Insurance		147.82		147.82		147.82
32252	Plan - Equipment < \$2,000		1,000.00		1,000.00		0.00
32262	Plan - Other Employee Expenses		522.27		522.00		1,299.29
<u>OPERATING REVENUE</u>							
32003	Plan - Charges - Planning Services	90,000.00		75,000.00		60,989.19	
32013	Plan - Charges - Regional Planning	2,000.00		1,670.00		0.00	
32023	Plan - Charges - Engineering Services	40,000.00		33,330.00		21,014.15	
32033	Plan - Reimbursements	1,000.00		830.00		1,028.64	
SUB-TOTAL		133,000.00	513,126.15	110,830.00	424,995.68	83,031.98	374,882.60
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - TOWN PLANNING & REG. DEVELOP.		133,000.00	513,126.15	110,830.00	424,995.68	83,031.98	374,882.60

Shire of Chittering
SCHEDULE 10 - COMMUNITY AMENITIES
 Financial Statement for Period Ended
 30 April 2012

OTHER COMMUNITY AMENITIES		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
33002	Com Amen - Clune Park Toilets		28,557.97		23,952.00		12,411.30
33012	Com Amen - Wannamal Toilets		8,432.46		7,072.00		3,616.95
33022	Com Amen - Cemetery Toilets		3,555.97		3,000.00		962.33
33032	Com Amen - Cemetery Maintenance		2,778.37		2,302.00		1,062.05
33042	Com Amen - Cemetery Burial Expenses		3,745.70		3,120.00		2,054.55
33072	Com Amen - Depreciation		5,293.70		4,410.00		4,408.86
33082	Com Amen - Administration Allocation		12,738.06		10,620.00		10,245.80
33092	Com Amen - John Glenn Toilets		18,807.93		15,846.00		11,210.10
<u>OPERATING REVENUE</u>							
33003	Com Amen - Charges - Cemetery Fees	2,500.00		2,080.00		929.09	
SUB-TOTAL		2,500.00	83,910.16	2,080.00	70,322.00	929.09	45,971.94
<u>CAPITAL EXPENDITURE</u>							
33004	Com Amen - Land & Building Capital Works		143,500.00		119,580.00		140,413.46
<u>CAPITAL REVENUE</u>							
33015	Com Amen - Transfers From Reserves	143,500.00		143,500.00		0.00	
SUB-TOTAL		143,500.00	143,500.00	143,500.00	119,580.00	0.00	140,413.46
TOTAL - OTHER COMMUNITY AMENITIES		146,000.00	227,410.16	145,580.00	189,902.00	929.09	186,385.40

Shire of Chittering

SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Public Halls and Civic Centres		209,511.81		175,482.00		113,122.27
Other Recreation and Sport		550,242.25		447,317.00		377,676.21
Libraries		79,670.59		67,665.18		61,585.41
Heritage		59,663.11		50,944.00		35,686.25
Other Culture		50,894.91		49,686.00		25,904.30
<u>OPERATING REVENUE</u>						
Public Halls and Civic Centres	179,682.00		7,030.00		6,935.65	
Other Recreation and Sport	254,883.00		0.00		0.00	
Libraries	800.00		670.00		609.70	
Heritage	1,750.00		1,450.00		1,130.45	
Other Culture	500.00		410.00		503.18	
SUB-TOTAL	437,615.00	949,982.67	9,560.00	791,094.18	9,178.98	613,974.44
<u>CAPITAL EXPENDITURE</u>						
Public Halls and Civic Centres		326,884.00		88,384.00		83,019.40
Other Recreation and Sport		359,209.25		314,534.00		96,574.37
Heritage		12,044.00		12,044.00		8,957.69
<u>CAPITAL REVENUE</u>						
Public Halls and Civic Centres	51,768.00		51,768.00		0.00	
SUB-TOTAL	51,768.00	698,137.25	51,768.00	414,962.00	0.00	188,551.46
TOTAL - PROGRAMME SUMMARY	489,383.00	1,648,119.92	61,328.00	1,206,056.18	9,178.98	802,525.90

Shire of Chittering
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2012

PUBLIC HALLS AND CIVIC CENTRES		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
34002	Halls - Wannamal Hall - Building Maintenance		25,157.93		21,056.00		10,697.34
34012	Halls - Bindoon Hall - Building Maintenance		41,664.63		35,016.00		13,632.04
34022	Halls - Muchea Hall - Building Maintenance		42,516.41		35,544.00		31,452.44
34032	Halls - Chittering Hall - Building Maintenance		35,981.90		30,106.00		23,970.59
34042	Halls - Chinkabee Complex - Building Maintenance		32,265.88		27,160.00		9,701.87
34052	Halls - Depreciation		19,187.00		15,980.00		13,422.19
34062	Halls - Administration Allocation		12,738.06		10,620.00		10,245.80
<u>OPERATING REVENUE</u>							
34003	Halls - Reimbursement - Wannamal Hall	100.00		80.00		0.00	
34013	Halls - Reimbursement - Bindoon Hall	2,000.00		1,670.00		2,195.49	
34023	Halls - Reimbursement - Muchea Hall	3,000.00		2,500.00		2,500.00	
34033	Halls - Reimbursement - Chittering Hall	2,100.00		1,750.00		1,582.51	
34043	Halls - Reimbursement - Chinkabee Comple	850.00		700.00		357.65	
34053	Halls - Reimbursement - Other	100.00		80.00		0.00	
34063	Halls - Contributions & Donations	300.00		250.00		300.00	
34073	Halls - Grant Revenue Royalties For Region	171,232.00		0.00		0.00	
SUB-TOTAL		179,682.00	209,511.81	7,030.00	175,482.00	6,935.65	113,122.27
<u>CAPITAL EXPENDITURE</u>							
34004	Halls - Land & Building Capital Works		296,884.00		58,384.00		53,019.40
34054	Halls - Transfer To Reserve		30,000.00		30,000.00		30,000.00
<u>CAPITAL REVENUE</u>							
34015	Halls - Transfer From Reserves	51,768.00		51,768.00		0.00	
SUB-TOTAL		51,768.00	326,884.00	51,768.00	88,384.00	0.00	83,019.40
TOTAL - PUBLIC HALLS AND CIVIC CENTRES		231,450.00	536,395.81	58,798.00	263,866.00	6,935.65	196,141.67

Shire of Chittering
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
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OTHER RECREATION & SPORT		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
36002	Rec - Edmonds Place Reserve		21,654.98		18,288.00		6,482.28
36012	Rec - Bindoon Oval		52,407.01		44,106.00		47,474.27
36022	Rec - Wannamal Oval		3,556.03		2,970.00		3,965.54
36032	Rec - Muchea Oval		62,945.90		53,038.00		46,624.19
36042	Rec - John Glenn Park		46,878.12		39,436.00		37,716.93
36052	Rec - Sandown Park		20,191.85		17,186.00		13,536.19
36062	Rec - Chittering Valley Oval		50,622.21		42,612.00		27,998.53
36072	Rec - Lot 979 Reserve		9,421.69		7,898.00		7,356.64
36082	Rec - Blackboy Ridge		5,957.03		4,960.00		9,260.40
36092	Rec - Clune Park		43,838.33		36,934.00		25,012.18
36102	Rec - Bindoon Country Club Pos		2,345.10		1,952.00		2,053.66
36112	Rec - Sussex Bend Reserve		13,056.88		10,890.00		4,941.24
36122	Rec - Wandena Pos		9,698.95		8,170.00		556.03
36132	Rec - Santa Gertrudis Reserve		9,722.75		8,192.00		432.61
36142	Rec - Bmx Track Bindoon		2,904.43		2,426.00		1,832.64
36152	Rec - Bmx Track Muchea		9,729.97		8,102.00		7,024.27
36162	Rec - Chittering Rise Pos		2,731.99		2,270.00		0.00
36172	Rec - Blue Plains - Hidden Valley Pos		3,007.20		2,506.00		178.50
36182	Rec - Lake Chittering Heights Pos		4,007.20		3,336.00		5,312.99
36183	Rec - Chittering Springs Pos		18,629.29		15,648.00		19,012.37
36192	Rec - Regional Recreation Officer		16,350.00		0.00		0.00
36202	Rec - Trails Master Plan		7,000.00		5,830.00		0.00
36212	Rec - Loan 74 Interest		9,077.00		6,807.00		6,838.25
36232	Rec - Depreciation		104,822.24		87,350.00		88,231.70
36242	Rec - Administration Allocation		19,686.10		16,410.00		15,834.80
<u>OPERATING REVENUE</u>							
36073	Rec - Grant - Royalties For Regions	254,883.00		0.00		0.00	
SUB-TOTAL		254,883.00	550,242.25	0.00	447,317.00	0.00	377,676.21
<u>CAPITAL EXPENDITURE</u>							
36024	Rec - Furniture & Equipment		81,793.20		81,793.00		76,287.31
36044	Rec - Infrastructure - Parks & Gardens		268,654.05		226,171.00		13,771.05
36054	Rec - Principal Repayment Loan 74		8,762.00		6,570.00		6,516.01
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	359,209.25	0.00	314,534.00	0.00	96,574.37
TOTAL - OTHER RECREATION & SPORT		254,883.00	909,451.50	0.00	761,851.00	0.00	474,250.58

Shire of Chittering

SCHEDULE 11 - RECREATION & CULTURE
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LIBRARIES	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
38002 Lib - Salaries		45,708.70		38,676.00		34,986.62
38032 Lib - Superannuation		4,065.00		3,434.00		4,304.31
38042 Lib - Workcare		1,294.18		1,293.18		1,294.18
38052 Lib - Uniform Allowance		420.63		420.00		353.64
38062 Lib - Professional Development		1,000.00		1,000.00		0.00
38072 Lib - Utilities		4,000.00		3,330.00		3,115.18
38082 Lib - Library Operating Expenses		4,812.00		4,032.00		3,088.17
38112 Lib - Administration Allocation		17,370.08		14,480.00		13,972.07
38132 Lib - Equipment < \$2,000		1,000.00		1,000.00		471.24
<u>OPERATING REVENUE</u>						
38003 Lib - Charges - Lost Books	200.00		170.00		162.60	
38013 Lib - Charges - Other	600.00		500.00		447.10	
SUB-TOTAL	800.00	79,670.59	670.00	67,665.18	609.70	61,585.41
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - LIBRARIES	800.00	79,670.59	670.00	67,665.18	609.70	61,585.41

Shire of Chittering
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HERITAGE		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
39002	Her - Brockman Centre Precinct		31,711.41		26,772.00		15,403.29
39022	Her - Loan 71 Interest		2,294.00		2,292.00		1,787.78
39042	Her - Municipal Inventory		3,000.00		3,000.00		0.00
39052	Her - Depreciation		11,077.64		9,230.00		9,180.74
39062	Her - Administration Allocation		11,580.06		9,650.00		9,314.44
<u>OPERATING REVENUE</u>							
39013	Her - Reimbursement	1,750.00		1,450.00		1,130.45	
SUB-TOTAL		1,750.00	59,663.11	1,450.00	50,944.00	1,130.45	35,686.25
<u>CAPITAL EXPENDITURE</u>							
39034	Her - Principal Repayment Loan 71		12,044.00		12,044.00		8,957.69
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	12,044.00	0.00	12,044.00	0.00	8,957.69
TOTAL - HERITAGE		1,750.00	71,707.11	1,450.00	62,988.00	1,130.45	44,643.94

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OTHER CULTURE		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>							
40002	Othcul - Community Grants Scheme		37,646.88		37,646.00		15,404.69
40012	Othcul - Australia Day Celebration		6,000.00		6,000.00		4,910.63
40022	Othcul - Donations - Ch Number Plates		300.00		250.00		0.00
40042	Othcul - Administration Allocation		6,948.03		5,790.00		5,588.98
<u>OPERATING REVENUE</u>							
40003	Othcul - Charges - Sale Of History Books	200.00		160.00		203.18	
40013	Othcul - Charges - Sale Of Chittering No. Pl	300.00		250.00		300.00	
SUB-TOTAL		500.00	50,894.91	410.00	49,686.00	503.18	25,904.30
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OTHER CULTURE		500.00	50,894.91	410.00	49,686.00	503.18	25,904.30

Shire of Chiltering

SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
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PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Maintenance Roads, Bridges and Depots		2,364,222.66		1,990,608.44		1,801,916.32
<u>OPERATING REVENUE</u>						
Maintenance Roads, Bridges and Depots	816,082.42		809,768.78		668,723.51	
SUB-TOTAL	816,082.42	2,364,222.66	809,768.78	1,990,608.44	668,723.51	1,801,916.32
<u>CAPITAL EXPENDITURE</u>						
Construction Roads, Bridges and Depots		1,614,368.00		716,655.00		679,562.52
Maintenance Roads, Bridges and Depots		0.00		0.00		0.00
Road Plant Purchases		271,000.00		271,000.00		132,000.00
<u>CAPITAL REVENUE</u>						
Road Plant Purchases	49,000.00		69,000.00		0.00	
SUB-TOTAL	49,000.00	1,885,368.00	69,000.00	987,655.00	0.00	811,562.52
TOTAL - PROGRAMME SUMMARY	865,082.42	4,249,590.66	878,768.78	2,978,263.44	668,723.51	2,613,478.84

Shire of Chiltering
SCHEDULE 12 - TRANSPORT
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CONST. ROADS, BRIDGES, DEPOTS	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
<u>OPERATING REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENDITURE</u>						
41004 Road - State Road Projects Funding (Rrg)		176,871.00		176,871.00		0.00
41014 Road - Mrwa Direct Funding		66,367.00		55,300.00		40,633.35
41044 Road - Roads To Recovery		195,000.00		0.00		75,338.88
41054 Road - Municipal Road Projects		50,000.00		50,000.00		50,391.05
41074 Road - Mrwa & Fag Bridges Funding		471,000.00		0.00		0.00
41084 Road - Developer Projects		135,442.00		135,442.00		121,343.72
41094 Road - Drainage Construction		240,548.00		200,460.00		236,687.50
41104 Road - Footpath Construction		52,184.00		0.00		45,450.00
41114 Road - Royalties For Regions		224,956.00		98,582.00		109,718.02
41134 Road - Swan River Nutrient Intervention Project		2,000.00		0.00		0.00
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	1,614,368.00	0.00	716,655.00	0.00	679,562.52
TOTAL - CONST. ROADS, BRIDGES, DEPOTS	0.00	1,614,368.00	0.00	716,655.00	0.00	679,562.52

Shire of Chittering
SCHEDULE 12 - TRANSPORT
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MTCE. ROADS, BRIDGES, DEPOTS		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
41232	Roadcon - Administration Allocation		24,318.12		20,270.00		19,557.70
42002	Road - Municipal Funded Rural Road Maintenance		487,806.02		412,332.00		386,980.55
42012	Road - Depot Maintenance		47,521.85		40,004.00		30,295.67
42022	Road - Bridge Maintenance		20,585.46		17,262.00		4,867.31
42032	Road - Maintenance Of Footpaths		14,967.78		12,516.00		10,295.91
42042	Road - Street Lighting		45,000.00		37,500.00		31,230.35
42052	Road - Traffic Control Signs Advisory		48,048.22		40,444.00		29,319.46
42062	Road - Traffic Control Signs Regulatory		10,259.03		8,628.00		1,994.56
42072	Road - Borrow Pits Rehabilitation		3,574.08		2,976.00		0.00
42082	Road - Property Entrance Crossovers		19,764.83		16,628.00		20,889.02
42092	Road - Verge Maintenance (Towns / Estates)		221,894.09		187,672.00		159,942.95
42102	Road - Street Tree Pruning (Towns / Estates)		154,728.62		130,642.00		76,190.64
42122	Road - Depreciation		922,569.29		768,800.00		769,622.66
42132	Road - Administration Allocation		37,056.18		30,880.00		29,806.87
42142	Road - Rural Drainage Maintenance		203,302.65		171,578.00		190,910.18
42152	Road - Roman Data Collection		4,000.00		3,320.00		4,454.00
42162	Road - Insurance On Bridges		9,889.44		9,889.44		9,889.44
42172	Road - Parking - Binda Place (Lot 168)		12,640.00		10,530.00		11,587.73
42192	Road - Asset Management (Wami)		11,500.00		9,580.00		6,789.39
42202	Road - Expendable Tools		33,800.00		28,160.00		7,291.93
OPERATING REVENUE							
42023	Road - Government Grants - Fa And Mrwa Bridge	351,000.00		351,000.00		351,000.00	
42033	Road - Government Grants - State Road Funds D	66,367.00		66,367.00		66,367.00	
42043	Road - Government Grants - State Road Funds P	122,201.78		122,201.78		47,165.60	
42053	Road - Government Grants - Roads 2 Recovery	195,000.00		195,000.00		195,000.00	
42055	Road - Royalties For Regions	40,000.00		40,000.00		0.00	
42059	Road - Reimbursements	4,000.00		0.00		0.00	
42065	Road - Contributions To Binda Place Car Park	0.00		0.00		0.00	
42083	Road - Contributions To Crossovers & Verge Land	5,463.64		4,550.00		9,190.91	
42093	Road - Contributions - Street Lighting	1,400.00		0.00		0.00	
42113	Road - Grant Country Pathways	20,650.00		20,650.00		0.00	
42973	Road - Profit On Sale Of Asset	10,000.00		10,000.00		0.00	
SUB-TOTAL		816,082.42	2,364,222.66	809,768.78	1,990,608.44	668,723.51	1,801,916.32
CAPITAL EXPENDITURE							
42004	Road - Transfer To Reserve		0.00		0.00		0.00
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MTCE. ROADS, BRIDGES, DEPOTS		816,082.42	2,364,222.66	809,768.78	1,990,608.44	668,723.51	1,801,916.32

Shire of Chittering
SCHEDULE 12 - TRANSPORT
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ROAD PLANT PURCHASES	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
<u>OPERATING REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENDITURE</u>						
43004 Plant - Isuzu Truck Water Tank		90,000.00		90,000.00		20,000.00
43084 Plant - Gardener'S Ute - Ch354		33,000.00		33,000.00		0.00
43184 Plant - Engineering Tech Officer - Ch510		36,000.00		36,000.00		0.00
43264 Plant - Bomag Compactor		12,000.00		12,000.00		12,000.00
43274 Plant - Transfer To Reserve		100,000.00		100,000.00		100,000.00
<u>CAPITAL REVENUE</u>						
43085 Plant - Sale Of Gardeners Utility - Ch354	10,000.00		10,000.00		0.00	
43185 Plant - Sale Of Engineering Tech Officer Vel	10,000.00		10,000.00		0.00	
43235 Plant - Sale Of Cherry Picker	10,000.00		0.00		0.00	
43255 Plant - Transfers From Reserves	49,000.00		49,000.00		0.00	
43265 Plant - Realisation On Disposal Of Assets	(30,000.00)		0.00		0.00	
SUB-TOTAL	49,000.00	271,000.00	69,000.00	271,000.00	0.00	132,000.00
TOTAL - ROAD PLANT PURCHASES	49,000.00	271,000.00	69,000.00	271,000.00	0.00	132,000.00

Shire of Chittering

SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Rural Services		103,761.15		87,238.00		68,243.75
Tourism and Area Promotion		148,568.70		130,994.00		99,522.20
Building Control		172,714.40		144,440.98		139,604.07
Economic Development		97,510.19		82,540.90		71,623.80
Other Economic Services		43,203.23		37,932.00		36,943.12
<u>OPERATING REVENUE</u>						
Rural Services	0.00		0.00		0.00	
Tourism and Area Promotion	3,702.00		3,082.00		5,660.50	
Building Control	85,700.00		71,180.00		53,849.95	
Economic Development	48,545.54		39,158.00		35,458.16	
Other Economic Services	8,500.00		7,830.00		6,509.24	
SUB-TOTAL	146,447.54	565,757.67	121,250.00	483,145.88	101,477.85	415,936.94
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PROGRAMME SUMMARY	146,447.54	565,757.67	121,250.00	483,145.88	101,477.85	415,936.94

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RURAL SERVICES	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
48002 Rural - Noxious Weeds - Pest Plants		97,971.12		82,408.00		63,586.12
48022 Rural - Administration Allocation		5,790.03		4,830.00		4,657.63
<u>OPERATING REVENUE</u>						
48003 Rural - Charges - Road Verge Registration	0.00		0.00		0.00	
SUB-TOTAL	0.00	103,761.15	0.00	87,238.00	0.00	68,243.75
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - RURAL SERVICES	0.00	103,761.15	0.00	87,238.00	0.00	68,243.75

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TOURISM & AREA PROMOTION		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
49002	Tour - Area Promotion		15,530.00		12,940.00		6,484.47
49012	Tour - Tourist Bureau Public Toilets		25,734.92		21,502.00		23,810.94
49022	Tour - Tourist Bureau Building & Garden Mtc		10,980.64		9,312.00		6,340.42
49032	Tour - Tourism Development & Support		14,290.00		14,290.00		8,640.00
49062	Tour - Festivals And Events Sponsorship		21,500.00		21,500.00		8,884.03
49082	Tour - Depreciation		6,905.51		5,750.00		5,750.76
49092	Tour - Administration Allocation		41,688.20		34,740.00		33,532.30
49102	Tour - Tourism Signage		5,769.43		4,790.00		0.00
49112	Tour - Rbdc Community Grant Expenses		6,170.00		6,170.00		6,079.28
OPERATING REVENUE							
49003	Tour - Charges - Lease Tourist Centre	2.00		2.00		0.00	
49013	Tour - Charges - Advertising Signs	200.00		160.00		170.46	
49023	Tour - Reimbursements	3,500.00		2,920.00		5,490.04	
SUB-TOTAL		3,702.00	148,568.70	3,082.00	130,994.00	5,660.50	99,522.20
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - TOURISM & AREA PROMOTION		3,702.00	148,568.70	3,082.00	130,994.00	5,660.50	99,522.20

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SCHEDULE 13 - ECONOMIC SERVICES
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BUILDING CONTROL		Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>							
50002	Build - Salaries		84,700.80		71,666.00		68,248.19
50032	Build - Superannuation		7,522.00		6,358.00		6,064.23
50042	Build - Building Control - Workcare		2,678.98		2,678.98		2,678.98
50052	Build - Uniform Allowance		535.00		535.00		104.58
50062	Build - Professional Development		3,000.00		1,500.00		0.00
50072	Build - Fringe Benefits Tax		1,980.00		1,485.00		1,485.01
50082	Build - Vehicle Operating Expenses		9,397.59		7,830.00		5,700.52
50092	Build - Utilities		3,557.00		2,950.00		2,284.45
50102	Build - Office Expenses		6,276.47		5,230.00		10,532.82
50142	Build - Depreciation		3,911.90		3,250.00		3,365.56
50152	Build - Administration Allocation		48,636.24		40,530.00		39,121.31
50162	Build - Insurance		18.42		18.00		18.42
50172	Build - Other Employee Expenses		500.00		410.00		0.00
<u>OPERATING REVENUE</u>							
50003	Build - Charges - Bciltf Levy Collections	1,300.00		975.00		467.82	
50013	Build - Charges - Brb Levy Collections	1,500.00		1,125.00		777.00	
50023	Build - Charges - Building Permits	70,000.00		58,330.00		45,493.94	
50033	Build - Charges - Other	3,000.00		2,500.00		2,161.19	
50043	Build - Charges - Regional Building Service	9,900.00		8,250.00		4,950.00	
SUB-TOTAL		85,700.00	172,714.40	71,180.00	144,440.98	53,849.95	139,604.07
<u>CAPITAL EXPENDITURE</u>							
<u>CAPITAL REVENUE</u>							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - BUILDING CONTROL		85,700.00	172,714.40	71,180.00	144,440.98	53,849.95	139,604.07

Shire of Chittering
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
30 April 2012

ECONOMIC DEVELOPMENT	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
53002 Econdel - Salaries		53,751.22		45,476.00		40,050.88
53032 Econdel - Superannuation		4,773.00		4,036.00		4,723.55
53042 Econdel - Workcare		1,698.06		1,698.00		1,698.06
53052 Econdel - Uniform Allowance		400.00		330.00		400.00
53062 Econdel - Professional Development		2,000.00		2,000.00		0.00
53072 Econdel - Fringe Benefits Tax		1,916.00		1,437.00		1,437.01
53082 Econdel - Telecommunications		2,460.00		2,050.00		1,828.93
53092 Econdel - Office Expenses		500.00		410.00		94.45
53102 Econdel - Equipment < \$2,000		600.00		600.00		154.55
53112 Econdel - Depreciation		4,418.07		3,680.00		3,189.86
53122 Econdel - Administration Allocation		16,212.08		13,510.00		13,040.71
53132 Econdel - Vehicle Expenses		8,227.86		6,850.00		4,726.95
53152 Econdel - Insurance		53.90		53.90		53.90
53162 Econdel - Other Employee Expenses		500.00		410.00		224.95
<u>OPERATING REVENUE</u>						
53003 Econdel - Contributions From Other Shires	37,545.54		28,158.00		24,458.16	
53013 Econdel - Grant - Club Development	11,000.00		11,000.00		11,000.00	
SUB-TOTAL	48,545.54	97,510.19	39,158.00	82,540.90	35,458.16	71,623.80
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - ECONOMIC DEVELOPMENT	48,545.54	97,510.19	39,158.00	82,540.90	35,458.16	71,623.80

Shire of Chittering
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
30 April 2012

OTHER ECONOMIC SERVICES		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
55012	Econ - Community Bus Operations		8,550.10		8,222.00		7,707.74
55042	Econ - Depreciation		13,441.05		11,200.00		11,194.67
55052	Econ - Administration Allocation		16,212.08		13,510.00		13,040.71
55062	Econ - Business Enterprise Centre		5,000.00		5,000.00		5,000.00
OPERATING REVENUE							
55003	Econ - Charges - Extractive Industry Licence	4,500.00		4,500.00		3,300.00	
55013	Econ - Charges - Community Bus Hire	4,000.00		3,330.00		3,209.24	
SUB-TOTAL		8,500.00	43,203.23	7,830.00	37,932.00	6,509.24	36,943.12
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OTHER ECONOMIC SERVICES		8,500.00	43,203.23	7,830.00	37,932.00	6,509.24	36,943.12

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2012

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
Private Works		28,102.75		23,420.00		8,743.70
Public Works Overheads		0.00		0.00		67,819.15
Plant Operation Overheads		12,000.00		0.00		17,754.82
Salaries and Wages		18,148.61		15,120.00		22,973.68
Unclassified		11,760.03		10,800.00		10,626.82
<u>OPERATING REVENUE</u>						
Private Works	28,443.55		23,700.00		27,581.59	
Public Works Overheads	185.05		185.00		185.05	
Plant Operation Overheads	12,000.00		10,000.00		11,590.00	
Salaries and Wages	14,951.60		12,460.00		21,908.94	
Unclassified	3,170.00		3,170.00		4,474.00	
SUB-TOTAL	58,750.20	70,011.39	49,515.00	49,340.00	65,739.58	127,918.17
<u>CAPITAL EXPENDITURE</u>						
Unclassified		18,000.00		0.00		0.00
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	18,000.00	0.00	0.00	0.00	0.00
TOTAL - PROGRAMME SUMMARY	58,750.20	88,011.39	49,515.00	49,340.00	65,739.58	127,918.17

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2012

PRIVATE WORKS	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>						
56002 Priv - Private Works Plant Hire		21,154.72		17,630.00		3,154.72
56022 Priv - Administration Allocation		6,948.03		5,790.00		5,588.98
<u>OPERATING REVENUE</u>						
56003 Priv - Charges Plant Hire	28,443.55		23,700.00		27,581.59	
SUB-TOTAL	28,443.55	28,102.75	23,700.00	23,420.00	27,581.59	8,743.70
<u>CAPITAL EXPENDITURE</u>						
<u>CAPITAL REVENUE</u>						
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PRIVATE WORKS	28,443.55	28,102.75	23,700.00	23,420.00	27,581.59	8,743.70

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended
30 April 2012

PUBLIC WORKS OVERHEADS		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
57002	Pub - Engineering Salaries		359,427.29		304,128.00		293,742.59
57032	Pub - Engineering Superannuation		42,829.00		36,234.00		36,113.51
57042	Pub - Engineering Office And Other Expenses		20,200.00		16,830.00		8,436.19
57045	Pub - Advertising		5,000.00		4,160.00		7,879.65
57047	Pub - Equipment < \$2,000		4,850.00		4,040.00		2,851.59
57052	Pub - Engineering Utilities		11,700.00		9,740.00		6,598.91
57062	Pub - Engineering Fringe Benefits Tax		12,428.00		12,427.00		9,321.05
57072	Pub - Engineering Vehicle Operating Expenses		46,740.58		38,950.00		30,210.43
57082	Pub - Engineering Consultancy Fees		6,000.00		5,000.00		4,833.00
57092	Pub - Roman Software Maintenance		4,805.00		4,805.00		4,805.00
57102	Pub - Training & Conferences (Works)		30,695.86		25,792.00		29,360.73
57105	Pub - Other Employee Costs (Works)		1,800.00		1,500.00		4,530.53
57112	Pub - Annual Leave		82,551.59		69,850.00		65,968.94
57122	Pub - Public Holidays		33,044.00		27,952.00		31,322.36
57132	Pub - Sick Pay		16,525.00		13,980.00		20,130.91
57142	Pub - Superannuation (Works)		78,237.00		66,198.00		63,683.20
57152	Pub - Insurance On Works		39,605.00		39,604.00		30,029.87
57162	Pub - Protective Clothing, Uniforms & Equipment (Works)		23,055.00		19,210.00		9,673.32
57172	Pub - Workcare (Works)		38,049.68		38,049.68		38,049.68
57182	Pub - Engineering Building Maintenance		12,590.00		10,600.00		11,995.15
57192	Pub - Toolbox Meetings		14,895.86		12,410.00		6,684.27
57202	Pub - Occupational Health & Safety		31,195.86		26,212.00		1,738.29
57210	Pub - Depreciation On Engineering Furn, Plant & Equip (Wo		13,520.61		11,260.00		11,892.47
57212	Pub - Administration Allocation (Works)		100,746.49		83,960.00		81,036.68
57252	Pub - Superannuation (Bldg Mtce)		4,195.00		3,544.00		3,778.39
57262	Pub - Workcare (Bldg Mtce)		1,524.94		1,524.00		1,524.94
57272	Pub - Protective Clothing & Equip (Bldg Mtce)		1,000.00		830.00		505.20
57292	Pub - Expendable Tools (Bldg Mtce)		2,500.00		2,080.00		1,161.49
57302	Pub - Vehicle Operating Costs (Bldg Mtce)		5,766.18		4,800.00		5,632.47
57322	Pub - Sundry Plant Expenses		38,171.15		31,800.00		26,949.21
57412	Pub - Depreciation (Bldg Mtce)		1,498.38		1,240.00		382.17
57422	Pub - Administration Allocation (Bldg Mtce)		5,790.03		4,830.00		4,657.63
Recovered amounts							
57222	Pub - Less Allocated To Works & Services		(1,090,937.50)		(933,539.68)		(787,660.67)
OPERATING REVENUE							
57003	Pub - Reimbursement	185.05		185.00		185.05	
SUB-TOTAL		185.05	0.00	185.00	0.00	185.05	67,819.15
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PUBLIC WORKS OVERHEADS		185.05	0.00	185.00	0.00	185.05	67,819.15

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended
30 April 2012

PLANT OPERATION OVERHEADS		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
58002	Pla - Fuel & Oil		194,400.00		162,000.00		145,643.13
58012	Pla - Tyres & Tubes		76,290.00		63,580.00		21,491.40
58022	Pla - Parts & Repairs		121,430.00		101,190.00		88,286.36
58032	Pla - Repair Wages		61,279.19		51,272.00		25,394.39
58042	Pla - Insurance		25,606.73		25,606.73		25,606.73
58052	Pla - Licences		11,349.57		11,349.00		7,318.94
58072	Pla - Cutting Edges		5,700.00		4,750.00		2,866.85
58092	Pla - Depreciation		185,667.76		154,720.00		141,314.43
Recovered amounts							
58082	Pla - Less Allocated To Works & Services		(484,055.49)		(417,365.73)		(334,149.16)
58102	Pla - Less Depreciation Allocated To Works & Services		(185,667.76)		(157,102.00)		(106,018.25)
OPERATING REVENUE							
58013	Pla - Reimbursements	12,000.00		10,000.00		11,590.00	
SUB-TOTAL		12,000.00	12,000.00	10,000.00	0.00	11,590.00	17,754.82
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PLANT OPERATION OVERHEADS		12,000.00	12,000.00	10,000.00	0.00	11,590.00	17,754.82

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2012

SALARIES & WAGES		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE							
59002	Sal - Gross Salaries & Wages		2,582,552.29		2,185,238.00		2,133,035.50
59012	Sal - Workers Compensation		7,888.61		6,570.00		12,364.53
59022	Sal - Less Salaries & Wages Allocated		(2,582,552.29)		(2,185,238.00)		(2,133,035.55)
59042	Sal - Paid Parental Leave		10,260.00		8,550.00		10,609.20
OPERATING REVENUE							
59003	Sal - Reimbursement Workers Compensation	4,691.60		3,910.00		11,299.74	
59013	Sal - Paid Parental Leave	10,260.00		8,550.00		10,609.20	
SUB-TOTAL		14,951.60	18,148.61	12,460.00	15,120.00	21,908.94	22,973.68
CAPITAL EXPENDITURE							
CAPITAL REVENUE							
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - SALARIES & WAGES		14,951.60	18,148.61	12,460.00	15,120.00	21,908.94	22,973.68

Shire of Chittering

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2012

UNCLASSIFIED	Budget		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE						
61002 Uncl - Prior Year Write-Offs		5,970.00		5,970.00		5,970.00
61122 Uncl - Administration Allocation		5,790.03		4,830.00		4,656.82
OPERATING REVENUE						
61003 Uncl - Contributions & Donations - Gas Pipe	3,170.00		3,170.00		4,474.00	
SUB-TOTAL	3,170.00	11,760.03	3,170.00	10,800.00	4,474.00	10,626.82
CAPITAL EXPENDITURE						
61004 Uncl - Land & Buildings		18,000.00		0.00		0.00
CAPITAL REVENUE						
SUB-TOTAL	0.00	18,000.00	0.00	0.00	0.00	0.00
TOTAL - UNCLASSIFIED	3,170.00	29,760.03	3,170.00	10,800.00	4,474.00	10,626.82



DELEGATED AUTHORITY REGISTER

ADOPTED	REVIEWED	FILE REFERENCE	DOCUMENT NUMBER
16 June 2010	18 May 2011 (by Council)	13/05/0001	N10318
	29 June 2011 (by CEO)	13/05/0001	N11726
	24 August 2011 (by CEO)	13/05/0001	N1123790
	30 March 2012 (by Council)	13/05/0001	N1229266



Delegated Authority Register

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Delegated Authority Register

INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the *Local Government Act 1995* (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

Associated legislation

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- Planning and Development Act 2005 including regulations and adopted policies
- Dog Act 1976 and regulations
- Bush Fires Act 1954 regulations and local laws created under that Act)
- Health Act 1991 (as amended) regulations and local law created under that Act
- Freedom of Information Act 1992
- Land Administration Act 1997 as amended and regulations
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provision) Act 1960 as amended
- Caravan Parks and Camping Grounds Act 1995
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations
- Strata Titles Act 1985
- Food Act 2008
- Environmental Protection Act 2005

Note - this is not an exhaustive list



Delegated Authority Register

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the CEO to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power of the discharge of the duty [*Local Government (Administration) Regulations 1996, regulation 19*].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under S.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the CEO to delegate a power [Section 5.44 (1)].

Acting through another person

Local Government Act 1995 - section 5.45 (2)

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) *a CEO from performing any of his or her functions by acting through another person.*



Delegated Authority Register

The key difference between a delegation and "acting through" is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where not discretion exists is reinforced by *Section 56 of the Interpretation Act 1984* which states:

56. "May" imports a discretion, "shall" is imperative

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*



Delegated Authority Register

DA1 ACTING CHIEF EXECUTIVE OFFICER

Objective of Delegation: Appointment of an Acting Chief Executive Officer

Extent of Delegation: The authority to appoint an Acting Chief Executive Officer during periods of absence less than two weeks.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	On making any appointment under this delegation the Chief Executive Officer shall inform the Council of the details of the appointment.
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39</i> • <i>Shire of Chittering Staff Policy – Acting Chief Executive Officer</i>



Delegated Authority Register

DA2 CODE OF CONDUCT ENFORCEMENT

- Objective of Delegation:** To enforce the Code of Conduct
- Extent of Delegation:** The duty to enforce the Code of Conduct in respect of employees and contractors.
- The duty to ensure that the Code is reviewed by the Council within 12 months after each ordinary election.
- Conditions imposed:**
1. The CEO is required to implement appropriate procedures for enforcing the Code of Conduct in respect of allegations or complaints involving employees or contractors.
 2. The procedure should include internal investigations and/or referral to appropriate external agencies.
 3. The CEO is not required to personally investigate or enforce the Code, but to ensure that it is properly enforced and that the integrity and probity of the Shire is maintained at a high level.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – Section 5.9</i> · <i>Shire of Chittering Staff Policy – Code of Conduct – Staff</i>



Delegated Authority Register

DA3 CONTROL AND MANAGEMENT OF LAND

Objective of Delegation: To control and manage land

Extent of Delegation: The duty to do anything necessary for the administration purpose of controlling and managing land reserved under the *Land Act 1933* and vested in or under control and management of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Land Act 1933</i>



Delegated Authority Register

DA4 DISPOSAL OF PROPERTY OTHER THAN LAND

Objective of Delegation: To expedite the disposal of Shire property other than land.

Extent of Delegation: The power to dispose of Shire property (other than land or buildings) by public tender or public auction where the expected value is:

- less than \$20,000.

The power to dispose of items of a minor nature by private treaty, such as surplus old plant or equipment, where the anticipated value is:

- less than \$5000.

Conditions imposed:

1. This delegation does **NOT** apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender process involving trade-in.
2. The CEO is to develop and implement an appropriate procedure for the management of disposal of property by public tender or public auction and which provides a high standard of probity and accountability.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Receipt of payment
Heads of Power:	<i>Local Government Act 1995</i>



Delegated Authority Register

DA5 ENGROSSMENT OF DOCUMENTS

Objective of Delegation: To sign and seal Shire documents on behalf of the Shire of Chittering

Extent of Delegation: The authority to engross documents as a part of the day to day operations of the Shire of Chittering.

Conditions imposed: Authority is delegated on the provision that one or more of the following provisions apply:

- 1 The Council has authorised the entering into a formal contract
- 2 A formal contract is authorised under delegated authority of the Council
- 3 A formal contract is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council.
- 4 The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for engrossment of the contract documents without further reference to Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Seal Register
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Administration Policy – Execution of Documents</i>



Delegated Authority Register

DA6 INVESTMENT OF FUNDS

Objective of Delegation:	To oversee the investing of funds
Extent of Delegation:	The power to invest excess funds into investment funds as approved by the Shire of Chittering Finance Policy – Investment of Funds.
Conditions imposed:	<ol style="list-style-type: none"> 1. To observe any regulations relating to investments by local government. 2. To observe any Council policy, direction or guidelines relevant to the investment of Shire funds. 3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds. 4. To conduct regular reviews of the investment performance and controls.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Included in Monthly Financial Statements in Council agenda
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Local Government (Financial Management) Regulations – Reg 19</i> · <i>Shire of Chittering Finance Policy – Investment of Funds</i>



Delegated Authority Register

DA7 CONTRACT PRICE VARIATION

- Objective of Delegation:** To approve minor price variations to contracts
- Extent of Delegation:** The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
- Conditions imposed:** For the purposes of this delegation, a minor price variation is limited to \$20,000.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Any contract variation is to be recorded in a register of contracts.
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 3.58 Shire of Chittering Finance Policy – Purchasing



Delegated Authority Register

DA8 DISPOSING OF IMPOUNDED GOODS

- Objective of Delegation:** To dispose of impounded goods
- Extent of Delegation:** The power to dispose of confiscated or uncollected goods.
- Conditions imposed:** Disposal must be by public auction or public tender.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable.
Formal Record:	
Heads of Power:	Local Government Act 1995 – section 3.47



Delegated Authority Register

DA9 ENGAGING CONSULTANTS

- Objective of Delegation:** To appoint consultants to the Shire of Chittering
- Extent of Delegation:** The power to appoint consultants, such as architects, valuers, planning consultants etc for projects and tasks where specific external skills or knowledge are required.
- Conditions imposed:**
- Any applicable Council Policy must be implemented.
 - The consideration for the consultancy is less than \$20,000.
 - Specific budget provision exists.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	Local Government Act 1995 – section 6.5 – 6.10



Delegated Authority Register

DA10 ENGAGING CONTRACTORS

- Objective of Delegation:** To appoint contractors to the Shire of Chittering
- Extent of Delegation:** The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
- Conditions imposed:**
1. Where possible, the prior approval of the Council is required before entering into contracts in excess of \$100,000.
 2. In exercising this authority, the CEO must be satisfied that it will be in the best interest of Shire and have regard for:
 - adequate budget provision exists,
 - The engagement of contractors is made in accordance with the Shire's procurement policy;
 - That all contracts are in writing; and
 - That appropriate performance measures are in place and performance is subject to supervision.
 3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Finance Policy – Purchasing



Delegated Authority Register

DA11 ENTERING INTO CONTRACTS

Objective of Delegation: To enter into contracts on behalf of the Shire of Chittering

Extent of Delegation: The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:

- The Council has authorised entering into a formal contract; or
- a formal contract is considered necessary by the CEO as part of the day to day operation of the Council and where the consideration under the contract is less than \$100,000; or
- a formal contract is authorised under a delegated authority from the Council

Conditions imposed:

1. All contracts where the consideration is greater than \$100,000 must be subject to specific authorization of the Council.
2. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Finance Policy – Purchasing · Shire of Chittering Administration Policy – Executive of Documents · Shire of Chittering Model By-laws Standing Orders 1968



Delegated Authority Register

DA12 FACILITY HIRE FEES

- Objective of Delegation:** To manage the fees for hire of Shire of Chittering facilities
- Extent of Delegation:** The authority to grant discounts or waive hire fees applying to any of the Shire's recreation facilities under the direct management of the Council.
- Conditions imposed:** In exercising this authorisation, the CEO is to give consideration to:
- The cost of normal hire per participant being prohibitive to the financial resources of the hirer(s).
 - One off usage discounts being supported in favour of regular use discounts.
 - The participation of children/juniors in the program.
 - The benefits to the Shire, its staff and the community in general.
 - Costs to Council, including any forgone opportunity costs.
 - Any other circumstances that warrant consideration of a discount or waiving of fees.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Annual Budget



Delegated Authority Register

DA13 INDUSTRIAL REPRESENTATION

Objective of Delegation: To source advice from an industrial service

Extent of Delegation: To source advice from an appropriate industrial service with consent to act on the Council's behalf in any general industrial/award matter and any industrial dispute involving employees of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Shire of Chittering Staff Policy – Code of Conduct, Staff Shire of Chittering Staff Policy – Occupational Safety and Health (OSH) Shire of Chittering Staff Policy – Contractors Shire of Chittering Staff Policy – Voluntary service Shire of Chittering Staff Policy – Gratuities and Redundancy Payments



Delegated Authority Register

DA14 ISSUING OF NOTICES

Objective of Delegation: To issue notices to owners of land in the Shire of Chittering

Extent of Delegation: The power to issue notices requiring certain things to be done by the owner/occupier of land. Such items in addition to those contained with the Act are also outlined in Schedules 3.1 and 3.2 and contain such issues as:

- Preventing water from dripping or running from a building
- Placing a street number in a prominent place
- Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material
- Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Town Planning Policy – Rural Numbering · Shire of Chittering Environment and Health Policy – Bush Fire Control



Delegated Authority Register

DA15 LEGAL ADVICE

- Objective of Delegation:** To seek legal advice for the Shire of Chittering
- Extent of Delegation:** The power to obtain legal advice and opinions as deemed necessary in the exercise of the management of the local government.
- Conditions imposed:**
- The authority is restricted to legal advice of an operational nature that is required to protect the interests of the Shire and to an initial value not exceeding \$10,000.
 - The budget containing appropriate provision.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Annual Budget · Shire of Chittering Staff Policy – Code of Conduct, Staff · Shire of Chittering Elected Members Policy – Legal Representation and Costs Indemnification



Delegated Authority Register

DA16 NATIVE TITLE

Objective of Delegation:	To register an interest in any native title claim
Extent of Delegation:	The power to register an interest in any native title claim affecting the Shire in order for Council to have sufficient interest to become a party to the native title application.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Native Title (State Provisions) Act 1999



Delegated Authority Register

DA17 PROSECUTIONS

- Objective of Delegation:** To sign all prosecution complain forms
- Extent of Delegation:** The power to sign all prosecution complaint forms in relation to prosecutions under the **Local Government Act 1995** on behalf of the Council.
- Conditions imposed:** The CEO is required to use discretion in taking action under this delegation where there are mitigating circumstances.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	Local Government Act 1995



Delegated Authority Register

DA18 RATES AND SERVICE CHARGES AGREEMENTS

- Objective of Delegation:** To accept payment of a rate or service charge
- Extent of Delegation:** The power to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.
- Conditions imposed:**
1. The CEO is required to observe any relevant policy.
 2. In making any such agreement, the CEO is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Shire without imposing undue financial hardship on the person.
 3. The CEO is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule.
 4. The CEO is to have regard to the Shire's Rating Policy should the person materially default with the terms of the agreement.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Copy of signed offer and acceptance retained on property file.
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Finance Policy – Rating



Delegated Authority Register

DA19 RATES AND SERVICE CHARGES CAVEAT

- Objective of Delegation:** To lodge a caveat on property in the Shire of Chittering
- Extent of Delegation:** The power to lodge a caveat to preclude dealings in land where rates or services charges are in arrear and the CEO is of the opinion that it is in the interests of the Shire to lodge the caveat.
- Conditions imposed:**
1. The CEO is required to observe any relevant policy.
 2. The action to lodge a caveat is only to be taken, where in the opinion of the CEO, that action is necessary.
 3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Copy of caveat to be retained on property file. Report in Councillor Information Bulletin
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Shire of Chittering Finance Policy – Rating



Delegated Authority Register

DA20 CALLING OF QUOTATIONS

Objective of Delegation: To expedite the calling of quotations.

Extent of Delegation: The power to:

- (i) make the decision to invite quotations for goods and services.
- (ii) call quotations before the Shire enters into a contract of a prescribed kind.
- (iii) accept a quotation where the consideration is less than \$100,000.

Conditions imposed:

1. All decisions to call for quotations for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
2. The CEO must be satisfied before making the decision to call for quotations that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
3. That the process is conducted fairly and impartially and in strict compliance with the **Local Government Act 1995** and the associated regulations, and any appropriate Council policy, direction or guideline.
4. That no attempt is made to avoid the need to call for quotations by entering into separate contracts.
5. That any decision to accept a quotation is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Shire.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	Local Government Act 1995 – section 3.57 Shire of Chittering Finance Policy – Purchasing



Delegated Authority Register

DA21 TO ACCEPT QUOTATIONS FOR GOODS AND SERVICES

Objective of Delegation: To expedite the acceptance of Goods or Services quotations.

Extent of Delegation: The power to make a decision to accept any quotation for goods or services where the total value of the consideration involved is less than \$100,000.

Conditions imposed:

1. The decision to accept a quotation must relate to goods or services that are subject to a specific budget expenditure authorization or other express written authority of the Council.
2. The decision must be based upon a proper, fair and impartial public process that only considers quotations that comply with all relevant requirements.
3. The decision must be based upon the best value for money proposal that has been assessed by a proper and accountable assessment process.
4. The decision must be based upon full compliance with any relevant written law, Council policy or procedures.
5. The CEO is to develop and implement an appropriate procedure for the assessment and decision making process for accepting quotations that provides a high standard of probity and accountability.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 – section 3.57 · Shire of Chittering Finance Policy – Purchasing



Delegated Authority Register

DA22 BOND REFUNDS

Objective of Delegation:	To expedite the approvals process
Extent of Delegation:	The authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Administration and Community Services
Formal Record:	Monthly List of Payments included in Council agenda
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 5.42 Shire of Chittering Community Facilities and Recreation Policy – Advertising on public open space Shire of Chittering Engineering, Construction and Maintenance Policy – Crossovers Subsidy Shire of Chittering Town Planning Policy – Public Guidance Signage in Road Reserves



Delegated Authority Register

DA23 UNDERTAKING PRIVATE WORKS

Objective of Delegation: To facilitate private development

Extent of Delegation: The authority to use discretion in accepting or rejecting private works requests.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 5.42 Shire of Chittering Engineering, Construction and Maintenance Policy – Works



Delegated Authority Register

DA24 MAJOR PLANT PURCHASES

Objective of Delegation: To expedite the purchase of plant and equipment purchases, particularly at short notice auctions.

Extent of Delegation: The power to act on Council's behalf to expedite the purchase of plant and equipment purchases, particularly at short notice auctions

Conditions imposed: Purchases not to exceed \$100,000

Delegation by Council to:	Chief Executive Officer, following consultation with the Shire President and Deputy Shire President
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 3.57 & 5.42 Shire of Chittering Finance Policy – Purchasing Shire of Chittering Finance Policy – Capitalisation



Delegated Authority Register

DA25 GRANT APPLICATIONS

Objective of Delegation:	To make applications for grants from various sources
Extent of Delegation:	The authority to make application for grants from various sources.
Conditions imposed:	<p>The CEO must approve and sign any grant application.</p> <p>Where possible, the prior approval of the Council is required before making application for grants that may impose an ongoing commitment by the Shire.</p> <p>Any application that requires a financial commitment from the Shire requires specific approval of the Council.</p> <p>Where it is proposed to make a submission for grants and/or subsidies from state/commonwealth governments without prior approval of Council, the grant/subsidy shall not be accepted without specific Council endorsement through the budget process.</p> <p>Any application must be in accord with Council's strategic objectives.</p> <p>The CEO is to ensure that any relevant grant conditions are met and that the appropriate grant acquittal is completed in a timely manner and subject to audit scrutiny.</p>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Shire of Chittering Finance Policy – Funding Submissions



Delegated Authority Register

DA26 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

- Objective of Delegation:** To control and maximise tourist numbers.
- Extent of Delegation:** The authority under Regulation 6 of the ***Caravan Parks & Camping Grounds Regulation 1997*** to issue approvals for renewal of licenses and granting approvals for camping permits on private property.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer Building Surveyor
Formal Record:	
Heads of Power:	Caravan Parks & Camping Grounds Regulation 1997 – Regulation 6



Delegated Authority Register

DA27 BURNING ON ROADSIDES

- Objective of Delegation:** To control burns on road verges
- Extent of Delegation:** The authority to approve applications submitted by the relevant Fire Control Officer to burn on a road verge vested in the care control and management of the Shire of Chittering.
- Conditions imposed:** The CEO is to have regard to roadside conservation policies of the Shire of Chittering in place from time to time and environmental harm provisions contained within the *Environmental Protection Act 1986*.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Fire Control Officers Community Emergency Services Manager
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Bush Fire Act 1954 Environmental Protection Act 1986



Delegated Authority Register

DA28 BURNING – PROHIBITED TIMES VARIATIONS

Objective of Delegation:	To manage the prohibited burning periods
Extent of Delegation:	The authority to vary the prohibited burning times in place from time to time.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Chief Bushfire Control Officer Executive Manager Development Services Fire Control Officers Community Emergency Services Manager
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Bush Fire Act 1954



Delegated Authority Register

DA29 CERTIFICATES OF CLASSIFICATION

Objective of Delegation: To issue Certificates of Classification of Buildings

Extent of Delegation: The authority to issue Certificates of Classification of Buildings.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Building Surveyor
Formal Record:	
Heads of Power:	Local Government Act 1995



Delegated Authority Register

DA30 INSURANCE

Objective of Delegation: To enter into appropriate contacts of insurance

Extent of Delegation: The authority to enter into appropriate contracts of insurance.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 5.42 Shire of Chittering Staff Policy – Contractors Shire of Chittering Town Planning Policy – Application for Work/Development, Public Thoroughfare or Place



Delegated Authority Register

DA31 PUBLIC LIABILITY CLAIMS

- Objective of Delegation:** To consider claims for property damage
- Extent of Delegation:** The authority to consider claims against Council for the property damage that does not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
- Conditions imposed:** In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excesses amount and then only upon receipt of an appropriate release form provided by Council's insurers.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain all claims
Heads of Power:	Local Government Act 1995 – section 5.42



Delegated Authority Register

DA32 SALE AND CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY

Objective of Delegation: To expedite applications for the sale of liquor on Council property

Extent of Delegation: The authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Manager Administration and Community Services Principal Environmental Health Officer
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – Section 5.42 Food Act 2008 – Section 122 and 126(2) Environmental Protection Act 1986 – Section 87 and 88



Delegated Authority Register

DA33 ISSUE OF SECTION 401 NOTICES

- Objective of Delegation:** To expedite the issue of Section 401 notices
- Extent of Delegation:** The authority to issue notices pursuant to Section 401 of the ***Local Government (Miscellaneous Provisions) Act 1960*** where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – Section 5.42 Local Government (Miscellaneous Provisions) Act 1960



Delegated Authority Register

DA34 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation: To expedite the issue of abatement notices

Extent of Delegation: The power to appoint Shire Rangers as authorised officers/persons to enforce local laws of the Shire made in accordance with the Local Government Act and the following Acts and Regulations:

- Bush Fires Act 1954
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978
- Dog Act 1976
- Dog (Restricted Breeds) Regulations (No 2) 2002
- Health Act 1911
- Litter Act 1979
- Litter Regulations 1981

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Senior Ranger Ranger Principal Environmental Health Officer Fire Control Officers Manager Administration and Community Services Executive Manager Development Services Executive Manager Technical Services Community Emergency Services Manager
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Cemeteries Local Law 2003



Delegated Authority Register

DA35 TENDER EVALUATION

Objective of Delegation: To expedite the evaluation of tenders received.

Extent of Delegation: The authority to:

- establish the individual weighting for each evaluation criteria.
- vary the Evaluation Criteria where in his opinion the particular tender requires a variation to the established evaluation criteria.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Local Government (Function and General) Regulations 1996 · Shire of Chittering Finance Policy – Purchasing



Delegated Authority Register

DA36 PERMITS ROAD TRAINS AND EXTRA MASS

Objective of Delegation: To expedite the applications to use road trains / extra mass on any local road.

Extent of Delegation: The authority to determine any application recommending approval or refusal to Main Roads WA to use road trains and applications for extra mass permits on any local road.

Conditions imposed: The CEO is to have regarded:

- 1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
- 2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence
- 3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted
- 4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
- 5 Council reserves the right to withdraw the approval with twenty four (24) hours notice.
- 6 Any policy of Council in place from time to time.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services
Formal Record:	Recorded on Roads file.
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Shire of Chittering Engineering, Construction and Maintenance Policy – Heavy Vehicle Access



Delegated Authority Register

DA37 RATING AND SERVICE CHARGES RECOVERY

Objective of Delegation: To recover debt from rates or services charges.

Extent of Delegation: The power to:

1. recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
2. recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
3. recover rates and charges outstanding.
4. give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
5. give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
6. recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
7. recover unpaid rates or service charges. Refer 6.60 (5) and (6).
8. request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
9. apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
10. lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.



Delegated Authority Register

11. instigate action through a court to recover a debt, including recovery costs, associated with a rate or service charge, if it remains unpaid after the time for payment under the Act, and after the procedures under the Shire debt collection policy has been unsuccessful.

Conditions imposed:

1. The CEO is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the CEO, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.
4. To observe all relevant provisions of the **Local Government Act 1995**, all other written law and regulations, Council policies, directions and guidelines.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Report in Councillor Information Bulletin
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Shire of Chittering Finance Policy – Rating



Delegated Authority Register

DA38 DEMOLITION PERMITS

Objective of Delegation: To manage dangerous buildings in the Shire of Chittering

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to approve plans and specifications submitted under section 21 of the *Building Act 2011*.

Conditions imposed: Subject to the following conditions:

In undertaking the functions of this delegation, Elena Bull, Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 21, 22 and 127</i>



Delegated Authority Register

DA39 BUILDING PERMITS

- Objective of Delegation:** To expedite the approval of building Licences
- Extent of Delegation:** Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to approve plans and specifications submitted under section 20 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
- In undertaking the functions of this delegation Elena Bull, Principal Building Surveyor must:
- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
 - 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 20, 22 and 127</i>



Delegated Authority Register

DA40 BUILDING ORDERS

- Objective of Delegation:** To expedite the approval of building orders
- Extent of Delegation:** Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to:
- 1) Make building orders pursuant to section 110 of the *Building Act 2011* in relation to:
 - a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the *Building Act 2011*;
 - b) Take specific action to prevent contravention of the *Building Act 2011*;
 - c) Finish an outward facing side of a wall;
 - d) Buildings which are considered as being unsafe or not fit for human habitation.
 - 2) Revoke building orders pursuant to section 117 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
- 1) The Executive Manager Development Services may:
 - a) Seek legal advice on the issue of a building order where it is considered appropriate.
 - b) Determine that a building order is to remain in effect in accordance with section 117(2) of the *Building Act 2011* where it is considered appropriate.
 - 2) In undertaking the functions of this delegation, the Principal Building Surveyor must be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 110, 117 and 127</i>



Delegated Authority Register

DA41 EXTENSION OF PERIOD OF DURATION OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Objective of Delegation: To manage extending the period of duration of an occupancy permit or building approval certificate.

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to approve applications submitted under section 65 of the *Building Act 2011*.

Conditions imposed: Subject to the following conditions:

In undertaking the functions of this delegation, the Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 65 and 127</i>



Delegated Authority Register

DA42 UNCOMPLETED BUILDINGS

Objective of Delegation: To serve the appropriate notices to uncompleted buildings.

Extent of Delegation: The authority to serve the appropriate notices and orders referred to in Section 409A of the **Local Government (Miscellaneous Provisions) Act 1960** and to take all other appropriate actions to obtain compliance with section 409A of the legislation.

Conditions imposed: Ni

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Building Surveyor
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Miscellaneous Provisions) Act 1960



Delegated Authority Register

DA43 STRATA TITLES

Objective of Delegation: To manage strata titles in the Shire of Chittering

Extent of Delegation: Pursuant to the provisions of section 23 of the ***Strata Titles Act 1985***, the authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and Building statutory requirements and that the CEO, is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Miscellaneous Provisions) Act 1960 Strata Titles Act



Delegated Authority Register

DA44 APPROVAL OF DEVELOPMENT APPLICATIONS

Objective of Delegation:	To expedite the approval of Development Applications
Extent of Delegation:	<p>The authority to perform the functions of Council in respect of;</p> <p>(1) Determination of applications for development approval, including applications involving:</p> <ul style="list-style-type: none"> (i) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or (ii) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes. <p>To authority to refuse any development applications where the proposed use is not permitted by the Town Planning Scheme or where the development does not comply with the non-discretionary provisions of the Residential Planning Codes or any mandatory statutory requirement.</p>
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · Local Government Act 1995 · Local Government (Miscellaneous Provisions) Act 1960 · Planning and Development Act 2005



Delegated Authority Register

DA45 AUTHORITY TO COMMENCE PROSECUTIONS

- Objective of Delegation:** To provide authority to commence legal proceedings
- Extent of Delegation:** Council delegates its authority and power to Gary Tuffin (Chief Executive Officer) the authority to commence prosecutions pursuant to section 133 of the *Building Act 2011*.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 - sections 133</i>



Delegated Authority Register

DA46 PLANNING APPROVALS

- Objective of Delegation:** To expedite the approval of planning applications
- Extent of Delegation:** The authority to approve planning development applications:
1. Where it is proposed to approve a development application which complies with all relevant legislation and policies, or varies only to a minor extent, no approval is to be given where:
 - (i) It has been advertised and a submission by way of an objection has been received and which cannot be satisfied by conditions of consent;
 - (ii) The proposal has not been advertised but is likely to be contentious;
 - (iii) It requires the concurrence of the Minister.
 2. Where an application which is prohibited or which does not substantially comply with statutory requirements is proposed to be rejected, the application is not to be rejected but referred to the Council for a determination.
 3. Where it is proposed to vary any setback and/or building envelope provision, owners of any neighbouring properties must be consulted by Council's planning department by registered mail.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Senior Planner
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Miscellaneous Provisions) Act 1960 • Planning and Development Act 2005



Delegated Authority Register

DA47 SUBDIVISION

- Objective of Delegation:** To expedite the sub division referral proformas
- Extent of Delegation:** The authority to:
- 1 endorse subdivision referral proformas for the purposes of part 10 Division 2 of the ***Planning and Development Act 2005***.
 - 2 certify the compliance with subdivision conditions for the purposes of part III sections 20 & 24 of the ***Planning and Development Act 2005***.
 - 3 approve or refuse the Subdivision referral which complies with all relevant legislation and policies involving:
 - (i) The boundary realignment of a property which is not creating additional lots
 - (ii) The creation of a maximum of five (5) lots.
- Conditions imposed:** Council is to be notified of delegated authority used by report through the Information Bulletin.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Miscellaneous Provisions) Act 1960 • Planning and Development Act 2005



Delegated Authority Register

DA48 SUBDIVISIONAL CLEARANCE

Objective of Delegation: To issue subdivision clearances

Extent of Delegation: The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Executive Manager Development Services and Executive Manager Technical Services.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Miscellaneous Provisions) Act 1960 Planning and Development Act 2005



Delegated Authority Register

DA49 VARIATION TO ADVERTISING PERIOD

Objective of Delegation: To manage the advertising periods in accordance with the Town Planning Scheme

Extent of Delegation: The authority to determine whether advertising is required, the level of advertising and undertake the advertising process in accordance with 9.4.3 of the ***Town Planning Scheme No 6***.

The CEO may extend the advertising period beyond the minimum where he/she believes there is a need to extend or where there has been changes to the applicant's original proposal.

Conditions imposed: Advertising is to be not less than fourteen (14) days in accordance with the Scheme.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Miscellaneous Provisions) Act 1960 • Planning and Development Act 2005 • Shire of Chittering Town Planning Scheme No 6



Delegated Authority Register

DA50 RECORD ON TITLE

Objective of Delegation:	To sign all section 70A notifications
Extent of Delegation:	<p>The authority to sign all section 70A notifications under the <i>Transfer of Land Act 1893</i>.</p> <p>Where the local government considers it desirable that the proprietors or prospective proprietors of the land be made aware of a factor affecting the use or enjoyment of the land or part of the land, the Shire of Chittering may cause a notification of the factor to be prepared and lodged with the Registrar. The Registrar shall endorse the certificate of title for the land to that effect.</p>
Conditions imposed:	Notification to be lodged on the approved form, the written consent of the proprietor of the land accompanies the notification.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Miscellaneous Provisions) Act 1960 Planning and Development Act 2005 Transfer of Land Act 1893



Delegated Authority Register

DA51 PAYMENT OF CREDITORS

- Objective of Delegation:** To ensure the timely payment of creditors
- Extent of Delegation:** The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
- Conditions imposed:** Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Account is to be noted on a list compiled for each month showing:
- a) The Payees name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services Manager Administration and Community Services
Formal Record:	List of payments in monthly Council agenda
Heads of Power	<ul style="list-style-type: none"> · Local Government Act 1995 · Local Government (Financial Management) Regulations – Reg 13 · Shire of Chittering Finance Policy – Cheque Signatory/EFT requirements



Delegated Authority Register

DA52 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	To authorise officers to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.
Conditions imposed:	As outlined in Shire of Chittering Policy – Purchasing

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Administration and Community Services Works Supervisor - Parks and Gardens Engineering Construction Supervisor Senior Ranger Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
Formal Record:	Retain copy of purchase order
Heads of Power	Shire of Chittering Policy - Purchasing



Delegated Authority Register

DA53 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Objective of Delegation: To expedite the approval of occupancy permits or building approval certificates.

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) the authority grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011, section 58 and 127</i>



Delegated Authority Register

DA54 AUTHORITY TO APPOINT AUTHORISED PERSONS

- Objective of Delegation:** To provide authority to appoint authorized persons
- Extent of Delegation:** Council delegates its authority and power to Gary Tuffin (Chief Executive Officer) the authority to appoint authorized persons pursuant to section 96 of the *Building Act 2011*.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 96 and 127</i>



DELEGATED AUTHORITY REGISTER

ADOPTED	REVIEWED	FILE REFERENCE	DOCUMENT NUMBER
16 June 2010	18 May 2011 (by Council)	13/05/0001	N10318
	29 June 2011 (by CEO)	13/05/0001	N11726
	24 August 2011 (by CEO)	13/05/0001	N1123790
	30 March 2012 (by Council)	13/05/0001	N1229266
	16 May 2012 (by Council)	13/05/0001	



Delegated Authority Register

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Delegated Authority Register

INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the *Local Government Act 1995* (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

Associated legislation

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- Planning and Development Act 2005 including regulations and adopted policies
- Dog Act 1976 and regulations
- Bush Fires Act 1954 regulations and local laws created under that Act
- Health Act 1991 (as amended) regulations and local law created under that Act
- Freedom of Information Act 1992
- Land Administration Act 1997 as amended and regulations
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provision) Act 1960 as amended
- Caravan Parks and Camping Grounds Act 1995
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations
- Strata Titles Act 1985
- Food Act 2008
- Environmental Protection Act 2005
- Building Act 2011

Note - this is not an exhaustive list



Delegated Authority Register

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the CEO to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power of the discharge of the duty [*Local Government (Administration) Regulations 1996, regulation 19*].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under S.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the CEO to delegate a power [Section 5.44 (1)].

Acting through another person

Local Government Act 1995 - section 5.45 (2)

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) *a CEO from performing any of his or her functions by acting through another person.*



Delegated Authority Register

The key difference between a delegation and "acting through" is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where not discretion exists is reinforced by *Section 56 of the Interpretation Act 1984* which states:

56. "May" imports a discretion, "shall" is imperative

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*



Delegated Authority Register

DA1 ACTING CHIEF EXECUTIVE OFFICER

Objective of Delegation: Appointment of an Acting Chief Executive Officer

Extent of Delegation: The authority to appoint an Acting Chief Executive Officer during periods of absence.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	On making any appointment under this delegation the Chief Executive Officer shall inform the Council of the details of the appointment.
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39</i> • <i>Shire of Chittering Staff Policy – Acting Chief Executive Officer</i>



Delegated Authority Register

DA2 CODE OF CONDUCT ENFORCEMENT

- Objective of Delegation:** To enforce the Code of Conduct
- Extent of Delegation:** The duty to enforce the Code of Conduct in respect of employees and contractors.
- The duty to ensure that the Code is reviewed by the Council within 12 months after each ordinary election.
- Conditions imposed:**
1. The Chief Executive Officer is required to implement appropriate procedures for enforcing the Code of Conduct in respect of allegations or complaints involving employees or contractors.
 2. The procedure should include internal investigations and/or referral to appropriate external agencies.
 3. The Chief Executive Officer is not required to personally investigate or enforce the Code, but to ensure that it is properly enforced and that the integrity and probity of the Shire is maintained at a high level.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.9</i> • <i>Shire of Chittering Staff Policy – Code of Conduct – Staff</i>



Delegated Authority Register

DA3 CONTROL AND MANAGEMENT OF LAND

Objective of Delegation: To control and manage land

Extent of Delegation: The duty to do anything necessary for the administration purpose of controlling and managing land reserved under the *Land Act 1933* and vested in or under control and management of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Land Act 1933</i>



Delegated Authority Register

DA4 DISPOSAL OF PROPERTY OTHER THAN LAND

Objective of Delegation: To expedite the disposal of Shire property other than land.

Extent of Delegation: The power to dispose of Shire property (other than land or buildings) by public tender or public auction where the expected value is:

- less than \$20,000.

The power to dispose of items of a minor nature by private treaty, such as surplus old plant or equipment, where the anticipated value is:

- less than \$5000.

Conditions imposed:

1. This delegation does **NOT** apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender process involving trade-in.
2. The Chief Executive Officer is to develop and implement an appropriate procedure for the management of disposal of property by public tender or public auction and which provides a high standard of probity and accountability.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Receipt of payment
Heads of Power:	<i>Local Government Act 1995</i>



Delegated Authority Register

DA5 ENGROSSMENT OF DOCUMENTS

Objective of Delegation: To sign and seal Shire documents on behalf of the Shire of Chittering.

Extent of Delegation: The authority to engross documents as a part of the day to day operations of the Shire of Chittering.

Conditions imposed: Authority is delegated on the provision that one or more of the following provisions apply:

- 1 The Council has authorised the entering into a formal contract.
- 2 A formal contract is authorised under delegated authority of the Council.
- 3 A formal contract is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council.
- 4 The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for engrossment of the contract documents without further reference to Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Seal Register
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Administration Policy – Execution of Documents</i>



Delegated Authority Register

DA6 INVESTMENT OF FUNDS

- Objective of Delegation:** To oversee the investing of funds
- Extent of Delegation:** The power to invest excess funds into investment funds as approved by the Shire of Chittering Finance Policy – Investment of Funds.
- Conditions imposed:**
1. To observe any regulations relating to investments by local government.
 2. To observe any Council policy, direction or guidelines relevant to the investment of Shire funds.
 3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds.
 4. To conduct regular reviews of the investment performance and controls.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Included in Monthly Financial Statements in Ordinary Council agenda
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Local Government (Financial Management) Regulations – Reg 19</i> · <i>Shire of Chittering Finance Policy – Investment of Funds</i>



Delegated Authority Register

DA7 CONTRACT PRICE VARIATION

- Objective of Delegation:** To approve minor price variations to contracts
- Extent of Delegation:** The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
- Conditions imposed:** For the purposes of this delegation, a minor price variation is limited to \$20,000.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Any contract variation is to be recorded in a register of contracts.
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – section 3.58</i> · <i>Shire of Chittering Finance Policy – Purchasing</i>



Delegated Authority Register

DA8 DISPOSING OF IMPOUNDED GOODS

- Objective of Delegation:** To dispose of impounded goods
- Extent of Delegation:** The power to dispose of confiscated or uncollected goods.
- Conditions imposed:** Disposal must be by public auction or public tender.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<i>Local Government Act 1995 – section 3.47</i>



Delegated Authority Register

DA9 ENGAGING CONSULTANTS

- Objective of Delegation:** To appoint consultants to the Shire of Chittering
- Extent of Delegation:** The power to appoint consultants, such as architects, valuers, planning consultants etc. for projects and tasks where specific external skills or knowledge are required.
- Conditions imposed:**
- Any applicable Council Policy must be implemented.
 - The consideration for the consultancy is less than \$50,000.
 - Specific budget provision exists.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	
Heads of Power:	<i>Local Government Act 1995 – section 6.5 – 6.10</i>



Delegated Authority Register

DA10 ENGAGING CONTRACTORS

- Objective of Delegation:** To appoint contractors to the Shire of Chittering
- Extent of Delegation:** The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
- Conditions imposed:**
1. Where possible, the prior approval of the Council is required before entering into contracts in excess of \$100,000.
 2. In exercising this authority, the Chief Executive Officer must be satisfied that it will be in the best interest of Shire and have regard for:
 - adequate budget provision exists;
 - the engagement of contractors is made in accordance with the Shire's purchasing policy;
 - that all contracts are in writing; and
 - that appropriate performance measures are in place and performance is subject to supervision.
 3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Finance Policy – Purchasing</i>



Delegated Authority Register

DA11 ENTERING INTO CONTRACTS

Objective of Delegation: To enter into contracts on behalf of the Shire of Chittering

Extent of Delegation: The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:

- the Council has authorised entering into a formal contract; or
- a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$100,000; or
- a formal contract is authorised under a delegated authority from the Council

Conditions imposed:

1. All contracts where the consideration is greater than \$100,000 must be subject to specific authorization of the Council.
2. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Finance Policy – Purchasing</i> · <i>Shire of Chittering Administration Policy – Executive of Documents</i> · <i>Shire of Chittering Model By-laws Standing Orders 1968</i>



Delegated Authority Register

DA12 FACILITY HIRE FEES

- Objective of Delegation:** To manage the fees for hire of Shire of Chittering facilities
- Extent of Delegation:** The authority to grant discounts or waive hire fees applying to any of the Shire's recreation facilities under the direct management of the Council.
- Conditions imposed:** In exercising this authorisation, the Chief Executive Officer is to give consideration to:
- The cost of normal hire per participant being prohibitive to the financial resources of the hirer(s).
 - One off usage discounts being supported in favour of regular use discounts.
 - The participation of children/juniors in the program.
 - The benefits to the Shire, its staff and the community in general.
 - Costs to Council, including any forgone opportunity costs.
 - Any other circumstances that warrant consideration of a discount or waiving of fees.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Annual Budget</i>



Delegated Authority Register

DA13 INDUSTRIAL REPRESENTATION

Objective of Delegation: To source advice from an industrial service

Extent of Delegation: To source advice from an appropriate industrial service with consent to act on the Council's behalf in any general industrial/award matter and any industrial dispute involving employees of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Staff Policy – Code of Conduct, Staff</i> • <i>Shire of Chittering Staff Policy – Occupational Safety and Health (OSH)</i> • <i>Shire of Chittering Staff Policy – Contractors</i> • <i>Shire of Chittering Staff Policy – Voluntary service</i> • <i>Shire of Chittering Staff Policy – Gratuities and Redundancy Payments</i>



Delegated Authority Register

DA14 ISSUING OF NOTICES

Objective of Delegation: To issue notices to owners of land in the Shire of Chittering

Extent of Delegation: The power to issue notices requiring certain things to be done by the owner/occupier of land. Such items in addition to those contained with the Act are also outlined in Schedules 3.1 and 3.2 and contain such issues as:

- Preventing water from dripping or running from a building
- Placing a street number in a prominent place
- Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material
- Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Town Planning Policy – Rural Numbering</i> · <i>Shire of Chittering Environment and Health Policy – Bush Fire Control</i>



Delegated Authority Register

DA15 LEGAL ADVICE

- Objective of Delegation:** To seek legal advice for the Shire of Chittering
- Extent of Delegation:** The power to obtain legal advice and opinions as deemed necessary in the exercise of the management of the local government.
- Conditions imposed:**
- The authority is restricted to legal advice of an operational nature that is required to protect the interests of the Shire and to an initial value not exceeding \$20,000.
 - The budget containing appropriate provision.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Annual Budget</i> · <i>Shire of Chittering Staff Policy – Code of Conduct, Staff</i> · <i>Shire of Chittering Elected Members Policy – Legal Representation and Costs Indemnification</i>



Delegated Authority Register

DA16 NATIVE TITLE

- Objective of Delegation:** To register an interest in any native title claim
- Extent of Delegation:** The power to register an interest in any native title claim affecting the Shire in order for Council to have sufficient interest to become a party to the native title application.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Native Title (State Provisions) Act 1999</i>



Delegated Authority Register

DA17 PROSECUTIONS

- Objective of Delegation:** To sign all prosecution complain forms
- Extent of Delegation:** The power to sign all prosecution complaint forms in relation to prosecutions under the *Local Government Act 1995* on behalf of the Council.
- Conditions imposed:** The Chief Executive Officer is required to use discretion in taking action under this delegation where there are mitigating circumstances.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<i>Local Government Act 1995</i>



Delegated Authority Register

DA18 RATES AND SERVICE CHARGES AGREEMENTS

- Objective of Delegation:** To accept payment of a rate or service charge
- Extent of Delegation:** The power to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.
- Conditions imposed:**
1. The Chief Executive Officer is required to observe any relevant policy.
 2. In making any such agreement, the Chief Executive Officer is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Shire without imposing undue financial hardship on the person.
 3. The Chief Executive Officer is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule.
 4. The Chief Executive Officer is to have regard to the Shire's Rating Policy should the person materially default with the terms of the agreement.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Copy of signed offer and acceptance retained on property file.
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Finance Policy – Rating</i>



Delegated Authority Register

DA19 RATES AND SERVICE CHARGES CAVEAT

- Objective of Delegation:** To lodge a caveat on property in the Shire of Chittering
- Extent of Delegation:** The power to lodge a caveat to preclude dealings in land where rates or services charges are in arrears and the Chief Executive Officer is of the opinion that it is in the interests of the Shire to lodge the caveat.
- Conditions imposed:**
1. The Chief Executive Officer is required to observe any relevant policy.
 2. The action to lodge a caveat is only to be taken, where in the opinion of the Chief Executive Officer, that action is necessary.
 3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Copy of caveat to be retained on property file. Monthly Information Bulletin.
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Finance Policy – Rating</i>



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DA20 CALLING OF TENDERS

Objective of Delegation: To expedite the calling of quotations.

Extent of Delegation: The power to:

- (i) make the decision to invite quotations for goods and services.
- (ii) call quotations before the Shire enters into a contract of a prescribed kind.
- (iii) accept a quotation where the consideration is more than \$99,999.

Conditions imposed:

1. All decisions to call for quotations for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
2. The Chief Executive Officer must be satisfied before making the decision to call for quotations that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
3. That the process is conducted fairly and impartially and in strict compliance with the *Local Government Act 1995* and the associated regulations, and any appropriate Council policy, direction or guideline.
4. That no attempt is made to avoid the need to call for quotations by entering into separate contracts.
5. That any decision to accept a quotation is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Shire.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – section 3.57</i> · <i>Shire of Chittering Finance Policy – Purchasing</i>



Delegated Authority Register

DA21 BOND REFUNDS

Objective of Delegation: To expedite the approvals process

Extent of Delegation: The authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Human Resources/ Community Development
Formal Record:	Monthly List of Payments included in the Ordinary Council agenda
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Community Facilities and Recreation Policy – Advertising on public open space</i> • <i>Shire of Chittering Engineering, Construction and Maintenance Policy – Crossovers Subsidy</i> • <i>Shire of Chittering Town Planning Policy – Public Guidance Signage in Road Reserves</i>



Delegated Authority Register

DA22 UNDERTAKING PRIVATE WORKS

Objective of Delegation: To facilitate private works

Extent of Delegation: The authority to use discretion in accepting or rejecting private works requests.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – section 5.42</i> · <i>Shire of Chittering Engineering, Construction and Maintenance Policy – Works</i>



Delegated Authority Register

DA23 GRANT APPLICATIONS

- Objective of Delegation:** To make applications for grants from various sources
- Extent of Delegation:** The authority to make application for grants from various sources.
- Conditions imposed:** The Chief Executive Officer must approve and sign any grant application.
- Where possible, the prior approval of the Council is required before making application for grants that may impose an ongoing commitment by the Shire.
- Any application that requires a financial commitment from the Shire requires specific approval of the Council.
- Where it is proposed to make a submission for grants and/or subsidies from state/commonwealth governments without prior approval of Council, the grant/subsidy shall not be accepted without specific Council endorsement through the budget process.
- Any application must be in accord with Council's strategic objectives.
- The Chief Executive Officer is to ensure that any relevant grant conditions are met and that the appropriate grant acquittal is completed in a timely manner and subject to audit scrutiny.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy – Funding Submissions</i>



Delegated Authority Register

DA24 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

Objective of Delegation:	To control and maximise tourist numbers.
Extent of Delegation:	The authority under Regulation 6 of the <i>Caravan Parks & Camping Grounds Regulation 1997</i> to issue approvals for renewal of licenses and granting approvals for camping permits on private property.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer
Formal Record:	
Heads of Power:	<i>Caravan Parks & Camping Grounds Regulation 1997 – Regulation 6</i>



Delegated Authority Register

DA25 BURNING ON ROADSIDES

- Objective of Delegation:** To control burns on road verges
- Extent of Delegation:** The authority to approve applications submitted by the relevant Fire Control Officer to burn on a road verge vested in the care control and management of the Shire of Chittering.
- Conditions imposed:** The Chief Executive Officer is to have regard to roadside conservation policies of the Shire of Chittering in place from time to time and environmental harm provisions contained within the *Environmental Protection Act 1986*.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Fire Control Officers Community Emergency Services Manager
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Bush Fire Act 1954</i> • <i>Environmental Protection Act 1986</i>



Delegated Authority Register

DA26 BURNING – PROHIBITED TIMES VARIATIONS

Objective of Delegation:	To manage the prohibited burning periods
Extent of Delegation:	The authority to vary the prohibited burning times in place from time to time.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Chief Bushfire Control Officer Executive Manager Development Services Fire Control Officers Community Emergency Services Manager
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Bush Fire Act 1954</i>



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DA27 INSURANCE

Objective of Delegation: To enter into appropriate contracts of insurance

Extent of Delegation: The authority to enter into appropriate contracts of insurance.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Staff Policy – Contractors</i> • <i>Shire of Chittering Town Planning Policy – Application for Work/Development, Public Thoroughfare or Place</i>



Delegated Authority Register

DA28 PUBLIC LIABILITY CLAIMS

- Objective of Delegation:** To consider claims for property damage
- Extent of Delegation:** The authority to consider claims against Council for the property damage that does not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
- Conditions imposed:** In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excesses amount and then only upon receipt of an appropriate release form provided by Council's insurers.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain all claims
Heads of Power:	<i>Local Government Act 1995 – section 5.42</i>



Delegated Authority Register

DA29 SALE AND CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY

Objective of Delegation: To expedite applications for the sale of liquor on Council property.

Extent of Delegation: The authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Manager Human Resources/ Community Development Principal Environmental Health Officer
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – Section 5.42</i> · <i>Food Act 2008 – Section 122 and 126(2)</i> · <i>Environmental Protection Act 1986 – Section 87 and 88</i>



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DA30 ISSUE OF SECTION 401 NOTICES

Objective of Delegation:	To expedite the issue of Section 401 notices
Extent of Delegation:	The authority to issue notices pursuant to Section 401 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995 – Section 5.42</i> · <i>Local Government (Miscellaneous Provisions) Act 1960</i>



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DA31 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation: To expedite the issue of abatement notices

Extent of Delegation: The power to appoint authorised officers/persons to enforce local laws of the Shire made in accordance with the *Local Government Act 1995* and the following Acts and Regulations:

- *Bush Fires Act 1954*
- *Cemeteries Act 1986*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Dog Act 1976*
- *Dog (Restricted Breeds) Regulations (No 2) 2002*
- *Health Act 1911*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Food Act 2008*
- *Building Act 2011*

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Cemeteries Local Law 2003</i>



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DA32 TENDER EVALUATION

Objective of Delegation: To expedite the evaluation of tenders received.

Extent of Delegation: The authority to:

- establish the individual weighting for each evaluation criteria.
- vary the Evaluation Criteria where in his opinion the particular tender requires a variation to the established evaluation criteria.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services
Formal Record:	Copies of tender evaluations to be filed with Tender documents.
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Local Government (Function and General) Regulations 1996</i> · <i>Shire of Chittering Finance Policy – Purchasing</i>



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DA33 PERMITS ROAD TRAINS AND EXTRA MASS

Objective of Delegation: To expedite the applications to use road trains / extra mass on any local road.

Extent of Delegation: The authority to determine any application recommending approval or refusal to Main Roads WA to use road trains and applications for extra mass permits on any local road.

Conditions imposed: The Chief Executive Officer is to have regarded:

- 1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
- 2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence
- 3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted
- 4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
- 5 Council reserves the right to withdraw the approval with twenty four (24) hours' notice.
- 6 Any policy of Council in place from time to time.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services
Formal Record:	Recorded on Roads file.
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Engineering, Construction and Maintenance Policy – Heavy Vehicle Access</i>



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DA34 RATING AND SERVICE CHARGES RECOVERY

Objective of Delegation: To recover debt from rates or services charges.

Extent of Delegation: The power to:

1. recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
2. recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
3. recover rates and charges outstanding.
4. give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
5. give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
6. recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
7. recover unpaid rates or service charges. Refer 6.60 (5) and (6).
8. request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
9. apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
10. lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.
11. instigate action through a court to recover a debt, including recovery costs, associated with a rate or



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service charge, if it remains unpaid after the time for payment under the Act, and after the procedures under the Shire debt collection policy has been unsuccessful.

Conditions imposed:

1. The Chief Executive Officer is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.
4. To observe all relevant provisions of the *Local Government Act 1995*, all other written law and regulations, Council policies, directions and guidelines.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Shire of Chittering Finance Policy – Rating</i>



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DA35 DEMOLITION PERMITS

Objective of Delegation: To manage dangerous buildings in the Shire of Chittering

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to grant demolition permits submitted under section 21 of the *Building Act 2011*.

Conditions imposed: Subject to the following conditions:

In undertaking the functions of this delegation, Elena Bull, Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 21, 22 and 127</i>



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DA36 BUILDING PERMITS

- Objective of Delegation:** To expedite the approval of building Licences
- Extent of Delegation:** Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to approve plans and specifications submitted under section 20 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
- In undertaking the functions of this delegation Elena Bull, Principal Building Surveyor must:
- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
 - 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 20, 22 and 127</i>



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DA37 BUILDING ORDERS

- Objective of Delegation:** To expedite the approval of building orders
- Extent of Delegation:** Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to:
- 1) Make building orders pursuant to section 110 of the *Building Act 2011* in relation to:
 - a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the *Building Act 2011*;
 - b) Take specific action to prevent contravention of the *Building Act 2011*;
 - c) Finish an outward facing side of a wall;
 - d) Buildings which are considered as being unsafe or not fit for human habitation.
 - 2) Revoke building orders pursuant to section 117 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
- 1) The Executive Manager Development Services may:
 - a) Seek legal advice on the issue of a building order where it is considered appropriate.
 - b) Determine that a building order is to remain in effect in accordance with section 117(2) of the *Building Act 2011* where it is considered appropriate.
 - 2) In undertaking the functions of this delegation, the Principal Building Surveyor must be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 110, 117 and 127</i>



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DA38 EXTENSION OF PERIOD OF DURATION OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Objective of Delegation: To manage extending the period of duration of an occupancy permit or building approval certificate.

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) to approve or refuse to approve applications submitted under section 65 of the *Building Act 2011*.

Conditions imposed: Subject to the following conditions:

In undertaking the functions of this delegation, the Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 65 and 127</i>



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DA39 STRATA TITLES

Objective of Delegation: To manage strata titles in the Shire of Chittering

Extent of Delegation: Pursuant to the provisions of section 23 of the *Strata Titles Act 1985*, the authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and Building statutory requirements and that the Chief Executive Officer, is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the *Strata Titles Act 1985*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Strata Titles Act 1985</i>



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DA40 APPROVAL OF DEVELOPMENT APPLICATIONS

Objective of Delegation: To expedite the approval of Development Applications

Extent of Delegation: The authority to perform the functions of Council in respect of;

- (1) Determination of applications for development approval, including applications involving:
 - (i) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or
 - (ii) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes.

To authority to refuse any development applications where the proposed use is not permitted by the Town Planning Scheme or where the development does not comply with the non-discretionary provisions of the Residential Planning Codes or any mandatory statutory requirement.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Local Government (Miscellaneous Provisions) Act 1960</i> · <i>Planning and Development Act 2005</i>



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DA41 AUTHORITY TO COMMENCE PROSECUTIONS

Objective of Delegation: To provide authority to commence legal proceedings

Extent of Delegation: Council delegates its authority and power to Gary Tuffin (Chief Executive Officer) the authority to commence prosecutions pursuant to section 133 of the *Building Act 2011*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	
Heads of Power:	<i>Building Act 2011 - sections 133</i>



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DA42 PLANNING APPROVALS

- Objective of Delegation:** To expedite the approval of planning applications
- Extent of Delegation:** The authority to approve planning development applications:
1. Where it is proposed to approve a development application which complies with all relevant legislation and policies, or varies only to a minor extent, no approval is to be given where:
 - (i) It has been advertised and a submission by way of an objection has been received and which cannot be satisfied by conditions of consent;
 - (ii) The proposal has not been advertised but is likely to be contentious;
 - (iii) It requires the concurrence of the Minister.
 2. Where an application which is prohibited or which does not substantially comply with statutory requirements is proposed to be rejected, the application is not to be rejected but referred to the Council for a determination.
 3. Where it is proposed to vary any setback and/or building envelope provision, owners of any neighbouring properties must be consulted by Council's planning department by registered mail.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Senior Planner
Formal Record:	Monthly Information Bulletin
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>



Delegated Authority Register

DA43 SUBDIVISION

Objective of Delegation: To expedite the sub division referral proformas

Extent of Delegation: The authority to:

- 1 endorse subdivision referral proformas for the purposes of part 10 Division 2 of the *Planning and Development Act 2005*.
- 2 certify the compliance with subdivision conditions for the purposes of part III sections 20 & 24 of the *Planning and Development Act 2005*.
- 3 approve or refuse the Subdivision referral which complies with all relevant legislation and policies involving:
 - (i) The boundary realignment of a property which is not creating additional lots
 - (ii) The creation of a maximum of five (5) lots.

Conditions imposed: Council is to be notified of delegated authority used by report through the Information Bulletin.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Monthly Information Bulletin
Heads of Power:	<ul style="list-style-type: none"> · <i>Local Government Act 1995</i> · <i>Local Government (Miscellaneous Provisions) Act 1960</i> · <i>Planning and Development Act 2005</i>



Delegated Authority Register

DA44 SUBDIVISIONAL CLEARANCE

Objective of Delegation: To issue subdivision clearances

Extent of Delegation: The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Executive Manager Development Services and Executive Manager Technical Services.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>



Delegated Authority Register

DA45 VARIATION TO ADVERTISING PERIOD

Objective of Delegation: To manage the advertising periods in accordance with the Town Planning Scheme

Extent of Delegation: The authority to determine whether advertising is required, the level of advertising and undertake the advertising process in accordance with 9.4.3 of the *Town Planning Scheme No 6*.

The Chief Executive Officer may extend the advertising period beyond the minimum where he/she believes there is a need to extend or where there has been changes to the applicant's original proposal.

Conditions imposed: Advertising is to be not less than fourteen (14) days in accordance with the Scheme.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i> • <i>Shire of Chittering Town Planning Scheme No 6</i>



Delegated Authority Register

DA46 RECORD ON TITLE

Objective of Delegation: To sign all section 70A notifications

Extent of Delegation: The authority to sign all section 70A notifications under the *Transfer of Land Act 1893*.

Where the local government considers it desirable that the proprietors or prospective proprietors of the land be made aware of a factor affecting the use or enjoyment of the land or part of the land, the Shire of Chittering may cause a notification of the factor to be prepared and lodged with the Registrar. The Registrar shall endorse the certificate of title for the land to that effect.

Conditions imposed: Notification to be lodged on the approved form, the written consent of the proprietor of the land accompanies the notification.

In compliance with Section 9.49(a) of the *Local Government Act 1995*.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i> • <i>Transfer of Land Act 1893</i>



Delegated Authority Register

DA47 PAYMENT OF CREDITORS

- Objective of Delegation:** To ensure the timely payment of creditors
- Extent of Delegation:** The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
- Conditions imposed:** Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Account is to be noted on a list compiled for each month showing:
- The Payees name
 - The amount of the payment
 - The date of the payment
 - Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services Manager Human Resources/ Community Development
Formal Record:	List of payments in monthly Ordinary Council agenda
Heads of Power	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations – Reg 13</i> <i>Shire of Chittering Finance Policy – Cheque Signatory/EFT requirements</i>



Delegated Authority Register

DA48 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	To authorise officers to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.
Conditions imposed:	As outlined in Shire of Chittering Policy – Purchasing

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Manager Human Resources/ Community Development Engineering Construction Supervisor Senior Ranger Principal Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
Formal Record:	Retain copy of purchase order
Heads of Power	<i>Shire of Chittering Policy - Purchasing</i>



Delegated Authority Register

DA49 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Objective of Delegation: To expedite the approval of occupancy permits or building approval certificates.

Extent of Delegation: Council delegates its authority and power to Azhar Awang (Executive Manager Development Services) and Elena Bull (Principal Building Surveyor) the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Monthly information bulletin
Heads of Power:	<i>Building Act 2011, section 58 and 127</i>



Delegated Authority Register

DA50 AUTHORITY TO APPOINT AUTHORISED PERSONS

Objective of Delegation:	To provide authority to appoint authorised persons
Extent of Delegation:	Council delegates its authority and power to Gary Tuffin (Chief Executive Officer) to appoint authorised persons pursuant to section 96 of the <i>Building Act 2011</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	
Heads of Power:	<i>Building Act 2011 – sections 96 and 127</i>



Delegated Authority Register

DA51 CHITTERING AUSTRALIA DAY ADVISORY COMMITTEE

Objective of Delegation: To determine the winners of the Shire of Chittering Premiers Australia Day Active Citizenship Awards.

Extent of Delegation: Determining on behalf of Council the winners of the Shire of Chittering Premiers Australia Day Active Citizenship Awards:

- Premiers Australia Day Active Citizenship Award for a person of 25 years or older
- Premiers Australia Day Active Citizenship Award for a person under 25 years
- Premiers Australia Day Active Citizenship Award for a community group or event

Conditions imposed: Nil

Delegation by Council to:	Chittering Australia Day Advisory Committee
Delegation by Chief Executive Officer to:	Nil
Formal Record:	
Heads of Power:	<i>Local Government Act 1995</i>



Delegated Authority Register

DA52 CHITTERING EDUCATION SCHOLARSHIP ADVISORY COMMITTEE

Objective of Delegation: To determine the winners of the Shire of Chittering Education Scholarship.

Extent of Delegation: Determining on behalf of Council the winners of the Shire of Chittering Education Scholarship for a year 7 and year 10 student using the committees adopted selection criteria.

Conditions imposed: Nil

Delegation by Council to:	Chittering Education Scholarship Advisory Committee
Delegation by Chief Executive Officer to:	Nil
Formal Record:	
Heads of Power:	<i>Local Government Act 1995</i>



Delegated Authority Register

DA53 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

Objective of Delegation: To issue infringement notices

Extent of Delegation: The authority to issue infringement notices in accordance with section 126(2) of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer
Formal Record:	
Heads of Power:	<i>Food Act 2008, Section 126(2)</i>



Delegated Authority Register

DA54 FOOD ACT 2008 – TO RECEIVE PAYMENT AND GRANT EXTENSIONS OF TIME

Objective of Delegation: To receive payment and grant extensions of time for infringement notices.

Extent of Delegation: To receive payment of modified penalties, granting extension of time and withdrawing infringement notices in accordance with Section 126(1), (3), (6) and (7) of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	
Heads of Power:	<i>Food Act 2008, Section 126(1), (3), (6) and (7)</i>



Delegated Authority Register

DA55 FOOD ACT 2008 – TO ISSUE OF PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE

Objective of Delegation: To issue Prohibition Orders and Certificates of Clearance.

Extent of Delegation: To issue prohibition orders and Certificates of Clearance for the purpose of Sections 65 and 66 of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	
Heads of Power:	<i>Food Act 2008, Sections 65 and 66</i>



Register of Policies

OFFICE USE ONLY:	
ADOPTED:	16 May 2012
AMENDED:	
RESOLUTION NO:	100512
FILE REFERENCE NO:	04/03/1



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Administration Policies



SHIRE OF CHITTERING Register of Policies

Policy Register

Policy Owner: Governance
Person Responsible: Executive Support Officer
Date of Approval: 15 April 2009
File Reference: 04/03/1

Objective

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

Policy

The Chief Executive Officer shall maintain a register of all policy decisions of Council in a loose leaf binder which enables updating when amendments occur and copies of the register will be available for public inspection. Changes to Council Policy shall only occur through a notice of motion by an Elected Member or by a specific agenda item setting out details of the amendment.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Use of Civic Centre - Council Chambers

Policy Owner: Administration and Community Services
Person Responsible: Executive Support Officer
Date of Approval: 15 April 2009
File Reference: 04/03/2

Objective To promote the Shire within the community by regulating the use of the Council Chambers to ensure that usage reflects the best interests of the Council and the community.

Policy The Council Chambers may be made available for public meetings on the basis that the meeting:

- relates to Council business
- is in association with Council involvement
- has an Elected Member or senior staff member present.

The Council Chambers cannot be used for:

- private functions
- political purposes
- electoral purposes.

Shire staff members that require the use of Council Chambers and/or the projector will send a request through to the Shire's Executive Support Officer.

Council Chambers can be used by community groups as long as there is a Shire senior staff member or an Elected Member in attendance.

Standard facilities include china cups, urn, tea, coffee, sugar and milk. Tea and coffee is on a self-serve basis.

The Chief Executive Officer has the right to refuse any booking. The decision of the Chief Executive Officer is final.

Reviewed	Next Review	Record No
21 April 2010	18 May 2011	N10249
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Australian Citizenship ceremonies

Policy Owner: Governance
Person Responsible: Executive Support Officer
Date of Approval: 18 May 2011
File Reference: 02/05/0001

Objective On behalf of the Department of Immigration and Citizenship the Shire of Chittering undertakes Australian Citizenship ceremonies for local residents / ratepayers who have received their notification from the Department of Immigration and Citizenship.

Policy Council provides a history book and/or a native tree to those people participating in Australian Citizenship ceremonies.

Where possible citizenship ceremonies may be coordinated with Australia Day (26 January) and Citizenship Day (17 September).

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Complaints Handling

Policy Owner: Administration and Community Services
Person Responsible: Manager Human Resources/Community Development
Date of Approval: 15 April 2009
File Reference: 04/03/4

Objective To eliminate Council involvement in frivolous, vexatious or complaints with an ulterior motive.

Policy Council will only take action on complaints in regard to third parties in writing with the inclusion of the complainant's name and address. All action in relation to complaints shall be implemented in accordance with Freedom of Information and Privacy legislation.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Execution of Documents

Policy Owner: Governance
Person Responsible: Executive Support Officer
Date of Approval: 15 April 2009
File Reference: 04/03/5

Objective To provide guidelines and expediency for the use of the Shire Common Seal and attestation of legal documents.

Policy Following a specific Council decision, the Shire President and the Chief Executive Officer, or their deputies as prescribed in the *Local Government Act 1995*, shall sign all documentation of a legal or statutory nature with inclusion of the Common Seal.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Political Electioneering Posters

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: 15 April 2009
File Reference: 04/03/7

Objective To control political advertising within the Shire.

Policy The posting of political or electoral advertising in public places is prohibited within the Shire of Chittering.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Travel and Accommodation

Policy Owner: Governance
Person Responsible: Executive Manager Corporate Services
 Executive Support Officer
Date of Approval: 15 April 2009
File Reference: 04/03/9

Objective To ensure that the most appropriate, cost effective and accountable travel and accommodation arrangements are initiated for Elected Members and staff attendance at functions, events and conferences.

Policy The Chief Executive Officer will undertake all arrangements for travel and accommodation options for Elected Members and staff using negotiation and corporate / Government rates to secure the most cost effective rates available.

Air travel will be by economy class with concessional prices pursued in all instances.

The reimbursement of reasonable out of pocket expenses will be made to Elected Members and staff on official Council business as determined by the Chief Executive Officer.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Vandalism – Reward for Conviction

Policy Owner: Governance
 Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 15 April 2009
File Reference: 04/03/10

Objective To reward Community participation in the control of vandalism and to minimise the cost to the community of repairs and insurance premiums.

Policy The Chief Executive Officer will use discretion in the payment of up to \$500 to any person who provides information material in the conviction and successful prosecution of a person apprehended for vandalising property within the Shire of Chittering.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Communications

Policy Owner:	Administration and Community Services
Distribution:	All Directorates and Elected Members
Person Responsible:	Manager Human Resources/Community Development Records Officer
Date of Approval:	18 May 2011
File Reference:	04/03/12

Objective To provide a high quality service to all stakeholders in the Shire of Chittering for all communications regarding Council business.

Policy The Shire of Chittering is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an Elected Member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol contained within Council's software for Records Management and will comply with the requirements of the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

Correspondence received

All external written correspondence will receive a written response within seven (7) working days of receipt, however an acknowledgement will be provided if, in the view of the appropriate Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Manager, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Managers and the Chief Executive Officer shall determine which items of correspondence will be presented to Council, through the appropriate committee or directorate.



SHIRE OF CHITTERING Register of Policies

Presidential correspondence

Presidential correspondence will be issued on Shire of Chittering letterhead. A file copy of presidential correspondence shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of correspondence.

Elected Member correspondence – incoming

- (1) All correspondence received by the Shire of Chittering is deemed as Shire of Chittering correspondence, unless:
 - a) it is addressed to an Elected Member's name; and
 - b) it is marked "Private and Confidential"; and
 - c) it has no reference to the Shire of Chittering as part of the address or addressee.
- (2) In all cases where correspondence is described in Item 1 complies with 1a, b or c, above, it will be left unopened in an Elected Member's correspondence box.
- (3) On all occasions where correspondence bearing an Elected Member's name is received and does not comply with Item 1a, b, c, it will be opened by administration.
- (4) The above items are conditional upon total compliance with all Telecommunications and Australian Postal Regulations and Laws.

In cases, when the contents make reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the Elected Member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

Communication between Elected Members and staff

In order to facilitate effective use of staff resources, all enquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Executive Manager. Where the request entails the use of Shire resources (human or physical) to an extent which an Executive Manager believes may impact on the effective management of the directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.



SHIRE OF CHITTERING Register of Policies

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Communication between Elected Members and staff will in general be governed by the 'Code of Conduct'.

Media contact

In accordance with the *Local Government Act 1995*, the spokesperson for the Council is the Shire President, and with the President's authorisation the Chief Executive Officer, either of whom may delegate authority to the appropriate Executive Manager to make a statement on behalf of the Shire.

Publications

Publications produced by the Shire will be available for residents and ratepayers in the Bindoon Library, the website and from the administration centre.

The following publications will be advertised in the *Northern Valley News* and *The Advocate* and will also be available, on request, in alternative formats:

- Annual report
- Annual financial statements
- Strategic plan
- Local laws

Advertising

All statutory advertisements requiring local public notice shall also be advertised in *The Advocate* and *Northern Valley News*, unless in the opinion of the Chief Executive Officer, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be made available on the Shire's website.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Prosecutions by Council against Offenders

Policy Owner: Governance
Person Responsible: Manager Human Resources/Community Development
Date of Approval: 20 May 2009
File Reference: 04/03/13

Objective To provide guidelines on taking legal action.

Policy Any recommendations to Council, for prosecution of offenders, or action on prosecutions that Council has authorised to institute automatically, shall give due consideration to the following factors:

- Where proof will depend on any material, particularly upon the evidence of anyone other than an officer of the Shire, it has been ascertained that the person concerned is willing to give that evidence in court.
- Where the offence is a continuing one and the Shire will be satisfied if remedial work is carried out to end the offence, the substance of what is required has been communicated to, and ignored or rejected by, the defendant.
- Where there is any suggestion that the defendant may be a minor, that possibility has been investigated.
- Where proof in a prosecution will depend upon the evidence of a person other than an officer of the Shire, that person is advised prior to a recommendation for prosecution is being undertaken on the basis that evidence will be given in court by that person on the Shire's behalf.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Preservation of Historical Records and Objects

Policy Owner: Administration and Community Services
Person Responsible: Manager Human Resources/Community Development
 Club/Community Development Officer
Date of Approval: 20 May 2009
File Reference: 04/03/15

Objective To develop, organise, maintain and make available a permanent collection of materials, both retrospective and current, in a variety of formats, which relate to the past and present of the Shire of Chittering.

Statement The Chief Executive Officer is to be advised of the impending sorting and destruction of any material, which may be potentially of historical importance and specific written approval obtained prior to any destruction taking place.

Policy

- To integrate paper-based material and photographs.
- To ensure that suitable conditions are provided for the storage, conservation and protection of the material so that it may be preserved for posterity.
- To provide an efficient information service to individuals, organisations, schools and other groups in the community.
- To provide excellent access to the collection's resources through the creation of high caliber records on the Shire of Chittering's databases, and through additional retrieval aids where required.
- To support the employees of the Shire of Chittering, by assisting with the provision of research materials and information
- To aid and support family history research by providing a collection of essential genealogical publications, as well as access to web-based resources.
- To refer users to resources at alternative institutions when indicated.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Attendance at Council / Committee meetings

Policy Owner: Governance
Person Responsible: Chief Executive Officer
 Executive Support Officer
Date of Approval: 20 May 2009
File Reference: 04/03/16

Objective To ensure that a senior officer of the Shire is present at all meetings of the Council.

Policy The Chief Executive Officer (or in his/her absence, the Acting Chief Executive Officer) is required to attend all Council meetings and unless there are other specific over-riding commitments, Executive Officers who have items for presentation to Council on the agenda are to attend on the specific request by the Presiding Person.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Recycled Purchasing Policy

Policy Owner: Administration Services
Person Responsible: Manager Human Resources/Community Development
 Customer Service Officers
Date of Approval: 20 May 2009
File Reference: 04/03/18

Objective To demonstrate a commitment to the philosophy of recycling by supporting the purchase of recycled products and materials where practicable.

Policy Council encourages the purchase of recycled goods wherever possible, particularly in the use of paper products within the office environment. Preference will be given to the purchase of Australian made products which contain recycled material, to further promote the viability of recycling generally.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Contribution to the cost of dividing fences

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: 20 May 2009
File Reference: 04/03/20

Objective To provide a basis for Council contribution towards the cost of dividing fences.

Policy Council will contribute 50% to the cost of a sufficient dividing fence where the fence adjoins land held in freehold title by the Council.

 Council will not contribute where a fence adjoins Crown Land (exempt under *Dividing Fences Act 1961*).

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Security Cameras and CCTV

Policy Owner:	Governance
Person Responsible:	Executive Manager Development Services
Date of Approval:	20 May 2009
File Reference:	04/03/23

Objective To specify operating procedures and guidelines for the operation of security cameras and CCTV (Closed Circuit Television) within the Shire of Chittering.

Policy **Definitions**
 “**Authorised personnel**” to view the security tapes are the Chief Executive Officer, all senior staff and the Shire Rangers.

Location of Cameras

Cameras are to be located randomly throughout the Shire of Chittering under the supervision and authority of “authorised personnel”.

Recording Control

- a) The Chief Executive officer may authorise the copying of original recordings where an incident is the subject of legal proceedings.
- b) Copying of original recordings is to be made only by an officer authorised by the Chief Executive Officer for this purpose.
- c) Any copy is to be marked ‘copy’ and certified as such.
- d) Certified copies of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident.
- e) Certified copies will only be released to the parties named above when permission has been received from the Chief Executive Officer and on the completion of the appropriate documentation.
- f) At no time shall the security camera be used to tape members of the public going about their lawful business.
- g) At no time shall the security camera be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well founded belief that an offence against statute law is likely to or is taking place.



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- h) Any incident recorded shall be noted in the daily log book including date, time and category of incident.
- i) All recordings shall be kept in secured storage under the control of the Shire of Chittering.
- j) All original recordings shall be erased after three days after the date of the recording unless a request is made in writing for it to be held.
- k) All written requests for access to original recordings shall be addressed to the Chief Executive Officer.

Viewing of Recordings

Requests to view a recording shall be responded within one working day.

Release of original recordings or still photographs

- a) Original recordings and still photographs shall not be released to any person or organisation unless requested under the WA Criminal Code, by court summons or by other legal instrument.
- b) At no time shall original or copied recordings or still photographs be released to any media organisations, journalist or other individual or group without the written approval of the Chief Executive Officer of the Shire of Chittering.

Joint operations with WA Police

- a) Members of the WA Police may request the cooperation of the Shire of Chittering for the purpose of covert surveillance of WA Police operations.
- b) Such requests shall be made in writing by the WA Police officer responsible for coordinating the operation.
- c) The request shall detail the times and general purpose for which surveillance support is requested.
- d) The Shire of Chittering may decline to provide cooperation
- e) The Shire of Chittering authorised personnel may withdraw cooperation at any time during the operation if she/he believes that the surveillance is not operating within the procedures outlines in this document as approved and amended by the Shire of Chittering or she/he believes that other operational requirements have a higher priority.



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Record Keeping

- a) The authorised personnel shall record all telephone calls, requests for police assistance and recording in the daily log book.
- b) The daily log book shall be kept in a secure location and shall not be altered or have pages removed at any time.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Asset Management – Infrastructure Assets

Policy Owner: Governance
Person Responsible: Executive Manager Corporate Services
Date of Approval: 18 May 2011
File Reference:

Objective The objective of this policy is to ensure that the Shire of Chittering has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the Shire depend on Infrastructure Assets provided to a level of service (LOS) determined by the Council that is affordable to the community and sustainable in the long term.

Policy The Shire of Chittering considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the Shire of Chittering will:

- Incorporate Asset Management into the Shire's Corporate Plan, Strategic Plan and Annual Budget
- Develop Asset Management plans for the following classes of Infrastructure Assets:
 - Roads
 - Drainage
 - Buildings
 - Parks and Reserves
- Define and document (within Asset Management plans) the functional and operational levels of service for each infrastructure asset class, underpinned by a long-term (ten year) financial plan based upon Risk Management Principles
- Involve and consult with the community and key stakeholders when determining levels of service for Infrastructure Assets
- Develop an Asset Management Improvement Strategy that allocates resources to ensure sustainable continuous improvement in relation to Asset Management practices within the resource constraints of the organisation. The Asset Management Improvement Strategy is to set out:
 - Responsibilities
 - Timelines; and
 - Resources
- Prior to consideration of any major works/renewal or improvement to or creation of an asset, undertake a critical review of the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:



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- Consider the “whole of life” cost of the assets from the creation to divestment of the asset
- Consider options to renew assets before creating new assets
- Ensure that the assets forms part of an overall financial strategy
- Consider the origin and sustainability of funding sources
- Continually seek opportunities for the multiple use of assets
- Ensure that the roles and responsibilities of all asset users and asset managers are well defined and understood
- Guide the development of Asset Management via an organisation wide, multi-discipline Asset Management Working Group that reports to the Executive Management Team
- This policy is to be reviewed annually by the Asset Management Working Group.

Definitions

“Asset”

Means a physical item that is owned or controlled by the Shire of Chittering, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual and non-tangible assets)

“Asset Management”

Means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

“Asset Management Plan”

Means a plan developed for the management of infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council”

Means the elected Council (comprising Councillors) of the Shire of Chittering.

“Infrastructure Assets”

Are fixed assets that support the delivery of services to the community. These include the broad assets of roads, drainage, buildings, parks and reserves.

“Level of Service”

Means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.



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“Life Cycle”

Means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of the life cost(s)”

Means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

“Maintenance”

Means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

“Operations”

Means the regular activities to provide public health, safety and amenities and to enable the assets to function, e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New”

Means creation of a new asset to meet additional service level requirements.

“Resources”

Means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal”

Means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk”

Means the probability and consequence of an event that could impact on the Council's ability to meet its corporate objectives.

“Shire”

Means the collective Shire of Chittering organisation. The Chief Executive Officer of the Shire of Chittering is responsible for ensuring the Shire's obligations and commitments are met.

“Stakeholders”

Are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade”

Means the enhancement of an existing asset to provide a higher level of service.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Smoking, Other Drugs and Alcohol

Policy Owner: Governance
Contact Person: Manager Human Resources/Community Development
Date of Approval: 18 May 2011
File Reference:

Objective The aim of this policy is to ensure a safe workplace free from the effects of smoke, drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people and, although disciplinary action may be necessary, the focus is on preventative measures.

Policy The Shire of Chittering *Smoking, Other Drugs and Alcohol Policy* demonstrates a commitment on the part of the Shire to minimise, within its operating guidelines, alcohol and drug related harm to individuals and property.

The policy applies to staff, volunteers and visitors to the Shire as well as to activities conducted on and in Shire premises or on behalf of the Shire.

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

All Shire of Chittering staff members and volunteers share the responsibility for protecting the work environment by exemplifying high standards of professional and personal conduct. This responsibility extends to adopting, supporting and enforcing the *Smoking, Other Drugs and Alcohol Policy* as appropriate to the role of the individual or the position.

Smoking

The Shire of Chittering has a duty to provide, as far as is reasonable, a safe and comfortable environment for employees, volunteers and visitors. The following policy and procedures aim to minimise the harmful effects of passive smoking and its related discomfort to others and ensure a safe and healthy working environment.



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Policy

- Smoking is prohibited in all Council owned/leased buildings.
- The Shire of Chittering upholds the right of an individual to work in a smoke-free environment.
- There is no provision for the designation of smoking-permitted rooms or areas in buildings controlled by the Shire of Chittering.
- Smoking is not permitted within five metres of entrances to buildings or ten metres from an air-conditioning unit.
- Smoking is banned in all Shire of Chittering vehicles.
- The Shire of Chittering smoking policy is recognised as an Occupational Health and Safety responsibility.
- All job applicants to the Shire of Chittering shall be informed of the policy in regard to smoking in the workplace. It is the responsibility of the department concerned to advise all potential employees and volunteers of the non-smoking policy.

Other drugs and alcohol

The purpose of this section of the policy is to provide a framework for Council, staff and volunteers to follow when dealing with issues relating to the consumption of alcohol and other drugs.

Both legal and illegal drugs can be broadly categorised as depressants, stimulants or hallucinogens. Most drugs, even in very low doses, can affect the capacity of an employee to carry out their duties safely.

Some medications that may be prescribed by a doctor or obtained over the counter may cause impairment. In the event that an employee or volunteer is on medication that may cause impairment, they should advise their supervisor.

Medication should be taken as per the directions on the label or as advised by the pharmacist or doctor.

Employees/volunteers should outline the duties of their role to their doctor and seek advice as to whether they will be impaired or affected by the medication they are taking.

The use of drugs and or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances in the workplace is not acceptable.

The Chief Executive Office may waive this requirement where circumstances warrant (for example, during a social event).

Employees/volunteers are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.



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Objectives

This policy will:

- Reduce the effects on the workplace of the misuse/abuse of alcohol and other drugs (e.g. absenteeism, accidents and low productivity);
- Provide practical guidelines to managers for dealing with employees/volunteers whose work performance or conduct is affected by the misuse / abuse of alcohol and other drugs;
- Consult and reach agreement with employees/volunteers at all stages of the implementation of this policy and the development of practical guidelines.

Shire of Chittering employees/volunteers are encouraged to cooperatively develop, implement and monitor guidelines, consistent with Western Australian laws and Shire of Chittering policy, for alcohol and other drug use including:

- Minimising harm to individuals and property and the reputation of the Shire which may be caused by the use of alcohol and other drugs;
- Intoxication and irresponsible behaviour;
- Consequences for infringing drug and alcohol guidelines.

- 1 The terms of the *Liquor Control Act 1998* and *Liquor Licensing Act 1998* apply on Shire of Chittering sites as they do elsewhere. It is therefore illegal to sell liquor on Shire sites, either directly or indirectly.

Alcohol shall not be brought onto or consumed in the workplace without the permission of the Chief Executive Officer.

- 2 It is forbidden for employees / volunteers to consume alcohol during work hours without the permission of the Chief Executive Officer.

Coming to work under the influence of drugs or alcohol is strictly prohibited.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. Employees/volunteers who have been prescribed drugs of this type must advise their supervisor before they commence work.

- 3 Employees/volunteers who admit to having a drug or alcohol related problem are encouraged to speak to their supervisor or manager about arrangements which can be made for them to receive professional and confidential medical counseling.

Reviewed	Next Review	Record No
15 June 2011	16 May 2012	



Finance Policies



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Budget Preparation

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To provide guidelines for the timely management of the budget adoption process.

Policy Public consultation and budget expenditure requests from Elected Members, community groups and individuals will commence in March/April each year, with a closing date for such requests being the end of May.

Council is to be presented with a draft budget before the end of June with an estimated surplus/deficit as at 30 June.

Council shall endeavour to adopt the annual budget in the first week of July each year.

Advertising

The Request for Inclusion in the Annual Budget will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.

Time frame

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Investment of Funds

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To invest the Shire of Chittering's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

Policy

Legislative Requirements

All investments are to comply with the following:

- § *Local Government Act 1995* – Section 6.14;
- § The *Trustees Act 1962* – Part III Investments;
- § *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28 and Regulation 49
- § Australian Accounting Standards

Delegation of Authority

Authority of the implementation of the Investment of Funds 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 Council's Investments to the Executive Manager Corporate Services.

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 of Funds Policy, and not for speculative purposes.

Approved Investments

Investments are limited to:

- § State/Commonwealth Government Bonds;
- § Interest bearing deposits;
- § Managed funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".



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Prohibited Investments

This Investment of Funds Policy prohibits any investment carried out for speculative purposes including:

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

This investment also prohibits the use of leverage (borrowing to invest) of any investment.

Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

Reporting and Review

A report on the investments will be included on the monthly Bank Reconciliation presented to Council, detailing which institution the investment is lodged with, the interest rate and the date of maturity.

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 Council's behalf as at 30 June each year and reconciled to the Investment Register.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Capitalisation

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To establish minimum threshold values for capitalisation.

Policy Property, plant and equipment will be capitalised when value exceeds the following scale:

Building	\$0
Land	\$0
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Tools	\$5,000

All items under \$5,000 will be recorded in a register separate to the asset register.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Rating of Council Property

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
 Rates Officer
Date of Approval: 19 August 2009
File Reference:

Objective To ensure leased facilities reflect community benefit and equitable return.

Policy Council will use its "standard" Shire of Chittering Lease Agreement as the basis for the lease of all Council property, and which will include a provision for the payment of rates.

At the time of approving and/or reviewing any lease, Council will give consideration as to the capacity of the lessee to pay rates or part of those rates, or waive the rates completely.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Charitable Organisations

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To ensure that organisations claiming exemption from rates, particularly under the *Local Government Act 1995 Section 6.26(2)(g)* are eligible.

Policy Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Rating

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
 Rates Officer
Date of Approval: 19 August 2009
File Reference:

Objective To provide guidelines for the collection of rates and to delegate authority to the Chief Executive Officer for approval to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the *Local Government Act 1995*.

Policy **Rates Collection**
 A copy of the rate assessment marked "Final Notice" shall be issued forty-two days after issue of the original assessment, allowing fourteen days for payment of the account.

If payment is not received after this time, the debt will be forwarded to the debt collection agency and a letter advising of impending legal action for recovery of outstanding rates and service charges shall be issued sixty-three days after issue of the original assessment, allowing six days for payment.

Outstanding rate accounts for which satisfactory arrangements to pay have not been made within seventy days after issue of the original assessment, the debt collection agency appointed by the Chief Executive Officer will be advised to proceed with legal action.

In cases where the owner of a leased or rented property on which Municipal Rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears had been paid.



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Exemption Policy

That the Chief Executive Officer be given delegated authority to grant rating exemptions that are clearly defined in accordance with Section 6.26 of the *Local Government Act 1995* and determined according to this Policy.

When the Chief Executive Officer has granted rating exemptions details on the Organisation, property and sub-Section of Section 6.26 are to be reported to Council on an information basis.

That an exemption be granted from 1 July of the financial year in which application is received or from the relevant date, e.g. settlement or lease where applicable; exemptions shall not be backdated into prior financial years.

That exemptions granted in accordance with Section 6.26 are to be reviewed every two years where practicable and the list be submitted to Council on an information basis.

Back Rating of Properties

That on provision of a valuation from the Valuer General's Office indicating that a previously incorrect valuation has been applied, (either under-valued or over-valued) the Chief Executive Officer shall forward a refund or adjusted assessment calculated to the date the valuation was effective, within the limitation of the *Local Government Act 1995*.

That where a property settlement has occurred, back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

That ratepayers subject to back rates be given the option to pay the same by alternative instalments over an extended period, other than the standard instalment option.

Instalment Options for Payment of Rates and Charges

Rate payers have the option of paying rates by four instalments or two instalments. The first instalment must be made by the due date on the original notice.

Failure to pay the rates in full or choose an instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.

After thirty-five days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.



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Alternative payment arrangements

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination. Council's Rates Payment Arrangement Plan Fee is applicable on all alternative payment arrangements.

Where rates or service charges remain unpaid

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests.

Where previous actions to collect outstanding rates and service charges have not been successful and the rates and/or service charges remain unpaid for at least three (3) years, Council in accordance with S6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and:

- a) from time to time lease the land; or
- b) sell the land; or
- c) cause the land to be transferred to the Crown; or
- d) cause the land to be transferred to the Shire of Chittering.

Early Payment

Should a ratepayer choose to undertake instalments and then clear their account within two weeks of the original due date, then the administration and interest costs will be reversed. Penalty interest will be applied to the payment made after the due date of the original rate notice. Should full payment be received after this date, no adjustment will be made to the costs.

Conditions of Rates Incentive Scheme

1. Payment in full to be made by mail or electronic format (date of receipt at the Council Office is the date of payment), or in person at the Shire Offices, 6177 Great Northern Highway, Bindoon.
2. Payment is to be receipted at Council office before 4.00pm, on the due date stated on the front of the original rate notice.
3. No responsibility will be accepted for late service of any rate notice.
4. Only one entry per rate notice.
5. The winner will be determined by random selection and announced at the first ordinary meeting of Council after the due date.



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6. The winner will be notified by post and published in *The Advocate* and the *Northern Valley News*.
7. Decision of the Council is final and no correspondence will be entered into.

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18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Significant Accounting Policies

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To establish financial management procedures which provide full compliance with all local government statutory requirements and accepted accounting principles.

Policy The significant accounting policies which have been adopted in the preparation of the financial report are:

(a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with *Australian Accounting Standards* (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board the *Local Government Act 1995* and accompanying regulations .

The report has also been prepared on the accrual basis and is based on historical costs, modified where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with *Australian Accounting Standards* requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.



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(b) The Local Government Reporting Entity

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears in notes in the financial report.

(c) Goods and Services Tax

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

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short-term borrowings in current liabilities on the statement of financial position.

(e) Trade and Other Receivables

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(f) Inventories

General

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

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until finance costs and holding charges incurred after development is completed are expensed.



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Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

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

(g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at balance date.

Land under Roads

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

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008.



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This accords with the treatment available in *Australian Accounting Standard AASB1051 - Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

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

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

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

Depreciation of Non-Current Assets

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

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

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

Buildings	30 - 50 years
Furniture and Equipment	4 - 10 years
Plant and Equipment (Heavy)	5 - 15 years
Plant and Equipment (Light)	0 - 10 years
Computer Equipment and Software	3 years
Sealed Roads and Streets	
Clearing and Earthworks	Not depreciated
Construction (Road Base)	50 years
Original Surfacing and Major Re-surfacing	
Bituminous Seals	20 years
Asphalt Surfaces	25 years



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Gravel Roads	
Clearing and Earthworks	Not depreciated
Construction (Road Base)	50 years
Gravel Sheetting	12 years
Formed Roads (Unsealed)	
Clearing and Earthworks	Not depreciated
Construction (Road Base)	50 years
Footpaths (Slab)	40 years
Sewerage Piping	100 years
Recreational Reserves	
Water Supply Piping and Drainage Systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather it is recorded on an asset inventory listing.

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.



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Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount
- (d) less any reduction for impairment

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

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

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets, except for those which are not expected to mature within twelve (12) months after the end of the reporting period (classified as non-current assets).

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. Held-to-maturity financial assets are included in non-current assets, except for those which are expected to mature within twelve (12) months after the end of the reporting period (classified as current assets).

If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.



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(iv) Available-for-sale financial assets

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within twelve (12) months after the end of the reporting period (classified as current assets).

(v) Financial Liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

(i) Estimation of Fair Value

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

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

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

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

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



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(j) Impairment

In accordance with *Australian Accounting Standards* the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with *AASB 136 'Impairment of Assets'* and appropriate adjustments made.

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

(ii) Long Service Leave (Long-term benefits)

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



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unconditional right to defer settlement beyond twelve (12) months, the liability is recognised as a current liability.

(m) Borrowing Costs

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

(n) Provisions

Provisions are recognised when:

- The Council has a present legal or constructive obligation as a result of past events;
- For which it is probable that an outflow of economic benefits will result to settle the obligation; and
- That outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Provisions are not recognised for future operating losses.

(o) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

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

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(p) Joint Venture

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in the notes of the financial report.



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(q) Rates, Grants, Donations and Other Contributions

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

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

(r) Superannuation

That Council contributes to a number of superannuation funds on behalf of its employees.

(s) Current and Non-Current Classification

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

(t) Rounding Off Figures

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

(u) Comparative Figures

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

(v) Budget Comparative Figures

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

**SHIRE OF CHITTERING**
Register of Policies

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Requests for Assistance and/or Donation

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
 Manager Human Resources/Community Development
Date of Approval: 19 August 2009
File Reference: 04/03/17

Objective To provide guidelines for assistance and/or donations to the community.

Policy The Chief Executive Officer will call for submissions from the community in March each year for funding under Council annual donations budget.

No verbal requests will be accepted.

The Chittering Community Support Funding Committee will make recommendations to Council in regard to the success or otherwise, of requests and submissions.

All other requests for assistance will be communicated to the Shire President and/or Council as determined.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Funding Submissions

Policy Owner: Governance
Person Responsible: Chief Executive Officer
 Club/Community Development Officer
Date of Approval: 19 August 2009
File Reference:

Objective To maximise Council's acquisition of external funding opportunities as they arise.

Policy The Chief Executive Officer is authorised to submit funding applications for external grants on an ongoing basis, regardless of whether a specific budgetary allocation has been made.

Prior to formal acceptance of an unbudgeted project, which requires a Council contribution, the Chief Executive Officer is to report to Council for a resolution to vary the budget as a requirement of regulations.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Cheque Signatory/EFT Requirements

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To provide guidelines for the signing of cheques and authorisation of Electronic Funds Transfer (EFT) payments.

Policy The Chief Executive Officer and either the:

- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services; or
- Manager Human Resources/Community Development

 may sign cheques and electronic funds transfers (EFT) on behalf of Council.

In the absence of the Chief Executive Officer any two of the:

- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services; or
- Manager Human Resources/Community Development

 may sign cheques and electronic funds transfers (EFT) on behalf of Council.

Reviewed	Next Review	Record No
15 September 2010	18 May 2011	N10394
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Credit Cards

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
File Reference:

Objective To provide guidelines for the use of the Shire of Chittering credit cards.

Policy The Shire has entered into an agreement with the Bendigo Bank for the supply of a Corporate Business Card which will operate on the Bendigo Bank Master Card.

The objectives for introducing the Corporate Card are:

- Y to allow the Shire's suppliers to receive speedier payments
- Y to reduce paperwork for both the Shire and its suppliers
- Y to reduce the number of enquiries concerning unpaid accounts
- Y to facilitate productivity gains to the various departments of Council
- Y to reduce requirements to obtain petty-cash and to reduce the possibility of cash theft
- Y to take advantage of discounts being offered for early payment
- Y to make use of internet based purchases

It is not intended that cards be used to bypass the current system of ordering goods and services by requisition through the Purchasing Department.

Definitions

"Credit Card" – a plastic card having a unique identification for each card holder (including a magnetic stripe for storing certain information), who enables goods to be obtained on credit from merchants (i.e. businesses or traders) which accept the card.

"Corporate Business Account" – each card is allocated an 'account' by the card company in which is recorded all transactions by the card holder. With the corporate/business card, each of these accounts is a subset of the Municipal Account.

"Corporate Business Card" – a card on which liability for charges attached to the corporation for which the card holder works rather than to the individual card holder.



SHIRE OF CHITTERING Register of Policies

“Card Company (or card issuer)” – the company (in this case ‘Bendigo Bank’) issuing the Corporate Business Card which pays the merchant and provides credit on the transactions.

“Cardholder” – the person in the organisation to whom the Corporate Business Card is issued. The card is embossed with the person’s name and bears his/her signature.

“Merchant (or trader)” – any person, business or organisation accepting the corporate card in payment for goods or services.

“Credit Limit” – the limit, determined by the Chief Executive Officer, on the total value of transactions (payments/purchases) on each Corporate Business Card in each billing period.

“Billing Period” – the cycle with the card company for payment of charges on all the department cards, the arrangement with Bendigo Bank provides for immediate settlement from the statement date.

“Authorised Officers” – Authorised Officers for the purpose of this policy shall be the Chief Executive Officer, Executive Manager Corporate Services, Executive Manager Development Services, Executive Manager Technical Services, Manager Human Resources/Community Development and Community Emergency Services Manager.

Goods and Services for which the Credit Card can be used

The Corporate Business Card can be used to procure goods and services up to the value of financial limits (see below) approved by the Chief Executive Officer, and to which expenditure is authorised and provided for in the Council’s budget.

The following exception applies:

Y The card **cannot be used** to draw cash

Situations in which the Corporate Business Card may be used:

Y *Chief Executive Officer*

- (i) Payment to suppliers for goods or services to the local government that require speedy payment.
- (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
- (iii) The Chief Executive Officer is to have regard to the *Local Government Act 1995* and Council’s policies adopted from time to time.

Y *Executive Manager Corporate Services*

- (i) Payment to suppliers of goods or services to the local government that require speedy payment.
- (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
- (iii) The Executive Manager Corporate Services is to have regard to the *Local Government Act 1995* and Council’s policies adopted from time to time.



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- Y *Executive Manager Development Services*
 - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
 - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
 - (iii) The Executive Manager Development Services is to have regard to the *Local Government Act 1995* and Council's policies adopted from time to time.
- Y *Executive Manager Technical Services*
 - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
 - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
 - (iii) The Executive Manager Technical Services is to have regard to the *Local Government Act 1995* and Council's policies adopted from time to time.
- Y *Manager Human Resources/Community Development*
 - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
 - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
 - (iii) The Manager Human Resources/Community Development is to have regard to the *Local Government Act 1995* and Council's policies adopted from time to time.
- *Community Emergency Services Manager*
 - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
 - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
 - (iii) The Community Emergency Services Manager is to have regard to the *Local Government Act 1995* and Council's policies adopted from time to time.

Establishment Arrangements

Accounting Services will be responsible for arranging the issue of the Corporate Business Card on request of the Chief Executive Officer.



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Responsibilities

Y *Accounting Services*

The following will be the responsibility of Accounting Services:

- (i) Arrange the issue of the Corporate Business Card.
- (ii) Act as liaison point for the Bendigo Bank.
- (iii) Arrange for each Corporate Business Card Cardholder to be advised of their responsibilities and that guidelines are issued before issue of the card.
- (iv) Ensure the original Cardholder Agreement is retained in a secure place and that a copy is provided to the Cardholder.
- (v) Provide written notice of any changes made to a Cardholder's billing limits and transaction limits. The original of the notice will be kept with the original Cardholder Agreement and copies provided to the Cardholder.
- (vi) Arbitrate (if necessary) on any disputes occurring with the Bendigo Bank statement.
- (vii) Reconcile the Cardholder's sale dockets against the billing statement.

Y *Responsibilities of Officers*

The following are the responsibilities of officers issued with Corporate Business Cards:

- (i) Ensure invoices are processed as a matter of urgency and ensure payment of the relevant account by the due date by forwarding dockets, invoices to Accounting Services.
- (ii) Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- (iii) Officers issued with Corporate Business Cards must ensure that the tax invoice includes:
 - a) When using the Corporate Business Card the Cardholder must ensure that the merchant records a full and proper description of the goods purchased on the sales docket (i.e. description likes "goods" are not acceptable). Similarly, where purchases of goods are not made over the counter (e.g. by telephone) Cardholders need to record purchase details on a substitute docket.
 - b) Allocate job numbers and appropriate costing details, relative to the expenditure and sign accordingly and return to the Accounts Payable Clerk for processing of account.
- (iv) Authorised Officers must return the Corporate Business Card to the Executive Manager Corporate Services immediately, if the officer:
 - a) resigns
 - b) is instructed to relinquish the card.



SHIRE OF CHITTERING Register of Policies

Whereas the Executive Manager Corporate Services, or in the case of that officer, the Chief Executive Officer will arrange for the destruction of the Corporate Business Card and closure of that account until a new person has been appointed.

- (i) If the Cardholder disagrees with any transaction on the billing statement the Cardholder must advise Accounting Services. The Executive Manager Corporate Services is to be informed on any disputes.
- (ii) Before the Cardholder receives the Corporate Business Card each is required to acknowledge in writing (Cardholder Agreement) that they will comply with the directions and usage of the Corporate Business Card.
- (iii) Cardholders will collect the Corporate Business Card from Accounting Services and will be required to sign when receiving the Corporate Business Card.

If the Cardholder loses a sales docket a substitute sales docket should be completed with the notation that it is a duplicate and that the original was lost. Purchases without appropriate documentation will need to be fully explained by Officer by way of memo to the Executive Manager Corporate Services.

Before proceeding on any extended leave, Cardholders must ensure all sales dockets are forwarded to Accounting Services for processing.

The Corporate Business Card is issued to the authorised officer and **cannot** be used by another officer.

The Cardholder must **immediately** report loss or theft of the Corporate Business Card to the Bendigo Bank and the Executive Manager Corporate Services.

Purchasing of Goods in Person

The Cardholder is to present the Corporate Business Card at the time of purchase and ensure that the following information is placed on the tax invoice:

- Y a brief description of the goods, e.g. nails, PVC fittings, not **various** or **goods**.
- Y name of supplier/merchant is legibly quoted on the docket.
- Y the exact value of the transaction.
- Y date of purchase of goods and/or service.
- Y the Cardholder signs the docket at the time of purchase.

GST

The GST will be payable on all items purchased where applicable.



SHIRE OF CHITTERING Register of Policies

Authorised Users

The credit limit for the Bendigo Bank Corporate Credit Card account is \$25,000 and this comprises of Corporate Credit Cards for the following officers:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services
- Manager Human Resources/Community Development
- Community Emergency Services Manager

A \$5,000 purchase limit per month applies to all credit card holders except the Chief Executive Officer.

Entertainment Expenses – Fringe Benefits Tax Definitions – Australian Taxation Office

Entertainment expenses are expenses incurred in respect of food, drink or recreation. Recreation includes amusement, sport or similar leisure time pursuits (tickets to sporting events). Food or drinks, business lunches, cocktail parties, provision of alcohol, morning and afternoon teas provided without alcohol does not attract Fringe Benefits Tax (FBT).

Accommodation or travel expenses are also entertainment expenses if they are incurred in connection with food, drink or recreation expenses.

Tax-Exempt Body (Shire of Chittering)

An employer is a "tax exempt body" if the employer's income is either:

- wholly exempt from income tax (e.g. a local government body, or a club which earns income from members only).

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Purchasing

Policy Owner:	Corporate Services
Distribution:	All employees
Person Responsible:	Executive Manager Corporate Services
Date of Approval:	19 August 2009
File Reference:	

- Objective**
- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* as amended in March 2007.
 - To deliver best practice approach and procedures to internal purchasing for the Shire of Chittering.
 - To ensure consistency for all purchasing activities within the Shire of Chittering.

Policy

Why do we need a Purchasing Policy?

The local government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.

This policy:

- Provides the local government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the local government receives value for money in its purchasing.
- Ensures that the local government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the local government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the local government's purchasing practices that withstand probity.



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Ethics and Integrity

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

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the local government policies and Code of Conduct.
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- any information provided to the local government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

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

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

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;



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- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

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

Sustainable Procurement

“Sustainable Procurement” is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Chittering is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Chittering's sustainability objectives.

Practically, sustainable procurement means the Shire of Chittering shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary.
- demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- demonstrate environmental best practice in water efficiency.
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- where products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
- for new buildings and refurbishments – where available use renewable energy and technologies.



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Supporting local industry

The Shire of Chittering recognises that it has a role in the economic development of the local community and in assisting local industry in accessing opportunities to conduct business with the Shire.

In supporting or encouraging local industry, matters relating to:

- Value for money;
- Environmental performance;
- National Competition Policy; and
- Transparency of decision-making must be addressed.

In order to assist local industry to conduct business with the Shire, the following steps shall be undertaken:

- Procurement shall be undertaken in accordance with the Procurement Management Procedure and within the guidelines for "Purchasing Thresholds" of this policy.
- All tenders and requests for expressions of interest shall be advertised in the *Northern Valley News* and/or *The Advocate* newspapers, placed on noticeboards in the Shire's libraries and administration centre.
- All tenders and requests for expressions of interest will be available to access and, where applicable, download through the Shire's website.
- A Request for Quotation process shall be investigated that will enable effective communication with the local business community of the Shire's upcoming requests for quotation.

The major considerations in accepting any tender or quotation for provision of goods or service shall be:

- Capacity to deliver the goods or services according to the Shire's specification and the contract conditions; and
- Value for money.

Any canvassing of the Shire's Elected Members or staff shall disqualify businesses seeking to do business with the Shire.

Purchasing Thresholds

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

Amount of Purchase	Model Policy
Up to \$3,000	Direct purchase from suppliers.
\$3,001 - \$9,999	Obtain two verbal quotations.
\$10,000 - \$29,999	Obtain at least three verbal or written quotations.
\$30,000 - \$39,999	Obtain at least three written quotations.



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Amount of Purchase	Model Policy
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$100,000, a "Request for Tender" process that entails all the procedures for tendering outlined in this policy must be followed in full.

Purchasing value not greater than \$3,000

Where the value of procurement of goods or services does not exceed \$3,000, purchase is subject to budget allocation. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Purchasing value between \$3,001 and \$9,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$3,001 and \$9,999.

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

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the local government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

The *Local Government Purchasing and Tender Guide* contains sample forms for recording verbal and written quotations.



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Purchasing value between \$10,000 - \$29,999

For the procurement of goods or services where the value exceeds \$10,000 but is less than \$29,999, it is required to obtain at least three verbal or written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The *Local Government Purchasing and Tender Guide* contains sample forms for recording verbal and written quotations.

Purchasing value between \$30,000 - \$39,999

For the procurement of goods or services where the value exceeds \$30,000 but is less than \$39,999, it is required to obtain three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The *Local Government Purchasing and Tender Guide* contains sample forms for recording written quotations.

Purchasing value between \$40,000 and \$99,999

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$100,000 it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and consideration shall be given to qualitative factors such as quality, stock availability, environmental performance, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.



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The general principles for verbal and written quotations shall be followed as noted in this Policy.

General principles for obtaining verbal quotations

- Ensure that the requirement / specification is clearly understood by the Shire of Chittering employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- The responsible officer shall demonstrate due diligence when seeking quotes and shall comply with the Shire's record keeping policies and audit requirements.

All documents relating to the quotation process must be saved in the Shire's Electronic Management System (i.e. SYNERGY).

General principles relating to written quotations

- The request for written quotation should include as a minimum: An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The *Local Government Purchasing and Tender Guide* produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.



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Ordering Thresholds

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Position	Amount
Chief Executive Officer	Unlimited
Executive Manager Development Services	\$50,000
Executive Manager Technical Services	\$50,000
Executive Manager Corporate Services	\$50,000
Manager Administration & Community Services	\$10,000
Engineering Works Supervisor	\$ 5,000
Senior Ranger	\$ 5,000
Building Surveyor	\$ 5,000
Principal Environmental Health Officer	\$ 5,000
Community Emergency Services Manager	\$ 5,000

Regulatory Compliance

Tender Exemption

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

- An emergency situation as defined by the *Local Government Act 1995*.
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government.
- The purchase is under auction which has been authorised by Council.
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.



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Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Chittering shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Chittering shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (excluding GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of two members.
- \$100,000 and above, the panel must contain a minimum of three members.

Advertising Tenders

Tenders are to be advertised in a state wide publication, e.g. *The West Australian* under the "Local Government Tenders" section, with preference on a Wednesday or Saturday.

The tender must remain open for at least fourteen (14) days after the date the tender is advertised. Care must be taken to ensure that fourteen (14) **full** days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required
- information as to where and how tenders may be submitted
- the date and time after which tenders cannot be submitted
- particulars identifying a person from who more detailed information as to tendering may be obtained
- detailed information shall include:
 - such information as the local government decides should be disclosed to those interested in submitting a tender
 - detailed specifications of the goods or services required
 - the criteria for deciding which tender should be accepted
 - whether or not the local government has decided to submit a tender



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- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addenda or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Chittering not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised tender deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council officer. The details of all tenders received and opened shall be recorded in the 'Tenders Register'.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as "commercial-in-confidence" to the local government. Members of the public are entitled to be present.

The tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two local government officer's present at the opening of tenders.

No Tenders Received

Where the Shire of Chittering has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above)
- the specification for goods and/or services remains unchanged
- purchasing is arranged within 6 months of the closing date of the lapsed tender.



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Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Chittering by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Chittering may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Chittering and tenderer have entered into a contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation
- Internal documentation
- Order forms and requisitions.



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Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Chittering's internal records management policy.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



Staff Policies



SHIRE OF CHITTERING Register of Policies

Code of Conduct – Staff, Volunteers and Contractors

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
File Reference:	

Objective The code of conduct clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Chittering in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other HR Policies and Procedures.

The Code of Conduct complements relevant policies and procedures and where practices are not clearly outlined, inferences can be made to enable most situations to be dealt with in the most appropriate way.

Breaching the Code of Conduct is a serious matter and may result in disciplinary action including termination of employment and/or restitution.

Specific procedures exist for the investigation of unfair treatment, harassment and discrimination and for raising safety issues. These should be used where applicable.

Managers must make fair, transparent and consistent decisions in relation to any suspected breach of the Code of Conduct. In determining the action to be taken, the nature and seriousness of the breach will be considered.

Scope and responsibilities

This policy applies to any person involved in the Shire of Chittering, including all employees, potential employees, volunteers, contractors and visitors. Each are responsible for ensuring that their behaviour reflects the standards of conduct in the code and builds on a positive workplace culture and must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. They will report the details according to the guidelines and procedures set out in the Managing Issues and Grievances Policy.



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Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand the code and associated policies and procedures. This includes the following:

- Ensuring all staff have access to copies of the code of conduct and other relevant documents and policies;
- Ensuring volunteers and contractors have access to copies of the code of conduct and other relevant documents and policies;
- Ensure that the requirements of the Code of Conduct are reflected in the day-to-day management of employees and volunteers;
- Ensure staff and volunteers maintain high standards of conduct in the workplace;
- Support staff and volunteers who disclose information regarding maladministration or corrupt conduct;
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future;
- Appropriately record all reports of actual or potential conflict or breaches of the Code of Conduct.

Relevant procedures

Procedures

Workplace Behaviour

Managing Issues and Grievances

Policy

The Code of Conduct requires that during the course of employment all employees and volunteers must:

- Behave with honesty, integrity and with a high level of professionalism at all times;
- Act with care and diligence in all aspects of their employment;
- Take appropriate action to protect council assets, facilities and equipment against loss, damage, vandalism or theft;
- Act according to the legislative requirements, policies, procedures and guidelines applicable to the Shire;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- Not harass, bully or discriminate against colleagues, members of the public and employees;
- Treat members of the public and other customers with the highest level of customer service;
- Contribute to a harmonious, safe and productive work environment through their work habits, and professional workplace relationships;
- Serve the government of the day by fulfilling their Shire's purpose and statutory requirements;



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- Be accountable for decisions made within the course of their duties;
- Not disclose official information or documents acquired through their work, other than as required by law or where proper authorisation is given;
- Not misuse official information for personal or commercial gain for self or another person;
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Council, members of the media and members of the public generally;
- Respect the confidentiality and privacy of all information as it pertains to individuals;
- Not engage in fraud or corruption;
- Report any fraudulent or corrupt behaviour as it becomes known;
- Use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- Not use office time or resources for party political work or for personal gain, financial or otherwise;
- Keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner;
- Comply with the Shire's record keeping requirements;
- Where permissible share information to fulfil their role;
- Ensure personal or financial interests do not conflict with their ability to perform their official duties in an impartial manner;
- Manage and declare any conflict between their personal and public duty;
- Where conflicts of interest do arise, ensure they are managed in the public interest.
- Will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token or kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.
- If any token gift, reward or benefit is offered (token is defined as a value of \$300 or less) disclosure **will** be made in a prompt and full manner and in writing in the Token Gifts Register, including the names of the persons who gave the token gift, the date of receipt and its estimated value. Gifts exceeding \$300 are not to be accepted, including any two gifts from the same person within six (6) months where the value exceeds \$300.

Contractors are required to adhere to and to ensure their employees adhere to the above requirements

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Bereavement Recognition

Policy Owner:	Administration and Community Services
Person Responsible:	Manager Human Resources/Community Development Executive Support Officer
Date of Approval:	18 May 2011
File Reference:	04/03/11

Objective The purpose of this policy is to ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Chittering and/or its history.

Policy The Shire of Chittering is proud of its history and by recognising individual deceased persons who have been closely associated with the Shire and/or its history, Council can acknowledge the contribution made to the district by those persons and their immediate families, as a mark of respect on behalf of its community.

This policy applies to all Shire of Chittering residents and ratepayers as well as Shire of Chittering staff.

The policy is to ensure persons who have been closely associated with the Shire and/or its history are acknowledged and recognised for their contribution to the district with a death notice in *The West Australian* newspaper and a bouquet of flowers for the deceased person's family (or a donation to a charity if requested by the family).

This bereavement policy will recognise (but is not limited to) the following groups of people:

- Freemen
- Early settlers, pioneers
- Politicians
- Elected Members (both past and present)
- Shire of Chittering staff (present)



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Entitlement to recognition

Those to be recognised on their passing include but are not limited to:

- Current and former Elected Members of the Shire of Chittering
- Immediate family members of current Elected Members of the Shire of Chittering
- Former members of the Chittering Road Board and Shire of Chittering
- Former Commissioners and Town Clerks of the Chittering Road Board and Shire of Chittering
- Freemen of the Shire of Chittering
- Immediate family members of Freemen of the Shire of Chittering
- Persons honoured as a Pioneer of the Chittering district
- Chief Executive Officers appointed by the Shire of Chittering since its establishment.
- Staff employed by the Shire of Chittering since its establishment and "in service" at the date of their passing
- Identities of the Shire of Chittering as agreed by the Shire President and Chief Executive Officer

Form of recognition

The Shire recognises the death of a person closely associated with the district by following established funeral etiquette, respecting the wishes of the immediate family (if known), and being sensitive to the deceased's cultural or religious beliefs (if known). Generally, this recognition will take the form of:

- (1) A public expression of sympathy on behalf of the district, by placing a notice in the Death Notices of The West Australian newspaper
- (2) Sending a sympathy (condolence) card or a personal note to the immediate family (if known) on behalf of Council and staff
- (3) A floral tribute where this form of sympathy is considered acceptable by the family
- (4) When considered appropriate by the Shire President and the Chief Executive Officer, inviting Elected Members or senior staff to represent the Shire at the funeral service, dependent upon the type of service being sought.

Note: Where Elected Members or senior staff member has a personal connection to the deceased, it is the individual's prerogative to attend the funeral on their own behalf.



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In recognising an immediate family member of a person closely associated with the Shire and its history will be:

- (1) A sympathy card or personal note of condolence on behalf of the district
- (2) Inviting an Elected Member or senior staff representative(s) to attend the funeral on behalf of the Shire, where the Shire President or Chief Executive Officer considers it appropriate.

Timing of recognition

Funeral etiquette dictates that formal recognition occurs at the time of the death or at the funeral service.

The funeral service provides for the proper remembrance of the person who has died. Where Council is notified of a death after a funeral service has taken place, it is still appropriate to send a sympathy card or a personal note of condolence.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Defence forces active reservists

Policy Owner: Governance
Distribution: All employees
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective Recognition of the importance placed on reservist training by allowing staff to attend courses.

Policy Unpaid Leave (except as provided below) not exceeding two (2) weeks in any one year will be granted to employees who are members of the Defence Force Active Reserve for the purpose of undertaking training in camp or other continuous duty. This leave will be in addition to annual holiday leave.

If the pay received by the employee from the Defence Force is less than the employee would normally receive, then the Shire of Chittering will make up the balance.

Any time spent by an employee in Defence Force Reserve training will count towards the accrual of annual leave.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Council contribution to staff functions

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To provide guidelines for Council contribution to staff functions.

- Policy**
- (i) **Council's staff Christmas party**
 - Council will hold one annual Christmas function in recognition of the Christmas festive period involving Elected Members, staff, spouses and invited guests
 - The function will be held in December prior to Christmas
 - The function will consist of a meal, with refreshments to include beer, wine and soft drinks
 - The function will not be combined with award presentations
 - (ii) **Staff attaining ten years service**
 - Presentation of a certificate
 - (iii) **Staff attaining twenty years service**
 - Council will acknowledge the contribution of employees who have completed twenty years of service with Council by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through the local media by inviting them to attend the function.
 - (iv) **Significant milestones**
 - Council will encourage the Chief Executive Officer to recognise significant milestones achieved by staff and hold small events (such as a barbeque) to recognise this achievement.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Training, Conferences and Study tours

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To provide guidelines for staff attendance at conferences and study tours.

Policy

Training Courses

- (i) Council accepts a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
- (ii) Council's workforce is its most important resource necessary for the achievement of Council's objectives and the skills of the workforce are of the most fundamental significance.
- (iii) Education (being the acquisition of general tertiary and professional skills and qualifications) shall be the responsibility of the individual employee. This does not preclude Council from assisting an employee (e.g. study leave) but such assistance extended at the discretion of the Council shall not be an employee right.
- (iv) Training (being an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) shall be the joint responsibility of Council and the employee.
- (v) Council shall recognise the need for attention to, and investment in, staff training and authorises the allocation in each year's draft budget an amount for staff training.
- (vi) The Chief Executive Officer and senior employees shall be responsible for the management of the funds allocated for staff training in each service area and any expenditure shall be subject to provision being made in the budget. The expenditure may be authorised by the Chief Executive Officer without reference to the Council.



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- (vii) Funds allocated by Council for staff training may be directed towards any "training expenditure" and without limiting the generality of this clause, may include:
 - cost of salaries, registration fees, travelling and accommodation involved in attending training courses and where appropriate seminars or conferences
 - the wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job training
 - purchase of videos, books and other appropriate training aids
 - other appropriate training initiatives at the Chief Executive Officer's discretion.
- (viii) As a general guide Council's preferences for staff training activities are:
 - in-house training activities
 - utilisation of any local courses
 - co-ordination with other local training exercises (e.g. with local businesses and with government departments).

State and Federal Professional Conferences

- i) The Executive Management Team is encouraged to attend the Annual State Conference relating to their profession.
- ii) Funds for attendance at State Professional Conferences shall be provided on each Annual Budget under the provision for staff training.
- iii) The Chief Executive Officer is authorised to approve the attendance of staff at state and federal professional conferences in accordance with the following guidelines:
 - budget authority and funding arrangements are to be considered
 - the Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Council.
 - the officer is to provide a report on the issues, outcomes, etc of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - if it is considered beneficial for the president and/or an Elected Member(s) to accompany senior managers to any state conference, such attendance shall be at the discretion of the Chief Executive Officer and will only occur if adequate funds are available on the budget.



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Other – Conferences

Provision is to be made on each year's budget of an appropriate sum to cover staff at conferences. The Chief Executive Officer may approve or decline to approve staff attendance at other conferences.

Council will provide sustenance for spouses attending conference and payment of any official partner programme connected with the conference. Council will not pay for airfares of spouses. These costs to be the responsibility of the staff member.

Study Tours

- i) Details of study tours are to be arranged in advance where possible so that suitable provision can be made on each year's budget. When no details of study tours have been arranged or arrangements are incomplete, an appropriate amount shall be included in the budget to cover the cost of the study tour.
- ii) The Chief Executive Officer in consultation with Council may approve attendance at study tours but shall apply the following guidelines:
 - the maximum attendance at any study tour is to be two Elected Members and one staff
 - attendance at a study tour shall only take place where there are appropriate funds provided for in the annual budget
 - a detailed report including recommendations on each study tour shall be submitted to Council
 - budget authority and funding arrangements shall be considered.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Staff uniforms

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To:

- present a recognisable, tidy and professional image of staff to the community
- ensure that staff are appropriately dressed for their duties
- ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions

Policy The Shire shall adopt a corporate uniform for staff employed in the following areas:

- Customer service/front line staff
- Outside workforce
- Ranger Services Operational staff
- Library staff
- Any other groups of staff as the Chief Executive Officer may from time to time see fit.

It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise.

Council shall supply employees with a uniform in accordance with guidelines set out below.

The Chief Executive Officer has been granted delegated authority to determine what is a suitable uniform, after consultation with staff, including colour and style of the uniform.

Part time or casual employees shall not be eligible for uniforms under this policy except upon review if working outdoors. The quantities of clothing issues may be adjusted accordingly.



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Conditions of Supply

That the initial uniform for new outside staff be:

- pair of boots
- long sleeve shirts x 3
- trousers/ jeans x 3
- jacket x 1
- pair of safety glasses x 2
- wide brim hat x 1
- 5L water cooler x 1

Thereafter staff to be issued with:

- new pair of boots when necessary (proof to be obtained and record maintained)
- long sleeve shirts x 5
- trousers x 3
- jacket upon proof that initial jacket is no longer presentable
- one wide brim hat – when necessary
- 5L water cooler on proof of old damaged one.

That administration staff be allocated an amount of \$400 per annum (pro rata).

High visibility clothing

Because of the requirement for Council workers to be easily seen by vehicle users, workers must wear high visibility clothing of some description while within the road reserve or near vehicle access ways.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

Since the above clothing policy has the implication of making workers less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimize heat insulation and maximize airflow around the wearer's body.

Note: High visibility vests that Velcro fasten at the front will not be purchased for use, because they are often found unfastened at the front, thus are less efficient at ensuring visibility.

Reviewed	Next Review	Record No
18 November 2009	18 May 2011	
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Senior Employees

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

Policy For the purposes of Section 5.37 of the *Local Government Act 1995*, the Council shall designate the following employees to be “senior employees”:

- Executive Manager Development Services
- Executive Manager Technical Services
- Executive Manager Corporate Services

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Staff housing

Policy Owner: Governance
Person Responsible: All Executive Managers
 Manager Human Resources/Community Development
Date of Approval: 18 November 2009
File Reference:

Objective To provide clarity on the conditions for use of Council owned housing by Shire employees.

Policy

Permanent fixtures

Permanent fixtures shall include the following:

- hot water system
- authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted systems or wall mounted units installed and owned by Council)
- floor coverings
- window treatments
- light fittings (except globes)
- TV aerial
- stove
- internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

Improvements to housing by tenants

Any improvements carried out to Council's accommodation shall only be permitted with prior approval of the Chief Executive Officer.

Tenancy Agreement

- i) That the Shire of Chittering enters into formal tenancy agreements with Council employees occupying Council owned residences for the period of their employment or a lesser period as determined by the Chief Executive Officer prior to occupancy.
- ii) The form of agreement being the standard agreement prepared by the Real Estate Institute of WA.
- iii) Under this agreement tenants will be required to pay a bond to the equivalent amount of four weeks rent.



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- iv) A pet bond of \$100 also be introduced under this agreement.
 - v) Rent is set at \$220 per week and is subject to an annual review.
 - vi) The Chief Executive Officer may reduce the set rate during employment negotiations for employees requiring housing as part of the employee's employment package.
 - vii) The Chief Executive Officer may approve the lease to persons other than employees. This lease to allow for 61 days' notice of termination of the lease. The bond requirements and rental charge will be as set out in ***Tenancy Agreement, Sections (ii), (iii), (iv) and (v).***
 - viii) Houses will be inspected for maintenance needs once per year.
 - ix) Provided tenants keep their lawns and gardens in good order, Council will be responsible for all water charges for the first 200KL of water per financial year.

Garden shed

Each house that Council manages shall have a garden shed not smaller than 4m x 3m provided for the tenants.

Reviewed	Next Review	Record No
21 July 2010	18 May 2011	N10346
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Equal employment opportunity

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

Policy

- (a) The Shire will recognise its legal obligations under the *Equal Opportunities Act 1984* and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- (b) All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- (c) All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- (d) All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
- (e) The Shire shall not tolerate harassment within its work place. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, age, political or religious convictions, gender, marital status or disability.
- (f) The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
- (g) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Chittering.



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Grievance

The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the Chief Executive Officer.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

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Occupational Safety and Health (OSH)

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective The Shire of Chittering Council and Executive Management is committed to achieving zero harm within the Shire's working environment to all persons employed or engaged by the Shire in any capacity.

Policy The Shire of Chittering is committed to providing a safe working environment for all employees and others affected by its activities.

The Shire of Chittering will endeavour to improve safety and health in the workplace with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction.

Safety and Health Objectives

Commitment, co-operation and effective team work is fundamental to achieving the objectives.

The key safety and health objectives are:

- provide safe equipment, safe work practices and safe systems of work
- ensure that employees understand their responsibilities for safe working conditions and are provided with appropriate instruction, training, information and equipment
- involve employees in safety and health matters and consult with them in ways to reduce work place hazards and prevent injuries
- protect the public, the environment, equipment and materials from injury, accidental loss or damage
- conform with statutory requirements as a minimum standard
- take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.



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Responsibilities

Safety and health is both an individual and a collective responsibility of all employees.

In particular:

- *Chief Executive Officer*
The Chief Executive Officer is the responsible officer for Occupational Safety and Health.
- *Senior managers and supervisors*
Senior managers and supervisors are responsible for implementing the Occupational Safety and Health Policy and also planning, developing, implementing and monitoring of Occupational Safety and Health Procedures.
- *Employees*
Employees are required to follow all safe working practices and use personal protective equipment as required. To ensure their own safety at work, safety of others and to report all accidents and hazardous situations that arises in the course of their work.

Occupational Safety and Health Working Group

The committee is responsibility is to facilitate consultation and co-operation between the employer and employee on safety in the workplace. The management's responsibility has duties in line with the group recommendations (refer to "Aims and Objectives of Committee").

As an integral part of its management philosophy, this policy commits the Shire of Chittering to an Occupational Safety and Health Programme for all its employees and others affected by its activities.

Hierarchy of responsibility

The occupational safety and health hierarchy of responsibility demonstrates the responsibilities of the different officers in relation to safety issues at the Council.

Occupational Safety and Health Working Group – Constitution

- *Title of Committee*
The Committee will be known as the:
"Shire of Chittering Occupational Safety and Health Working Group"
- *Aims and Objectives of Working Group*
The aims and objectives of this working group are:
 - to facilitate consultation and co-operation between the management/employer and employees in initiating, developing and implementing measures designed to



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ensure the safety and health of employees at the workplace

- to keep itself informed of standards relating to safety and health generally recommended to prevail in workplaces of a comparable nature and to review and make recommendations to the employer on rules and procedures at the workplaces relating to the safety and health of employees
- to recommend to management and employees the development, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of employees
- to keep in a readily accessible place and format such information regarding hazards to persons that may arise at the workplace
- to consider and make such recommendations to management, as the committee sees fit, in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace
- to consider such matters as are referred to the committee by safety and health representatives and employees
- to perform such other functions as may be prescribed in the regulations or given to the committee, with its consent by the Council at the workplace.

Scope of Working Group

- Review of general measures taken to ensure safety and health of employees at the workplace, including work of other committees.
- Investigations of unresolved matters brought to the Council's attention which a committee member or employee considers to be unsafe, a risk to health or of other concern. If unable to resolve a matter, the committee will refer it to the Chief Executive Officer.
- Assistance in developing a recording system for accidents and hazardous situations.
- Assistance in formulation of the organisation's overall Occupational Safety and Health Policy and Procedures.
- Recommendations for the monitoring of measures taken to ensure proper use, maintenance and, if necessary, replacement of equipment designed to protect employees from hazardous situations.
- Recommendations to the Council regarding safety and health matters.

Matters outside of committee's scope

The following issues do not fall within the scope of the committee's functions:

- handling of industrial disputes
- welfare issues not relating to safety or health
- negotiations over money
- employee grievances which do not affect safety and health.



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- *Membership of working group*
The committee shall consist of:
 - Chief Executive Officer
 - one elected safety representative from each workplace area:
 - Depot
 - Internal Staff
 - safety co-ordinator
 - other persons appointed by the Council
- *Action Plan*
The Occupational Safety and Health Committee is to establish and maintain an action plan to keep track of safety issues that require completion and a time line for completion.

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Protection from the sun for outdoor work

Policy Owner: Administration and Community Services
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To provide guidelines for Shire staff to avoid harmful exposure to the elements.

Policy The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and, long trousers. Unless for safety related reasons shirt sleeves may be rolled up (refer to Staff Uniform policy).

The basic dress code will apply all year round - exemptions may apply based upon written medical advice.

Council will supply hats, long sleeve shirts and trousers and sunscreen appropriate for the nature of work. Council will not provide shorts. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 30+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one (1) hour per day on a cumulative basis.

The following outdoor employees because of the nature of their activities will be subject to their particular dress requirements as nominates.

Use of sunscreen cream

All outdoor workers will be supplied with sunscreen cream, which should be applied to their uncovered skin in accordance with the manufacturer directions. Information, instructions and supervision will be provided in the use of sunscreens (note Section 19(1)(b) of the *Occupational Safety & Health Act 1984*). In particular, this refers to their faces, ears, necks, backs of the hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ broad spectrum type.

Exemptions may apply based on written medical advice.



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Other people who work outdoors

Those people who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which Council will supply. Such workers may be environmental health and building officers.

Supply and use of sun glasses

All staff working outdoors shall, when practicable wear general purpose sun protection glasses, which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

Administrative and other controls

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are:

- (a) ambient and radiant temperature
- (b) extent of air movement (wind)
- (c) pace and physical demand of work
- (d) adequacy of water replacement required by sweating
- (e) humidity
- (f) person's clothing

Note: Actual temperatures experienced by workers will differ considerably dependent on their workplace. Working in a well-treed park will be vastly different to working on an open bitumen road.

Thus some steps which should be taken include:

1. All relevant staff should have ample supplies of fresh cool water where main water is unavailable a 5 litre water bottle will be provided to each person.
2. Exploiting the use of natural shade.
3. The erection of temporary shade where practicable.
4. Rescheduling of particularly heavy work outdoors between the period 10:00am to 2:00pm where practicable.
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particular hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

Staff should report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff members are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.



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Consultation

Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued in accordance with good management practices. (Note also, Section 35(1)(c) of the *Occupational Safety & Health Act 1984*)

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

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Contractors

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To ensure that Council employs suitably qualified and prepared contractors in conjunction with insurance and liability schemes through LGIS.

Policy **Introduction**
 The implementation of the Contractor Guidelines is the result of a joint effort agreement between the Municipal Workcare Scheme, Municipal Liability Scheme, Municipal Insurance Broking Services and the advice of their solicitors. The aim of these guidelines is to eliminate, in one package, the risk of liability when Councils engage the services of contractors.

Advice on the relationship between Councils and contractors/sub-contractors

The relationship with a contractor may be close and similar to an employee/employer relationship. The need for control in managing the contract process and the manner in which the work is performed is necessary to avoid work practices, which are unsafe and/or contrary to Council policy, plans and procedures.

A Council should always consider the safety, environmental and occupational health standards of a contractor and determine whether these standards are in line with those that the Council observes. This will ensure that Council employees, as well as contractors, are provided with a safe workplace.

The Shire of Chittering believes that the consequence of introducing Contractor Guidelines will be efficient and safe work practices throughout all Council operations. Working through the following checklist and procedures will allow Council to have some knowledge of its obligations when engaging the services of contractors and the obligations that contractors have.



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Contractor procedures

- i) The tender or contractual documentation should contain appropriate indemnity insurance clauses. An example of appropriate wording is set out under the heading "Contractors Risk and Insurance". Prior to a contractor commencing any work for the Council, the Council should have a system for ensuring that all tender and/or contractual documentation is properly documented and signed by the contractor.
- ii) When tendering a specific job, sufficient information regarding Council safety policy and requirements, environmental considerations and relevant regulations should be given to the contractor to ensure and establish that there is a full understanding of Council requirements.
- iii) Council should review all contractors safety records and where applicable, environmental records. Attention should also be paid to:
 - quality and experience of contractors personnel
 - quality, condition and suitability of the contractors plant, equipment (including PPE) and tools
 - contractors safety and environmental record and performance on previous jobs
 - contractors knowledge of environmental matters, safe work practices and statutory requirements, including 'Certificates of Currency'
- iv) Contractors must provide Certificate of Currency for Public Liability, Professional Indemnity, Motor Vehicle and Workers Compensation and must ensure that subcontractors also supply Certificate of Currency as required and where applicable.
- v) Contractors shall observe and comply with all relevant legislation, including the *Workers Compensation and Rehabilitation Act 1981*, *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations* and the *Record Keeping Act*. Contractors must also comply with improvement and prohibition notices, Codes of Practice, Guidance Notices, Australian Standards and Council requirements and policy.
- vi) Council should develop a system whereby all long-term contractors are checked to ensure the required cover is renewed.

Contractors risk and insurance

Tender and contractual documentation should contain the clauses that are set out below:

- i) The contractor shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from directly or indirectly, any act or omission of the contractors or any default or negligence by the contractor irrespective of any negligence, default or breach of statutory duty on the part of Council.



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- ii) The contractor shall indemnify and keep indemnified the Council from and against any loss or damage and against all claims, demands proceedings, costs, charges, expenses whatsoever arising out of any act or omission of the contractor or any default by the contractor irrespective of any negligence, default or breach of statutory duty on the part of Council.
 - iii) The contractor shall, at the contractors own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurances, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the Council and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them:
 - public liability insurance for an amount of not less than \$5 million for one accident or occurrence in the name of the Council and the contractor
 - third party property damage insurance of not less than \$5 million in respect of any motor vehicle, plant or equipment used in the performance of the contracted services
 - if the contractor or any sub-contractor employs any person or persons to perform the services of any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to Council before commencement of services
 - if the contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, awareness and compliance of Council occupational safety and health guidelines and policy must be provided and acknowledged
 - any other insurance, which is required by the laws of the Commonwealth of Australian and state of Western Australia and, as amended by these guidelines following its review.
 - iv) The implementation of maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the contractor under these guidelines.
 - v) The contractor shall provide Council, prior to commencement date, certificates of currency for all insurances that provide evidence of validity and currency of the insurance policies.

Termination

- i) Council may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor fails to work with due diligence or expedition or make default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the contractor or refuses or neglects to carry out any instruction which the



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Council is empowered to give or make under these guidelines.

- ii) Council may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor enters bankruptcy or enters into liquidation, a deed of assignment, deed or arrangement or similar style proves with creditors or commences to carry on business under a receiver for the benefit of its creditors or any other party.

Occupational Safety and Health Policy

The Shire of Chittering is committed to providing and maintaining a safe working environment. The aim of this policy is to ensure the safety and welfare, so far, as is practicable, of employees and contractors whose services are engaged by the Shire of Chittering.

The Chief Executive Officer is responsible for the management of occupational safety and health. The Shire of Chittering identifies the requirements and responsibilities under the *Occupational Safety and Health Act 1984*, the *Occupational Safety and Health Regulations 1996* approved Codes of Practice, Guidance Notes and relevant Australian Standards.

To ensure that the Shire of Chittering is a safe place in which to work, the following areas of responsibility must be accepted:

- all staff, contractors and volunteer workers must take reasonable care to ensure their own safety and health at work and that of other persons in the workplace
- all staff, contractors and volunteer workers must observe safe work practices and use personal protective equipment. All staff and volunteer workers are to be provided with personal protective equipment as required. Contractors are to provide at their own expense, personal protective equipment that meets the conditions of the Shire of Chittering
- it is the duty of all staff, contractors and volunteer workers to report any incidents, accidents and hazardous situations arising or having been observed in the course of one's work
- it is the duty of all staff, contractors and volunteer workers to maintain a copy of the Occupational Safety and Health Policy and Safety Rules. Contractors must also maintain a copy of the Contractor Checklist.

The Shire seeks the co-operation of all people associated with working for the Council in upholding a high standard of personal safety and accident prevention procedures.

This policy will be reviewed annually to ensure relevance, comprehensiveness and purpose.



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Safety rules

The safety and health of all people working for the Shire of Chittering is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person:

- i) Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor
- ii) Report any injury or incident immediately
- iii) Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks
- iv) Council vehicles, machinery, equipment and facilities are to be used only by authorised personnel
- v) Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor
- vi) In the event of fire or other emergency, follow the instructions of the Council emergency procedures
- vii) Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any worksite or work location unless officially authorised by the Chief Executive Officer. Failure to observe this requirement may result in dismissal or suspension without pay.
- viii) Speed limits on public roads and at work locations must be observed at all times
- ix) Machinery, equipment, materials and tools must be secured whilst in transit
- x) Any unsafe working conditions must be reported to your supervisor
- xi) All roadworks must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works
- xii) Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.



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Attachment

Contractor checklist

The Shire of Chittering requires you to comply with the Occupational Safety and Health Policy, Safety Rules and this Contractor Checklist.

Before commencing any work, ensure you are able to tick each of the following boxes.

Safety is for everyone's protection.

- i) *You have provided to the Council, proof of adequate insurance cover, for the following:*
 - *Workers Compensation*
 - *Motor Vehicles and Mobile Equipment*
 - *Public Liability*
 - *Personal Accident (Self Employed Contractors Only)*
- ii) *You have been provided with a copy of the Shire of Chittering's Occupational Safety and Health Policy and Safety Rules.*
- iii) *Contractors have ensured that any task requiring a qualification or licence is allocated to the person or persons who can clearly identify themselves as having such qualification or licence as required to complete the task*
- iv) *All of your workers are provided with personal protective equipment*
- v) *First aid kits are provided in each of your work vehicles*
- vi) *All of your workers are instructed in the use of items found in the first aid kits*
- vii) *All of your workers are instructed in the use of available fire fighting equipment such as extinguishers, hoses and blankets*
- viii) *All of your workers are aware of correct road signage procedures and adequate signage is available for the work*
- ix) *All work places are kept in a clean and tidy condition*
- x) *All of your workers are aware that they must report any incident, accident, near miss or hazardous situation*
- xi) *All of your workers are aware of the following statement*

Any contractor or their employee, contradicting the Shire of Chittering's guidelines and policy may be required to leave the premises or worksite and may be refused re-entry. The said contract may become null and void.



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Contractors safety agreement

On behalf of the contractor named below, I do confirm that the Shire of Chittering has provided me with the following:

1. Shire of Chittering's *Occupational Safety and Health Policy*
2. Shire of Chittering's *Safety Rules*
3. Shire of Chittering's *Contractor Checklist*
4. Shire of Chittering's *Code of Conduct*

I understand that the above mentioned documents summarise the rules and conditions under which this contract has been granted.

I do acknowledge that I and all persons employed by the Contractor are required to comply with the Shire of Chittering's operating rules and that failure to do so is sufficient grounds for canceling the contract should the Council choose to exercise this option.

Contractors name: _____

Business address: _____

Postcode: _____

Telephone number: _____

Telephone number (a/h): _____

Please tick appropriately

		<i>YES</i>	<i>NO</i>
<i>Contractor status:</i>	Employer	<input type="radio"/>	<input type="radio"/>
	Sole trader	<input type="radio"/>	<input type="radio"/>

Contractor representative

Date

Chief Executive Officer
Shire of Chittering

Date

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Voluntary service

Policy Owner: Governance
Person Responsible: All Executive Managers
Distribution: All Staff
Date of Approval: 18 May 2011
File Reference:

Objective To ensure that the Shire's employees who are emergency service volunteers (St John Ambulance, fire brigade officer, State Emergency Service) whilst attending those emergencies.

Policy **Paid leave entitlements**
 All staff who are bona fide members of volunteer emergency service groups, (i.e. fire brigade, State Emergency Service and St John Ambulance), who are required for emergency service by those groups during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purposes of this policy, ordinary working hours shall be the time ordinarily worked.

Payments shall be made through normal pay channels following a claim by the employee involved and may be subject to authentication of claim by the officer controlling the relevant body or service.

Conditions of volunteering

1. Council employees either volunteering, or as members of volunteer organisations, are required to obtain permission from their Supervisor, or the Chief Executive Officer, to attend an emergency during normal working hours.
2. Any Shire employee attending an emergency before or after their normal working hours will be considered to be a volunteer. Shire employees will be paid only for their normal hours of duty.

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3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment, the Shire employees operating this equipment will be paid the appropriate award rate for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which time the operator should be relieved from duty. Should the operation continue, then she/he will be a volunteer.

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Gratuities and Redundancy Payments

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Chittering is finishing.

Policy **Gratuities**
 A gratuity may be paid to an employee at the sole discretion of the Council upon the employee's retirement or the employees beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:

- (a) Ten years to a maximum of fifteen years continuous service
 - An amount no greater than equivalent to 30% of the weekly salary per year of total continuous service.
- (b) Fifteen years to a maximum of twenty years continuous service
 - An amount no great than equivalent to 50% of the weekly salary per year of total continuous service.
- (c) Above twenty years service
 - An amount no greater than equivalent to 70% of the weekly salary per year of total continuous service, up to a maximum of \$5,000.

In making this payment, Council must ensure that this service is continuous but shall exclude breaks in service due to annual leave, sick leave, parental leave, long service leave, or any other break which in the opinion of Council ought not to affect any determination made in accordance with this policy.



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Redundancies

In respect to redundancies resulting from internal restructuring, external restructuring, eg amalgamations, boundary changes etc:

- a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if *Schedule 2.1, Clause 11(4)* of the *Local Government Act 1995* applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of two years' salary at the time of completion of negotiations.

General

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

- a) Any Federal or State Award or industrial agreement application to the employee
- b) Any applicable provisions with the employee contract or employment
- c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
- d) Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Chittering is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the *Local Government Act Section 5.50(2)*.

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Appointment of an Acting Chief Executive Officer

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective To provide guidelines for the appointment of an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

Definitions “**annual leave**” means annual leave in excess of 5 working days;
 “**long service leave**” means long service leave in excess of 5 working days
 “**extended sick leave**” means sick leave in excess of 5 working days;
 “**Council**” means the Shire of Chittering;
 “**local government**” means the Shire of Chittering; and
 “**senior employee**” means an employee or a person belonging to a class of employee designated as a ‘senior employee’ by the local government within the terms of the *Local Government Act 1995 Section 5.37*

Background Section 5.36 of the *Local Government Act 1995* (the Act) requires that a local government is to employ a person to be the Chief Executive Officer of the local government.

There are special constraints under s5.36(2) of the Act which apply to the employment of a person as Chief Executive Officer, and it is considered those provisions apply also to the appointment of a person as Acting Chief Executive Officer where the appointment is made directly by resolution of the Council, and where the person is not an existing employee of the local government who will perform the role of Acting Chief Executive Officer while employed under the employee’s existing Contract of Employment. This policy does not purport to deal with the employment of a person who is not an existing employee of the local government directly by resolution of the Council.

The intent of this Policy is to deal with the appointment of an existing senior employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing



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Chief Executive Officer on extended sick leave, annual leave or long service leave.

If an existing employee of the local government is required to perform the role of Acting Chief Executive Officer that can be achieved by:

1. resolution of the council on each occasion; or
2. the Chief Executive Officer under delegated authority from the council; or
3. the Chief Executive Officer by virtue of his/her authority under s5.41 and s5.44 of the Act, but an employee exercising the authorities so delegated to him/her would not be able to exercise the Chief Executive Officer's power of delegation.

It is intended that this Policy will operate in the area covered by Point 2 above, where the council delegates authority to the Chief Executive Officer to appoint an existing senior employee as Acting Chief Executive Officer, in which case the senior employee so appointed as the Acting Chief Executive Office would be able to exercise the Chief Executive Officer's power of delegation.

Policy

1. It is intended that the Executive Managers of Development Services, Corporate Services and Technical Services will carry out the role of Acting Chief Executive Officer during period of absence of the Chief Executive Officer due to annual, long service or extended sick leave, and that they will do so on a rotational basis.
2. It is intended that a senior employee will only be appointed as Acting Chief Executive Officer under the terms of this Policy if:
 - i) the employee has performed the duties of his/her substantive position for a period of 12 months;
 - ii) in the opinion of the Chief Executive Officer the employee has satisfactorily performed his/her duties over the previous 12 months;
 - iii) in the opinion of the Chief Executive Officer and the employee, the employee has the capacity to perform the duties of Acting Chief Executive Officer along with his/her current duties satisfactorily; and
 - iv) this Policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.
3. It is the intent of this Policy that the Council will resolve to delegate to the Chief Executive Officer the power to appoint senior employees as Acting Chief Executive Officer in the circumstances contemplated by this policy.
4. The Chief Executive Officer is to ensure that future contracts for senior employees reflect the terms and the intentions of this Policy.

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Christmas / New Year closure of Council offices

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective This policy is for the authorisation for the Council offices, i.e. administration, engineering, library and depot site, to close over the Christmas and New Year period.

Policy The Administration centre will be closed for business from 3.00pm on the last working day before Christmas and re-open on the first working day following New Year's Day.

Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.

The Bindoon and Muchea landfill sites close on Christmas Day only. All other normal operating times apply over the Christmas / New Year period.

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Retirement/resignation of employees – Council gift/functions

Policy Owner: Corporate Services
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
File Reference:

Objective This policy is to provide the necessary guidelines for gifts and/or function for the retirement or the resignation of a Shire employee.

Policy Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the Chief Executive Officer to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of service	Value of gift
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$200
10 – 15 years	\$300
15 – 20 years	\$400

Note: an equivalent cash payment in lieu of gift is not permitted.

The objectives are:

- to show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations
- to frame a standard procedure when dealing with staff who leave Council's employ and to comply with the *Local Government Act 1995*
- gifts will be given in accordance with the following guidelines:
 - at the discretion of Chief Executive Officer, a gift may be provided to employees leaving Council prior to two (2) years of service



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Presentation for senior employees leaving Council to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

LENGTH OF SERVICE	VALUE	DETAILS OF FUNCTION
0 - 2yrs	Nil	N/A
2 - 5yrs	\$150	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 - 20yrs	<ul style="list-style-type: none"> 5-10yrs = \$200 10-15yrs = \$250 15-20yrs = \$300 	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$500	Council sponsored reception (Elected Members, staff and partners).

Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

Human Resources will notify the employee's service unit and Corporate Services of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The service unit will be responsible for arranging the function and gift in advance of the employee's final working day.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Staff Disciplinary Policy

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 May 2011
File Reference:

- Objective** The objective of a disciplinary policy is:
- To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant State and Federal laws, the *Local Government industry Award 2010* and any enterprise agreements.
 - To provide an acceptable disciplinary process to the workforce and the Shire of Chittering.
 - To determine the issues expeditiously.
 - To allow an employee who is the subject of a disciplinary process the right to appropriate representation.
 - To ensure that the ultimate determination of a disciplinary matter is made, subject to any avenues to the courts or Industrial Tribunals, by the Chief Executive Officer.
 - To ensure that the necessity for having disciplinary processes or external claims to Courts or Industrial Tribunals is minimised.
 - To ensure the principles of natural justice apply to the process.

Policy The Shire of Chittering Senior Staff in consultation with the Chief Executive Officer may consider issues of staff misconduct and unacceptable performance levels that may require disciplinary action.

Any disciplinary procedure shall be applied in a consistent, fair and objective manner. It is recommended that advice from Workplace Relations is sought before any action of a serious nature is taken.

Reviewed	Next Review	Record No
16 May 2012		



Elected Members Policies



SHIRE OF CHITTERING Register of Policies

Code of Conduct - Elected Members

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
File Reference:	

Objective The Code of Conduct provides Elected Members of the Shire of Chittering with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007* which incorporates four fundamental aims to result in:

- a) Better decision making
- b) Greater community participation in the decisions and affairs of the Council
- c) Greater accountability of the Council to its community
- d) More efficient and effective local government.

The Code provides a guide and a basis of expectations for Elected Members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

Policy

Statutory Environment

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and *Local Government (Rules of Conduct) Regulations 2007*.

Rules of conduct

Elected Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.



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Role of Elected Members

An Elected Member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Chittering will be the focus of the Elected Member's public life.

An Elected Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Elected Members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Council's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Elected Members and on the Shire of Chittering.

Conflict and Disclosure of Interest

Conflict of Interest

- (a) Elected Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Elected Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Chittering or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence);
- (c) Elected Members who exercise a function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.
- (d) An Elected Member is to disclose any interest he or she has in the matter to be discussed at a Council or Committee meeting that will be attended by the member. Any disclosure to be made at the meeting immediately before the matter is discussed and is to be recorded in the minutes of the relevant meeting.

Pecuniary Interest

Elected Members will adopt the principles of disclosure of pecuniary interests as contained within the *Local Government Act 1995*.



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Disclosure of Interest

- (a) Elected Members will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

Personal benefit

Use of confidential information

Elected Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

Improper or undue influence

Elected Members will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Gifts and bribery

Refer to *Local Government (Rules of Conduct) Regulations 2007*, Regulation 12.

Conduct of Elected Members

Personal behaviour

- (a) Elected Members will:
 - (i) **Act**, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
 - (ii) **Perform** their duties impartially and in the best interests of the Shire of Chittering uninfluenced by fear or favour
 - (iii) Act in **good faith** (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Chittering and the community
 - (iv) Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) Always act in accordance with their obligation of fidelity to the Shire of Chittering.
- (b) Elected Members will represent and promote the interests of the Shire of Chittering, while recognising their special duty to their own constituents.



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Honesty and Integrity

Elected Members will:

- (a) Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards
- (b) Bring to notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer
- (c) Be frank and honest in their official dealing with each other.

Performance of Duties

Elected Members will, at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Elected Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

- (a) Elected Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Elected Members will give effect to the lawful policies of the Shire of Chittering, whether or not they agree with or approve of them.

Administrative and Management Practices

Elected Members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

Corporate Obligations

- (a) Communication and public relations as a representative of the community. Elected Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Elected Members should acknowledge that:
 - As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council
 - Information of a confidential nature ought not be communicated until it is no longer treated as confidential
 - Information relating to decisions of the Council on approvals, permits and so on ought only be



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communicated in an official capacity by a designated officer of the Council

- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Elected Members and Staff

An effective Elected Member will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Elected Members and staff have a mutual respect and cooperate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position Elected Members need to:

- Accept that their role is a leadership, not a management or administrative one
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions
- Refrain from publicly criticising staff in any way that casts aspersions on their professional competence and credibility.

Appointments to Committees

As part of their representative role Elected Members are often asked to represent the Council on external organisations. It is important that Elected Members:

- Clearly understand the basis of their appointment
- Provide regular reports on the activities of the organisation.

Dealing with Council property

Use of local government resources

Elected Members will:

- Be scrupulously honest in their use of the Shire of Chittering's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body
- Use the Shire of Chittering resources entrusted to them effectively and economically in the course of their duties
- Not use the Shire of Chittering's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

Travelling and sustenance expenses

Elected Members will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Chittering in accordance with Shire of Chittering policy and the provisions of the *Local Government Act 1995*.



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Access to information

- (i) Staff will ensure that Elected Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members
- (ii) Elected Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Petitions to Council

Policy Owner: Chief Executive Officer
Distributed to: All Elected Members
Person Responsible: All Executive Managers
Date of Approval: 17 February 2010
File Reference:

Objectives Petitions are one of the traditional processes by which an individual can directly place issues before Council.

Policy Formal petitions must:

- be addressed to the Presiding Member
- be made by electors of the district
- state the request on each page of the petition
- contain the names, addresses and signature of the elector(s) making the request, and the date each elector signed
- contain a summary of the reasons for the request
- state the name of the person upon whom, and an address which notice to the petitioners can be given.

A formal petition must be in the form prescribed by the *Local Government Act 1995* and *Local Government (Constitution) Regulations 1996* if it is 3/4

- a proposal to change the method of filling the office of Presiding Member
- a proposal to create a new district or the boundaries of the local government
- a request for a poll on a recommended amalgamation
- a submission about changes to wards, the name of a district or ward, or the number of Elected Members for a district or ward.

Formal petitions should be presented to Council by an Elected Member.

Where a petition does not relate to or conform to the above it may be treated as an "informal" petition, and the Chief Executive Officer may at his/her discretion forward the petition to a committee or to Council accompanied by an officer report.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Elected Members' Fees, Allowances, Reimbursements and Benefits Policy

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
File Reference:	

Objectives To clearly outline the support and allowances available to the Shire's Elected Members within the provisions of the *Local Government Act 1995* (the "Act") to cover any "out of pocket" expenses that are incurred in carrying out their function as a Elected Member. It also establishes guidelines in respect to Elected Members' participation in conferences and training.

Policy Statement In addition to those allowances and reimbursements available to Elected Members under the Act, and Regulations made under the Act, this policy will outline "approved expenses" the Shire will reimburse Elected Members if incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office.

Background The *Local Government Act 1995*, Section 5.98 and *Local Government (Administration) Regulations 1996* provides for Elected Member entitlements. The current policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

Scope **Allowances**
Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis in arrears.



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Allowances and fees are to be raised annually by the cost of inflation (the total remuneration is not to exceed the amount set by the *Local Government Act 1995*):

- 1) *Shire President allowance*
The annual local government allowance for the Shire President is set at \$6,000.
- 2) *Deputy Shire President allowance*
The annual local government allowance for the Deputy Shire President is set at \$1,500.
- 3) *Elected Member attendance fee*
The annual local government attendance fee for Elected Members is set at \$7,000.
- 4) *Shire President attendance fee*
The annual local government attendance fee for the Shire President is set at \$14,000.

Allowance in lieu of reimbursement of telephone expenses

All Council members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34A, of \$2,400 for telephone and facsimile machine rental charges and any other telecommunications expenses that might otherwise have been approved for reimbursement under Regulation 32.

The allowance is for costs relating to telephone usage including plans/contracts, mobile phones, extra telephone lines, call costs and consumables incurred while performing the functions of the member.

Allowance in lieu of reimbursement of information technology expenses

All Elected Members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34AA of \$1,000 for information technology expenses that have been approved for reimbursement under Regulation 32.

Reimbursement of travelling expenses for attending ordinary or special meetings of Council (or any meeting as capacity as a member of that committee)

It is noted that under section 5.98(2)(a) and Regulations 31(1)(b) and 31(4), an Elected Member who incurs travel expenses because of the member's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government



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district, the actual cost, in relation to a journey from the person's place of residence or work and back -

- (i) for the person to travel from the person's place of residence or work to the meeting and back; or
- (ii) if the distance travelled referred to in sub-paragraph (i) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Elected Member's principal place of residence or work within the Shire to the meeting venue and back. The rate per kilometre shall reflect actual cost and will be as specified in the *Local Government Industry Award 2010* from time to time.

Information or advice is available from the Chief Executive Officer or the Executive Manager Corporate Services at any time. Elected Members shall endeavour, where practical, to make arrangements to utilise a Council vehicle to attend appropriate meetings.

Dates of payments for reimbursement are:

- 1) 30 September
- 2) 31 December
- 3) 31 March
- 4) 30 June

All claims for the current financial year must be processed and paid before year end 30 June.

All claims are to be entered onto the Shire's spreadsheet (appendix 1) and emailed to the Chief Executive Officer at the end of each quarter (as listed above).

Expenses approved for reimbursement

For the purpose of Regulation 32(1)(a):

- 1) the express authority of the Council is given to Council members to perform the following functions:
 - a) attendance by an Elected Member at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
 - b) attendance by an Elected Member at any meeting of anybody to which the Elected Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer;
 - c) attendance by an Elected Member at any annual or special electors' meeting;



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- d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;
 - e) attendance by an Elected Member at a citizenship ceremony conduct by the Shire;
 - f) attendance by an Elected Member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
 - g) attendance by an Elected Member at any meeting of a ratepayer/residents association dealing with the interests of a area represented by that Elected Member;
 - h) attendance by an Elected Member at any site where:
 - i) the site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
 - ii) the attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
 - i) attendance by an Elected Member at a meeting with the Chief Executive Officer or a Manager of the Shire at the request of the Chief Executive Officer or a Manager;
 - j) attendance by an Elected Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and
 - k) attendance by an Elected Member at a funeral for those deceased persons recognised under the Shire of Chittering's Bereavement Recognition Policy.
 - l) attendance by the Shire President at a meeting or function of anybody including any State Government body, in his or her capacity as the Shire President, including attendance by the Deputy Shire President or an Elected Member in place of the Shire President;
 - m) any other function, meeting or event in their role as an Elected Member that is supported by a written invitation.
- 2) The following expenses incurred by an Elected Member in performing a function to which express authority is given under this resolution, are approved for reimbursement:
- *child care costs
 - travel costs
 - parking.
- *child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.*
-



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- 3) The extent to which child care costs referred to in this resolution are to be reimbursed is the lesser of:
 - a) the actual cost per hour; and
 - b) \$20.00 per hour.

Professional conferences

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire, the Chief Executive Officer is authorised to arrange, at the Shire's cost, and at the request of an Elected Member:

- a) registration at professional conferences which are:
 - i) considered by the Chief Executive Officer to be directly relevant to the Shire's affairs;
 - ii) to be attended by employees of the Shire; or
 - iii) convened by the Western Australian Local Government Association (WALGA).
- b) *accommodation for an Elected Member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
- c) registration for the conference dinner for the Elected Member; and
- d) one return economy airfare to the conference if the venue is interstate.

**If accommodation is not at the venue of the event or activity then taxis should generally be used for transport. Where necessary a hire car can be organised for the conduct of Council business at the discretion of the Chief Executive Officer. Where an Elected Member elects to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government mileage allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.*

Subject to the above a maximum of \$3,000 per Elected Member is set annually for attendance at conferences.

For the purpose of Regulation 32(1)(a), the express authority by resolution of the Council is given to Elected Members to perform the following function – the attendance by an Elected Member at a professional conference, the registration for which is arranged by the Chief Executive Officer.

The following expenses incurred by an Elected Member in performing a function referred to in paragraph (a) are approved for reimbursement:

- i) *food and beverages consumed by the Elected Member during the conference.
- ii) taxi fares incurred by the Elected Member during the conference.
- iii) costs associated with the attendance of the Elected Member at any meetings or forums with other



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government bodies or associations, at the discretion of the Chief Executive Officer.

The extent to which the costs referred to above is to be reimbursed at the actual cost.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

**Meal and beverage claims will be accepted where it is reasonable for the Elected Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than a day in advance of, or after the end of, the event or activity.*

Training and Education

The following training course is identified as relating to Elected Members of the Shire:

- WALGA Elected Member Development Program

Priority will be given to the attendance of any new Elected Member at any induction or training course that is specifically organised for the benefit of the new Elected Member.

An Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

Booking arrangements

All booking arrangements of airline travel for representatives of the Shire of Chittering are to be coordinated through the Chief Executive Officer's office.

Airline travel for Elected Members is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded or rebated for any reason. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

Customer Loyalty Programs

Elected Members should not accumulate benefits associated with customer loyalty programs such as frequent flyer points while travelling on Council business. The Shire will not provide frequent flyer details to an airline when booking and paying for a flight.

The proposed duration of the conference attendance together with travel time and planned supplementary pre or post



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conference activities relevant to the Shire of Chittering, will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference.

Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding the travel, accommodation and reasonable expenses incurred.

Reports of conference attendance are to be provided in writing to the next ordinary Council meeting.

The type of conference that Elected Members attend will be related to a particular function or activity in which Council is involved rather than individual or personal development type conference/seminars.

In recognising the contribution of elected members to the community and period of time spent away from an elected member's principal residence, for elected member development Council authorises payment of associated expenses of Elected Members' spouses to attend one conference annually in Australia.

If a partner or spouse wishes to attend a second or other conference (including conference dinner) all costs will be at their own expense.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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APPENDIX 1

Shire of Chittering – Elected Member Quarterly Claim Form

Name						
Date of Claim	Mileage Claim				Miscellaneous claims	
	Travel from	Travel to	Distance travelled	Reason for travel	Details of claim	Amount



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Certificate of Recognition - Elected Members

Policy Owner: Governance
Distributed to: All Elected Members
Person Responsible: All Executive Managers
Date of Approval: 17 February 2010
File Reference:

Objectives Following each election, the Shire of Chittering makes appropriate arrangements:

- for the swearing in of newly Elected Members and for appointments to committees and external boards
- to formally recognise the contribution made by recently retiring Elected Members

Policy There is relatively little recognition and support for people who are prepared to be members of Council and, as a result, make a significant contribution to their communities.

The Department of Local Government has therefore reduced the qualifying period for the receipt of a Certificate of Recognition to eight (8) years.

In order to enable the Shire to appropriately recognise Elected Members, the following is presented:

- A certificate of recognition will be awarded to a current or former Elected Member, on request to the Department of Local Government, after eight or more years of service and which has been confirmed by the local government;
- The service need not be continuous and may be with one or more local governments;
- If an Elected Member, having been issued with a Certificate, has further service that qualifies, i.e. a further eight years or more, an additional Certificate will be issued; and
- Details on a Certificate will include the period served by the Elected Member as mayor/president, deputy mayor/ president or Councillor.

Requests for certificates will be made to the Department by the Shire on behalf of the Elected Member. Certificates issued to current Elected Members who have served for more than eight years will recognise all their years of service however, once a Certificate has been issued, another will not be provided for any period less than a further eight years.



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It is therefore suggested that an Elected Member who has qualified, having been on Council for eight years, but who intends to continue for another term, defer their application for a certificate until such time as their term is completed or they retire from Council. This will allow the service details to be on one certificate.

The Department of Local Government will recognise the number of years served by issuing certificates that are colour coded, i.e.

- White: 8 to 16 years of service
- Silver: 17 to 24 years of service
- Gold: 25 years or more.

In addition to the Certificate by the Department of Local Government, the Elected Member will be presented, on retirement:

- With a plaque of the Council crest and an engraved plate identifying the name of the Elected Member and the years of service to Council;
- A gift to the value of \$80 per year for Councillors and \$100 per year for Shire Presidents for each year of service capped at a maximum of \$500.

Presentations will occur at either of the following Council functions:

- Prior to a normal, scheduled Council meeting; or
- By the Shire President or his nominee; or
- As approved by the Shire President and Chief Executive Officer.

The retiree is to have the option of choice.

For the position of Shire President, in addition to the Department of Local Government Certificate of Recognition, a suitable gift and reception will be arranged by the Chief Executive Officer in conjunction with the Deputy Shire President.

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18 May 2011	16 May 2012	



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Legal representation and Costs Indemnification

Policy Owner: Governance
Distributed to: All Elected Members
Person Responsible: All Executive Managers
Date of Approval: 17 February 2010
File Reference:

Objectives The policy aims to protect the interests of individual Elected Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Shire of Chittering. This policy applies in that respect.

Policy

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



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

Applications for financial assistance

- a) Subject to item e) below, decisions as to financial assistance under this policy are to be made by the Council.
- b) An Elected Member or employee requesting personal financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Chief Executive Officer, providing full details of the circumstances of the matter and the legal services required. [See (f) below].
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.
- d) An Elected Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000.
- f) Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Council shall deal with the application.
- g) The Elected Member or employee shall sign an agreement between him or her and the Shire agreeing that the financial assistance shall be provided on the terms and conditions of this policy.



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Repayment of assistance

- a) Any amount recovered by an Elected Member of employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Shire.
- b) Assistance will be withdrawn where the Council determines, upon legal advice that a person has acted dishonestly.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such monies in a court of competent jurisdiction.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



Community Facilities and Recreation Policies



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Advertising on public open space

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: November 2005
File Reference:

Objective To give guidelines for advertising on Public Open Space (Passive and Active Reserves)

Statement

- To give guidelines for advertising on Public Open Space (Passive and Active Reserves)
- To limit the advertising on public open space to the promotion of sport and recreation groups, community based organisations and events and their sponsors.
- To prohibit the promotion of alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product).

Scope The policy applies to all groups and individuals wishing to advertise on public open space.

Background The Shire of Chittering has a significant amount of public open space, which is utilised by the community. As a result, it is necessary to ensure that all advertising being placed on this space is appropriate to all user groups, and supports the promotion of the Shire's sporting and recreational groups.

Implementation Only signage promoting sport and recreation groups, community based organisations and events and their sponsors will be permitted under this policy.

Guidelines for temporary signs

- Stakes or poles used to secure the signs can only be set into the ground at a maximum depth of 300mm.
- Signs are to be made of a lightweight, non-rigid material, such as cloth, canvas or similar fabric.
- As a guide, signs should not exceed dimensions of 1.0m and 3.0m. and should not be placed in such a manner that obstructs pedestrian walkways, presents a hazard to motorists or pedestrians or obstructs car parking bays.



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- The wording of the signs should not include any offensive language.
- The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- No bond for the erection of a temporary sign on a reserve will be charged. However should the erection of the sign cause damage to the reserve, the reserve hirer will be invoiced the cost of repairing damage caused.
- Temporary signs must be removed at the end of the activity or each day if the event occurs over multiple days. Failure to remove the sign will result the sign being removed by the Shire of Chittering at the cost of the owner of the sign.
- No approval is required from the Shire of Chittering for the erection of temporary signs. Should it come to the attention that a temporary sign erected or an event or activity contravenes the guidelines as outlined above, the owner of the sign will be required to ensure that the relevant guidelines are adhered to. Ongoing instances of non-compliance to the guidelines of this policy will result in permission being withdrawn from the individual or group to erect temporary signage.

Guidelines for permanent signs

- Permanent signs on Shire of Chittering buildings, regardless of if they are located on a Shire of Chittering Reserve or not, will not be supported on the basis of the impact this type of signage has on the visual amenity. Signage on leased buildings will only be considered via written application to the Executive Manager Development Services.
- The only signs permitted to be fixed to perimeter fencing on Shire of Chittering Reserves, are those that promote the home team(s) and the next game to be played by the home team at the venue.
- Permanent signage fixed to internal barrier fences (ie fencing around match pitches) will be considered subject to the following conditions:
 - a) That the signs face onto the match pitch only.
 - b) That a maximum of six signs can be displayed by any one group at any one time.
 - c) That the signs do not extend beyond the length or height of the fence.
 - d) The signs are maintained at no cost to the Shire of Chittering.
 - e) The wording of signs should not include any offensive language.
 - f) The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)



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- Written application to the Executive Manager Development Services is required for the erection of permanent signage as outlined within the above conditions

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Concerts, Events and Organised Gatherings

Policy Owner: Development Services
Person Responsible: Principal Environmental Health Officer
Date of Approval: 16 May 2012
File Reference:

Objective To enable the effective and efficient management of concerts, events and organised gatherings being held with the Shire of Chittering, to ensure that they are conducted in a safe manner and in compliance with all statutory requirements and associated guidelines.

Policy All concerts, events and organised gatherings that are held in the Shire of Chittering must be approved by the Shire's Chief Executive Officer.

Applications for approval must be sent to the Shire by the event organiser within twenty-five (25) working days of the date of the event; along with full supporting documentation and relevant fees as advised by the Shire's assessment officers.

Shire officers will assess each application to determine relevant compliance with the "Guidelines for Concerts, Events and Organised Gatherings" published and updated from time to time by the Western Australian Department of Health.

Council may waive fees where fund-raising is for charitable purposes.

Reviewed	Next Review	Record No



Community Development Policies



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Strategic Partnerships

Policy Owner: Administration and Community Services
Person Responsible: Manager Human Resources/Community Development
Date of Approval: November 2005
File Reference:

Objective Council authorises the Chief Executive Officer to determine the level of assistance provided to community organisations and events.

Policy The following is listed as an indication of the extent of support that the Council expects to be provided.

Annual Event	Assistance from Council
Australia Day	Financial grant as per budget
Bindoon Agricultural Show	Financial grant as per budget
Community Christmas Carols	Financial help – photocopying of programs
ANZAC Day	Financial help – photocopying of programs

Reviewed	Next Review	Record No
December 2006	18 May 2011	
18 May 2011	16 May 2012	



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Citizen of the year award

Policy Owner:	Administration and Community Services
Person Responsible:	Manager Human Resources/Community Development Executive Support Officer
Date of Approval:	November 2005
File Reference:	02/01/2

Policy

Each Year two local citizens and one local community group in the Chittering Shire will be eligible for the Premier's Australia Day Active Citizenship Awards:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award/or a community group/ or event

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of WA (ADCWA) provides three awards each year for presentation in the Shire of Chittering on Australia Day.

The winners will have been judged to have shown active citizenship and:

- Significant contribution to the Chittering Community
- Demonstrated leadership on a community issue resulting in the enhancement of community life
- A significant initiative which has brought about positive change and added value to community life
- Inspiring qualities as a role model for the community.

Nominees should reside principally within the Chittering Shire.

Awards will not be granted posthumously.

Groups of People or couples will not normally be eligible except when meeting the criteria/ or a community group.

A person cannot receive the same award twice, but can be considered for another award. Unsuccessful nominees may be nominated in future year.



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Sitting members of State, Federal and Local Government are not eligible.

All category winners of the Premier's Australia Day Active Citizenship Awards will be selected from nominations received from the community.

These prestigious awards are only available to one recipient in each category in each year.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Education Scholarship Award

Policy Owner:	Administration and Community Services
Person Responsible:	Manager Human Resources/Community Development
Date of Approval:	18 May 2011
File Reference:	15/01/4

Objective To provide financial assistance to local residential students in the upcoming financial year.

Policy The Shire of Chittering offers two scholarships for local students: one graduating from Year 7 (or year 6 if attending a private high school); and one graduating from Year 10.

Eligible criteria

To be eligible students must be residents of the Shire of Chittering and be continuing with their schooling during the next calendar year.

Selection is based on academic achievement and the contribution that the student has made to their school and the local community.

About the scholarship

The scholarship can assist the student with school fees, uniform(s), books and other extracurricular activities that may otherwise be missed out on (i.e. school trips / camps).

The money is forwarded to the school the winning student will be attending, where it is held in trust until requested.

Winning the scholarship not only provides an important financial benefit to the student but it also says a lot about the winner.

Advertising

The Financial Assistance Grant Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.



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Time frame

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Use of Chittering Community Bus

Policy Owner: Administration and Community Services
Person Responsible: Manager Human Resources/Community Development
Date of Approval: 20 May 2009
File Reference: 04/03/21

Objective To provide guidelines for the hiring of the Chittering Community Bus to community groups.

Policy The Chittering Community Bus is primarily for the use of community groups who are unable to afford the cost of commercial hire and will therefore not generally be hired for private use.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Financial Assistance Grant Scheme

Policy Owner:	Administration and Community Services
Person Responsible:	Executive Manager Corporate Services Manager Human Resources/Community Development
Date of Approval:	20 May 2009
File Reference:	15/01/0006

Objective To provide financial assistance to community based clubs and organisations.

Policy In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the Shire of Chittering Financial Assistance Grant Scheme.

Guidelines

1. Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Shire of Chittering.
2. Only **one** application for assistance towards **one** project will be assessed for the provision of minor sporting, recreation, cultural or other project.
3. The applicant organisation must operate from the Shire of Chittering and beneficiaries must be residents of the Shire of Chittering. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Chittering must be included in the application.
4. Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
5. A tax invoice, with proof of purchase, may be required before payment of the grant can be made by the Shire of Chittering.



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Funding amounts

1. Grants of up to \$5,000 will be considered.
2. For funding requests over \$500, a copy of your group's current financial statement **must** be attached.
3. Council contributions will generally be limited to one third of the total project cost and not fund more than 50% of the total project cost.
4. The value of in kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of no more than \$20 per hour. (Generally \$15 per hour for unskilled works and \$20 an hour for skilled labour).

Retrospective funding

1. No application for retrospective funds will be considered as a part of this grant scheme.
2. Projects may not materially commence before the announcement of successful applicants.

Funding agreement

If your organisation is successful in gaining grant assistance it will be expected to enter into a funding agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations need to be reported to the Manager Human Resources/Community Development as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Expend the funds made available only on the agreed project, event or activity.
3. Provide to the Shire a statement of expenditure certified by the organisation's treasurer and president, and copies of relevant invoices on completion of the project, activity or event so that approved funding may be reimbursed to your organisation, if the group are registered for GST a tax invoice will be required.
4. Acknowledge the funding provided by the Shire.
5. Indemnify the Shire insofar as any activities relevant to the funding are concerned.



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Ineligible projects

Some projects or events (or parts of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by the selection panel to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&C groups are excepted).
2. Projects on land on which is not Crown Reserve or land owned or vested in the Shire of Chittering.
3. Projects that have already commenced.
4. Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project.
5. Salaries or recurrent operational costs. (These will be removed from the budget before consideration).
6. Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).

Eligible projects

Projects will be considered eligible if they can demonstrate that:

1. All other potential funding sources have been sort, and/or;
2. They are able to demonstrate benefit to the wider community, and/or;
3. Provide benefit to Shire residents through recreational, social or cultural means.

Other conditions

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. All applicants will be advised, in writing, of the success or otherwise of their application.

Advertising

The Financial Assistance Grant Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.



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Time frame

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

Community event sponsorship

The Community Event Sponsorship area within the Annual Budget has been developed to assist community organisations in the development and operation of a range of events across the Shire.

The operation of this funding strand recognises the size of the Shire and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

Australia Day event sponsorship

The Australia Day event sponsorship area within the Annual Budget has been developed to assist the four major localities (i.e Bindoon, Wannamal, Muchea and Chittering) within the Shire of Chittering in conducting their communities Australia Day event.

Funding availability

Funding will generally be available for most aspects of event organisation and conduct including:

- Fees and costs associated with entertainment and other activities,

The Shire is responsible for advertising the events in the *Northern Valley News* and *The Advocate*.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Financial assistance for residents involved in national sporting events

Policy Owner: Administration and Community Services
Person Responsible: Executive Manager Corporate Services
 Manager Human Resources/Community Development
Date of Approval: 20 May 2009
File Reference: 04/03/22

Objective To provide financial assistance to Shire of Chittering residents participating in a national sporting event.

Policy Shire of Chittering residents who are chosen to participate in a national sporting event are eligible for Council support up to the amount of \$500 per individual and/or team.

Elected Members will be informed of those Shire of Chittering residents who receive financial assistance.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Tourism

Policy Owner: Administration and Community Services
Person Responsible: Manager Human Resources/Community Development
 Club/Community Development Officer
Date of Approval: 18 May 2011
File Reference:

Objective To ensure that Council promotes tourism within the Shire of Chittering.

Policy

- i) Council shall work closely with the Local Tourism Associations, the Western Australian Tourism Commission, and other relevant Tourism and Government Departments, in all aspects of tourist development within the municipality and the Wheatbelt Region.
- ii) Council shall endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the Wheatbelt region.
- iii) Council shall seek representation on local tourist associations.
- iv) In the formulation of planning policies, Council shall have regard to the requirements of tourism development.
- v) Council, in its review of planning instruments, i.e. Strategic Plans, Town Plans, will take into consideration policies on tourism and other leisure related issues.
- vi) In the preparation of Local Laws, Council shall have regard to their impact on tourism and the balanced development of the municipality.
- vii) Council shall encourage tourism product development and investment throughout the area and will facilitate the development application process.
- viii) Council shall encourage a high standard of design and aesthetics in all forms of tourist development.



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- ix) Council shall ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
 - x) When considering tourism developments, Council shall consider the social, cultural, economic and environmental impact of the proposal within the area.
 - xi) Council shall initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within the municipality.
 - xii) Council shall seek financial involvement from other sources wherever possible in the provision of tourist facilities.
 - xiii) Council shall encourage the landscaping of residential and commercial centres within the municipality.
 - xiv) Council shall, where practicable, support the establishment of national parks, enhancement of specific natural features, conservation areas of outstanding beauty, and recognise items of heritage significance.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



Engineering, Construction and Maintenance Policies



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Nature Strip Treatments – Protective Devices

Policy Owner:	Chief Executive Officer
Person Responsible:	Executive Manager Technical Services Engineer Works Supervisor Engineer Technical Officer
Date of Approval:	November 2005
File Reference:	

Objective The objective of this policy is to Guide Council and Administration appropriate installation of bollards and/or barriers.

To establish policy guidelines to enable property owners to protect landscaping, water reticulation systems and to discourage parking on the nature strip (formerly known as the verge).

Policy Property owners may make written application to the Shire's Executive Manager Technical Services for the installation of semi mountable or mountable kerbing within the nature strip to protect landscaping, water reticulation systems and to discourage parking on the nature strip.

Bollards

The installation of bollards or any other form of obstruction on the nature strip is not approved. Any installation of bollards should be restricted to the property boundary. The Shire will also consider installation of trees at the property boundary on a case-by-case basis.

Semi-mountable Kerbing

Where damage to the nature strip adjacent to a *residential, commercial or industrial* property is occurring semi mountable or barrier kerbing may be installed at the full cost of the property owner. However, any action agreed to is subject to a site investigation being undertaken by Shire Administration personnel to determine the cause for vehicular over-runs, and if appropriate, the cost of agreed kerbing installation. Implementation of the approved works will be undertaken by the Shire on receipt of written agreement from the property owner to proceed with the work at the quoted cost. The Shire will continue to provide information on suitable water sensitive landscaping and planting options for residents as required.

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Provision for bollards or barriers to protect pedestrians from vehicles and bicycle traffic shall be included in all footpath construction programs.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Crossovers Subsidy

Policy Owner:	Chief Executive Officer
Person Responsible:	Executive Manager Technical Services Engineer Works Supervisor Engineer Technical Officer
Date of Approval:	November 2005
File Reference:	

Objectives The purpose of this policy is to provide a subsidy towards the construction of a vehicle crossover to a private property.

Statement To clarify the Shire's requirements for the construction of a vehicle crossing to a private property in order to receive a subsidy from the Shire.

Scope The policy applies to all property owners.

Background Under the *Local Government Act 1995 regulation 15 Contribution to cost of crossing-Schedule 9.1 cl 7(4),*

(1) *Where-*

- (a) *a local government-*
 - (i) *under regulation 12 constructs or approves the construction of; or*
 - (ii) *under regulation 13(1) requires the construction of,*
a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;
- (b) *the crossing is the first crossing in respect of the land; and*
- (c) *the crossing is a standard crossing or is of a type that is superior to a standard crossing,*

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

(2) *In subregulation (1) -*

“first crossing” in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 2 of the Local



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Government Act 1960 as in force at any time before 1 July 1996;

“standard crossing” means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

Crossover Subsidy

- 1) All crossovers shall be constructed and approved by the Executive Manager Technical Services. The Owner/agent shall arrange for construction.
- 2) The crossover shall be paved utilising sprayed bitumen, bituminous concrete, in-situ concrete, paving bricks or blocks.
- 3) The Shire will contribute 50% towards the cost of only one standard residential crossover, subject to the crossover being deemed to conform to the Shire specifications.
- 4) The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
- 5) Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed. Crossovers in excess of six months old shall have a reduced subsidy based on straight line depreciation, for age and type, as per the following: (Crossovers in excess of their life shall not be eligible).

Crossover Type	Maximum Life of Crossover
Gravel	10 years
2 Coat Seal	10 years
Asphalt	15 years
Brick/Block	20 years
Concrete	25 years

- 6) Reconstruction of one crossover to a property shall attract a second subsidy where that crossover has exceeded its expected life (taken as 20 years) as determined by the Shire's Executive Manager Technical Services.
- 7) The reference a “standard crossover” shall mean a sealed or paved construction to a size conforming to the Shire's Executive Manager Technical Services area standard widths, referred to in specifications.
- 8) Where Council undertakes road works affecting existing crossovers Council will bear the cost of replacement.



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Crossover Maintenance

The crossover is that section of driveway that extends from the road kerb or edge of road seal to the front or side property boundary line, across the verge. The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees and water run off from private property.

The Shire will not undertake any maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

Existing Vehicle Crossover

The Shire will not provide any subsidy to replace or repair any existing crossover. It is the property's owners' responsibility to ensure the crossover complies with the Shire's minimum requirements. Crossover repairs must be undertaken if it is considered unsafe.

Administration

To apply for a subsidy, the applicant must complete the ***Application for Subsidy or Construction of a Crossing***. On receipt of the application the Technical Services Department will investigate and provide a quotation (if requested) to the owner/builder.

If the Shire's subsidy is to be claimed, then on receipt of the Application the crossing will be inspected and the subsidy processed.

Note: This process will normally take a maximum of four working weeks

Bonds

- i) Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of the building licence. The amount of the bond will be set by the Shire's Executive Manager Technical Services
- ii) Crossover construction or reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Shire's Executive Manager Technical Services that the construction is necessary.
- iii) Construction/reconstruction of a crossover as a condition of the building licence shall not be required if the value of the licence is less than \$5,000 or the building work involve only minor works (e.g, pergola, shed, pool, patio, toilet) but shall apply to all building licences for structures accessible to vehicles.



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- iv) Council may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building, where payment of a crossover bond has been made.

Building Licence

The Building Licence is for building construction inside the property boundary and does not include approval for the construction of the crossover. Hence, a separate application is required for the construction of a crossover within the road verge, which is vested with the Shire of Chittering.

The position, width, and construction of the crossover shall be in accordance with this crossover specification.

Protection of Existing Services, Street Trees and the Public

- 1) Existing services within the vicinity of the proposed crossover shall be protected at all times. The owner or authorised representative may be contacted to provide advice in relation to the protection of services;
- 2) Where damage is caused to the Shire's infrastructure (i.e. kerb, pathway, road etc) as a result of the construction of the crossover, the infrastructure shall be repaired to the satisfaction of the Executive Manager Technical Services;
- 3) Conflicting public utility services shall be adjusted or relocated at the applicant's expense, subject to formal approval of the relevant authority;
- 4) The Shire's existing drainage structures (i.e. pits drains or culverts) that conflict with the location of the proposed crossover are to be adjusted by the Shire's Technical Services Department and all costs associated with this work shall be borne by the Applicant;
- 5) The removal, adjustment, or reinstatement of reticulation is the responsibility of the Applicant;
- 6) Street trees shall not be removed without the prior approval of the Shire's Executive Manager Technical Services. Crossovers shall be located a minimum of 2 metres from a tree and removal will only be undertaken where it can be demonstrated that this is the only option available. All costs associated with the removal of the street tree shall be borne by the Applicant;
- 7) The Applicant shall be responsible for the protection of the public at all times. Signage, lighting, barricades, and/or any other protection measure deemed necessary shall be provided by the applicant to ensure that the public are protected during the execution of the works;
- 8) Safe access for pedestrians on the verge shall be maintained at all times. The Shire will not permit pedestrians being forced to walk on the road pavement unless appropriate measures are put in place for the protection of pedestrians; and



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- 9) Vehicle crossings abutting major roads shall be subject to the approval of MRWA in conjunction with the Shire of Chittering.

Definitions

“Applicant” means the person who makes application to the Shire to construct a crossover

“Shire” means the Shire of Chittering

“Contractor” means the person or company who will be responsible for construction of the crossover

“Crossing” has the same meaning as Crossover

“Crossover” means that section of the “drive in” to a property that replaces the verge and footpath or will ultimately form part of the future footpath

“Footpath” means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists

“Local Government” means the local government of the Shire of Chittering

“Local Government Act” means the Western Australian *Local Government Act 1995*

“Subsidy” means the contribution that the Shire is prepared to make towards the cost of an approved crossover as set by Council each year in the fees and charges

“Superintendent” means the Executive Manager Technical Services or his/her nominated representative

“Verge” means that portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property boundary but does not include a footpath.

References

Shire of Chittering Specification for Vehicular Crossing

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Naming of Council Facilities

Policy Owner:	Chief Executive Officer
Person Responsible:	Executive Manager Technical Services Engineer Technical Officer
Date of Approval:	November 2005
File Reference:	

Objectives

This policy:

- is intended to provide guidelines for the provision of *Community Facility Name Signs* in accordance with *AS1742.5 - 1997*, within the municipality; and
- outlines the process for considering a name change of Council property.

Scope

This policy outlines the philosophy and process for the naming of:

- Towns, localities, streets and parks;
- New Council buildings, gardens, memorials and other infrastructure or Council-owned amenities; and
- The re-naming of existing Council buildings, gardens and other infrastructure or Council owned properties.

Statement

Council recognises that the names of buildings, gardens, parks and reserves owned by the Shire can have significant influence on the future development and sense of community within an area. With this in mind, it has determined that the naming of facilities, buildings and amenities under the control of the Shire will be undertaken in a planned and coordinated way which respects and acknowledges the area's history, heritage and environment.

Naming of Towns, Localities, Streets and Parks – General

The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.

Council will follow the principles and guidelines for the general naming of streets, parks, roads, towns localities, as determined by the Geographic Names Committee of Western Australia, and set out by the Department of Lands and Administration (DOLA).

While in general, Parks and Reserves shall be named after an adjacent boundary road, and buildings and facilities shall be named after the locality in which they reside or after an



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adjacent road, where possible, to facilitate ease of identification, alternatives may be developed using the following principles.

Principles of Naming Facilities

When proposing names for facilities developed and owned by the Shire, the following will be taken into consideration:

- The locality within which the development is situated
- Any historical events associated with or near the site
- Indigenous and cultural heritage relevant to the site
- Community or corporate sponsorship
- Marketing opportunities
- Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius)
- Social or calendar events
- Significant individuals who have contributed substantially to the community.

Procedures for Naming New Facilities

The naming of new facilities will be undertaken in a timely and coordinated fashion.

Due process will be given to the consideration of any proposed name for any new facility.

Where a new facility is being developed/constructed, Elected Members and the community may suggest, in writing, names for the facility and the reasons for the suggestion. Where it is proposed to name the facility after a person who is no longer living and who made a significant contribution to the community, it is a requirement that background information on that person be provided as part of the written material.

In the event that a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria listed above, the Chief Executive officer will prepare a confidential report on the proposed names. Elected Members will be invited to select their preferred option through a ballot system based on 'first-past-the-post'. If an absolute majority preference is not achieved through this process, the secret ballot will be recast, based on the two (2) most popular choices.



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Proposals to Rename Existing Council Facilities

Criteria for renaming an existing facility

The Shire recognises that from time to time it may be appropriate to rename a Shire owned facility.

When considering options for re-naming Shire facilities, in addition to the criteria listed in Section 2 (above), the following will also be considered:

- The historical reasons for the original name;
- The public profile/familiarity of the facility's original name;
- The costs associated with changing the facility's name; and
- The relevance to the facility's main user group of the proposed new name.

Proposing the Renaming of a Facility

Any resident or elector of the Shire may propose the renaming of a Council facility, but a proposal by an elector must be supported in writing by an Elected Member. Nominations must be made in writing to the Chief Executive Officer.

On receipt of a nomination the Chief Executive Officer will cause a report to be prepared based on the naming criteria identified in this policy. The report shall be circulated to all Elected Members for confidential, informal discussion. If an Elected Member expresses an objection to the nomination that Elected Member must give reasons for the objection. If no Elected Member objects to the report's recommendation, it shall be assumed that all agree to the proposal. An objection received will not necessarily invalidate the nomination subject to agreement by the majority of Council.

Recognition of Community Members

In instances where the renaming proposal relates to recognising a member of the community who, in their lifetime, demonstrated outstanding contributions to the Shire, the following criteria will be required to be met:

- Persons nominated should have made substantial contribution directly to the Shire of Chittering, largely in a voluntary capacity;
- The nominee must have given extensive and distinguished service to the community that goes beyond the particular Local Government Authority concerned (eg. service to other organisations, voluntary and community groups, school P&C etc.) in a largely voluntary capacity;
- The service should be easily recognisable as having a direct benefit to the Shire and have produced substantial long term improvement for the Shire.



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- Nominees should have lived within the Shire of Chittering for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire.

The person making a nomination to re-name a facility after an individual will provide sufficiently detailed background information to enable the Chief Executive Officer to prepare a report on the proposal which considers the criteria listed in this policy.

Being a former Councillor or former Member of Parliament is not sufficient grounds on which to nominate an individual. (In the event that the nominee is still living, the nomination must be made in the strictest confidence without the nominee's knowledge). Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.

Process on Receipt of a Nomination

On receipt of a proposal to rename an existing facility, the Chief Executive Officer will cause a report to be prepared and circulated on a confidential basis to Elected Members for consideration. On the written advice of at least five Elected Members the report and recommendation shall be put to Council for consideration.

Current Facilities that Should not be Renamed

The following should not be renamed.

Facilities that:

- have a name that reflects a specific historical event within the Shire of Chittering;
- have a name that has specific relevance to indigenous peoples of Australia; or
- are already named after a person.

Registration of the Building's New Name

Although the names of Council buildings do not have to be registered with the Department of Land Administration (DOLA), in order that the new name will be registered on maps etc. where appropriate, DOLA shall be advised of the change.



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Renaming of Council Streets

This is generally not supported as it impacts directly on residents. Renaming of streets may be considered where a realignment or similar substantial change occurs. Under these circumstances the renaming will follow the principles and guidelines for the general naming of streets, parks, roads, towns or localities, as determined by the Geographic Names Committee of Western Australia and set out by the Department of Land Administration (DOLA) and is delegated to the Chief Executive Officer.

Definition

In accordance with *AS1742.5 - 1997*, the purpose of Naming of Council Facilities is to advise road users of the direction to facilities, generally of a non-commercial nature. Details of typical facilities are provided in the standard, which is available for viewing at Executive Manager Technical Services.

Shape, Size, Colour

Blue with white lettering, rectangular fingerboards, in accordance with *AS1742.5 - 1997*.

Location, Mounting In accordance with *AS1742.5 - 1997* and Council Street Sign Layout guidelines.

Cost of Installation All costs are to be borne by the applicant.

Approval

Upon receipt of a request in writing for a Naming of Council Facilities, the request will be assessed against the criteria of this policy and actioned accordingly.

Existing signs not conforming to this policy shall be removed from road reserves six (6) months from the date of confirmation.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Use of Council Plant & Equipment

Policy Owner: Chief Executive Officer
Person Responsible: Executive Manager Technical Services
 Engineer Works Supervisor
Date of Approval: November 2005
File Reference:

Objective The purpose of this policy is to make Council plant and equipment available for use by local community organisations, on the condition that the Council plant is operated by an approved Shire operator.

Policy The local organisation using the plant and equipment must come to a satisfactory arrangement with regard to the recompense of the operator. All use by local organisations will be at the discretion of the Chief Executive Officer or Executive Manager Technical Services.

Council equipment and minor items of plant and equipment will not be available for use or hire by local organisations or staff unless authorised by the Executive Manager Technical Services and approved by the Chief Executive Officer.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Road Reserves

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services Engineer Works Supervisor
Date of Approval:	November 2005
File Reference:	

Objective The purpose of this policy is to determine applications and apply conditions on road reserves within the Shire of Chittering.

Statement Council authorises the Executive Manager Technical Services to determine applications and apply conditions to policy under the following headings:

- i) Road Verge – Roadside Management
Upon the request of an adjoining property owner, Council may inspect the road verge and decide that work should be carried out to clean up the road verge by removing fallen timber and other debris from the roadside to avert the risk of fire hazard in that area. Debris and fallen timber should be removed to a special dump site and burned if necessary.
- ii) Road Verge Clearing
Upon the request by traffic participants or inspection by the Shire's Works Supervisor, road verge vegetation may be cleared to such an extent that travelling with larger vehicles will not be interfered with by native over hanging vegetation (trees and shrubs). Clearing of all vegetation to the back slope of the drain may be ordered by the Shire's Executive Manager Technical Services and all cut timber/wood be removed from the site altogether with soils filling in the stormwater and drainage channel.
- iii) Road Side Burning
Upon request of preventative roadside (road reserve/verge) burning by an adjoining land holder, the area will be inspected by the Shire's Works Supervisor and the Chief Bush Fire Control Officer to decide if it is necessary. If burning is required, the Department of Environment shall be informed and its decision will be mandatory in these events.



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Council is committed, where possible, to preserving natural vegetation on road reserves and the proper management of specified weeds.

Council will rely on the provisions of the *Local Government Act 1995*, the Land Act, Policies of the Commissioner for Land and Soil Conservation and the Act for Waterways.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Road Maintenance

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
 Engineer Works Supervisor
Date of Approval: November 2005
File Reference:

Objective

The purpose of this policy is to:

- maintain school bus routes to a safe standard.
- ensure that all roads are maintained.
- ensure proper drainage of road assets.

Statement

Special attention is to be given to the maintenance of school bus routes

That school bus routes be graded (where necessary) before the commencement of the school year, i.e. January - February.

School bus routes receive priority at the commencement of the winter maintenance grading season.

Schools are asked to provide up to date bus routes in November each year.

Schools are requested to submit copies of their five year surveys to justify upgrading roads when new bus routes are proposed and structural changes are required. Those being Bindoon, Bullsbrook, Catholic Agricultural College and Gingin.

Road Maintenance

That all roads in the Shire be graded during the winter maintenance grading program.

During maintenance works, attention is given to clearing out all drains and construction of new offshoot drains where necessary.

Access roads to water tanks/standpipes are graded when graders are in the vicinity.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Heavy Vehicle Access

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
 Engineer Works Supervisor
Date of Approval: November 2005
File Reference:

Objective To provide safe access to all roads within the Shire of Chittering.

Statement Heavy vehicle configurations allowed and not requiring a permit
 Any Heavy Vehicle Configuration and load, that is 19m long or less in length (or maximum 12.5 meters from rigid vehicle), less than 2.5m in width, less than 4.3m in height and has a GCM less than 42.5 tonnes is allowed on all Council roads at any time without a permit.

Heavy vehicle configurations allowed with a permit
 Any Heavy Vehicle Configuration and load, that is greater than 19m in length, greater than 2.5m in width, greater than 4.6 m in height and has a GCM greater than 87.5 tonnes, **up to and including configurations with five (5) axle groups only**, is allowed on all Council roads at any time, with a permit only.

These are shown as all configurations of Class 2 vehicles up to and including Category 6, and all configurations of Class 3 vehicles up to and including Category 5, in Tables 1 and 2 attached.

Council will approve the use of these configurations of heavy vehicles, on any road within the Shire of Chittering, subject to a permit being issued and the conditions below being satisfied:

- a) Maximum Speed 90kph or as sign posted and gazette.
- b) Temporary approval for twelve (12) months. All permits expire 30 September each year.
- c) All use of Shire of Chittering roads as approved subject to weather conditions (operators to contact Shire prior to travel to ascertain local road/weather conditions).
- d) Copy of approvals to be forwarded to Officer in Charge, local police station.
- e) 24hour access to all roads seven (7) days a week in non built up areas.



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- f) 7am to 5pm hour access to all roads Monday to Friday excluding Public Holidays in built up areas only.
- g) Two Way Radios (Channel 40) are to be used when operating within School Bus areas.

Note: This permit system will apply until such time as MRWA implements its "Free Access" Strategy that will allow certain classes and groups of heavy vehicles to travel freely on certain networks without a permit. Upon implementation of this strategy, the permit system will then no longer be required for the vehicles referred to in this section)

Heavy vehicle configurations *not* allowed whatsoever

Council will not allow the following configurations of heavy vehicles on any road within the Shire of Chittering, at any time:

- i) All Class 2 vehicles, from Category 7 to Category 10 and all Class 3 vehicles from Category 6 to 10 (any configuration with six (6) or more axle groups - Note: These combinations are shown in Table 1 and 2 attached)

Council Discretionary Policy allows for the Chief Executive Officer to approve vehicles up to 87.5 tonnes gross and 36.5m long on all roads other than Mooliabeenee Road. Mooliabeenee Road has a maximum vehicle size of 90 tonnes gross weight and 36.5 m long.

Reviewed	Next Review	Record No
7 October 2009	18 May 2011	Council resolution - 011009
18 May 2011	16 May 2012	



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VEHICLE CATEGORIES - CLASS 2



(RAV) - CLASS 2 VEHICLE CATEGORIES										Version: March 2008					
CLASS	EXAMPLES OF VEHICLE DESCRIPTION AND CONFIGURATION					AXLE SPACING TABLE	LENGTH (m)	MASS (kg)	HEIGHT (m)	STEER GROUPS	AXLE GROUPS	NETWORK			
2															
Category 1	(A)		(B)		(C)		(D)		(A)	A	<20	30	5.4(5.4)	00/00/0	1
									(B)	A	<18	42.5	6.4(6.4)	00/00/0	
									(C)	A	<20	42.4	6.4(6.4)	00/00/0	
									(D)	A	5.12.5	47.5	6.4(6.4)	00/00/0	
Category 2	(A)		(B)		(C)		(D)		(A)	A	<27.5	55.5	6.4(6.4)	00/00/0	2
									(B)	A	<27.5	67.5(67.5)	6.4(6.4)	00/00/0	
									(C)	A	<28.0	67.5	6.4(6.4)	00/00/0	
									(D)	A	5.25.0	62.5	6.4(6.4)	00/00/0	
Category 3	(A)								(A)	A	<27.5	64	6.4(6.4)	00/00/0	3
Category 4	(A)								(A)	A	<18.5/27.5	87.5	6.4(6.4)	00/00/0	4
Category 5	(A)		(B)		(C)		(D)		(A)	A	>27.5, <36.5	94	6.4(6.4)	00/00/0	5
									(B)	A	>27.5, <36.5	94	6.4(6.4)	00/00/0	
									(C)	A	>27.5, <36.5	97.5(97.5)	6.4(6.4)	00/00/0	
									(D)	A	>27.5, <36.5	98	6.4(6.4)	00/00/0	
Category 6	(A)		(B)		(C)		(D)		(A)	A	>27.5, <36.5	87.5	6.4(6.4)	00/00/0	6
									(B)	A	>27.5, <36.5	87.5	6.4(6.4)	00/00/0	
									(C)	A	>27.5, <36.5	97.5(97.5)	6.4(6.4)	00/00/0	
									(D)	A	>27.5, <36.5	97.5	6.4(6.4)	00/00/0	
Category 7	(A)		(B)		(C)		(D)		(A)	A	>27.5, <36.5	107.5	6.4(6.4)	00/00/0	7
									(B)	A	>27.5, <36.5	107.5	6.4(6.4)	00/00/0	
									(C)	A	>27.5, <36.5	107.5	6.4(6.4)	00/00/0	
									(D)	A	>27.5, <36.5	107.5	6.4(6.4)	00/00/0	
Category 8	(A)		(B)						(A)	A	>27.5, <36.5	102.5	6.4(6.4)	00/00/0	8
									(B)	A	>27.5, <36.5	107.5	6.4(6.4)	00/00/0	
Category 9	(A)								(A)	A	>36.5, <55.5	102.5	6.4(6.4)	00/00/0	9
Category 10	(A)		(B)		(C)		(D)		(A)	A	>36.5, <55.5	127.5	6.4(6.4)	00/00/0	10
									(B)	A	>36.5, <55.5	127.5	6.4(6.4)	00/00/0	
									(C)	A	>36.5, <55.5	147.5	6.4(6.4)	00/00/0	
									(D)	A	>36.5, <55.5	147.5	6.4(6.4)	00/00/0	
	(A)		(B)						(A)	A	>36.5, <55.5	87.5-4	6.4(6.4)	00/00/0	
									(B)	A	>36.5, <55.5	87.5-4	6.4(6.4)	00/00/0	
									(C)	A	>36.5, <55.5	87.5-4	6.4(6.4)	00/00/0	
									(D)	A	>36.5, <55.5	87.5-4	6.4(6.4)	00/00/0	
#(A) = Minimum axle required. # = Axle position. (m) = axle length, axle or load only.															

KEY: (A) = Minimum axle required, (B) = Optional axle, (C) = plus long wheel of towed dolly.

NOTES:

- Operators using a Class & Category of Restricted Access Vehicle (RAV) outlined in this document must provide that class of RAV in accordance with the general OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.5 m but MUST NOT exceed 4.8 m when it is:
 - built to heavy vehicle set; or
 - carrying a crane to carry livestock or; or
 - carrying vehicles on more than one deck.
- Maximum height of Pig Trailer Only.
- Network maps are available in CD format from Heavy Vehicle Operations, Kalbarria, can also be viewed and downloaded via the Internet.
- Category 1 Restricted Access Vehicles above 4.5m in height may ONLY operate on Network 2 roads.

www.mainroads.wa.gov.au/heavy-vehicles

Road Network Services
Heavy Vehicle Operations
2 Adams Drive
WELSHPOOL W.A. 6106
Tel: (08) 93118450 Fax: (08) 92118455



















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VEHICLE CATEGORIES - CLASS 3



(RAV) - CLASS 3 VEHICLE CATEGORIES										Version: March 2008			
CLASS	EXAMPLES OF VEHICLE DESCRIPTION AND CONFIGURATION					AXLE SPACING TABLE	LENGTH (m)	MASS (T)	HIGH (m)	STEER AXLE GROUP	AXLE GROUPS	NETWORK	
3													
Category 1	(A) 	(B) 	(C) 			(A)	B	<18	>40.5, <47.5	SA/BA	TRAIL	3	1 ¹
						(B)	B	<20	45.5	SA/BA, SA/BA	ETHER	4	
						(C)	B	<20	50.5	SA/BA	ETHER	4	
Category 2	(A) 	(B) 	(C) 	(D) 		(A)	A	<20	42.5	SA/E	ETHER	3	2
						(B)	B	<25	55.5	SA/BA	ETHER	4	
						(C)	A	<25	67.5	SA/BA	ETHER	4	
						(D)	A	>25, <27.5	67.5	SA/BA	ETHER	4	
Category 3	(A) 					(A)	B	<27.5	84	SA/BA	ETHER	5	3
Category 4													4
Category 5	(A) 	(B) 				(A)	B	>17.5, <20.5	84	SA/BA	ETHER	5	5
						(B)	B	>17.5, <20.5	84 + E	SA/BA	ETHER	6	
Category 6													6
Category 7													7
Category 8													8
Category 9	(A) 					(A)	B	>26.5, <32.5	120.4	SA/BA	ETHER	7	9
Category 10	(A) 					(A)	B	>26.5, <32.5	84 + E	SA/BA	ETHER	8	10
KEY:  = Minimum axle roadset.  = Optional axle. <E = plus tare weight of driver & fuel.													

KG = Kilograms; M = Metric tonnes; T = Tons; E = Optional axle; +E = plus axle weight of 5 tonnes; SA = Single axle; BA = B-double axle.

NOTES:

- Operators using a Class 3 Category of Restricted Access Vehicle (RAV) outlined in this document must operate that class of RAV in accordance with the permit OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:
 - built to carry livestock or;
 - carrying a crane to carry livestock or;
 - carrying vehicles on more than one deck.

5. Maximum height of Pig Trailer Only

- Network maps are available in CD format from Heavy Vehicle Operations. Networks can also be viewed and downloaded via the internet.
- Category 1 Restricted Access Vehicles above 4.2m in height may ONLY operate on Network 2 roads.

www.mainroads.wa.gov.au/heavy-vehicles

Road Network Services
Heavy Vehicle Operations
2 Adams Drive
WELSHPOOL W.A. 6106
Tel: (08) 93116450 Fax: (08) 93118455



Government of
Western Australia
Road 922/946





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Works

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services Engineer Works Supervisor
Date of Approval:	November 2005
File Reference:	

Objectives

- (i) To establish rules to be observed in relation to road-works.
- ii) To ensure a degree of fairness and safety to any changes to local roads.
- iii) To provide guidelines for staff and Elected Members when it becomes necessary to alter local roads.

Statement

Culvert Pipes

Culverts installed are on the basis that the person requesting the culvert pays for the cost of the pipes used.

Rural Culverts

Council shall have consideration of its Road Verge Development Criteria policy.

Flood-ways

That Council provide flood-ways where necessary on its road network and is to ensure that the appropriate floodway signs are provided at each end of the floodway to advise motorists accordingly

Temporary Road Closures

Where a road in the Shire is to be temporarily closed, Council staff should ensure that the appropriate Elected Member is consulted on the closure.

Truncated Road Intersections

That no truncated road intersections be eliminated without the specific authority of Council having been first obtained.

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Private works

- i) That private works be authorised in writing by the person who is to pay for the service.
- ii) That private works be scheduled by application to the Executive Manager Technical Services.
- iii) That private works rates be increased when works are carried out at staff overtime rates.
- iv) That any private works to be carried out are done at the convenience of the Shire as approved by the Chief Executive Officer.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



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Road Formation Widths / Clearing Widths – For New Construction Works

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services Engineer Works Supervisor
Date of Approval:	May 2011
File Reference:	

Objective

To ensure that all newly constructed sections of roads are formed to the maximum formation and clearing widths as designated in Table 1.0 below.

This will guide staff as to standards for new road formations and to give a uniform policy on road works.

Statement

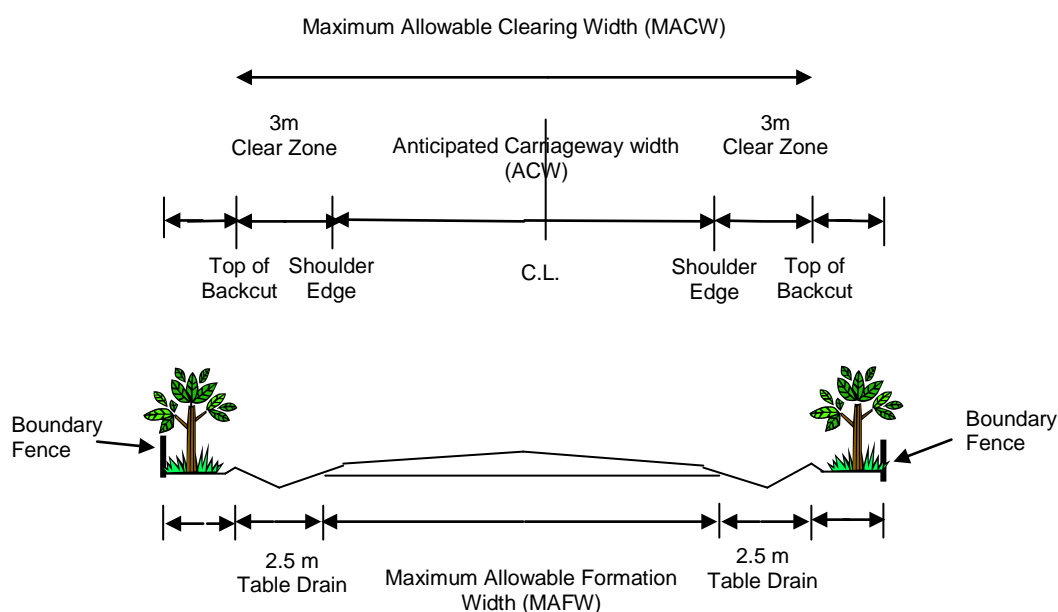


Table 1.0 shows the maximum road formation and clearing widths for new work, on the three classes of roads within the Shire (refer to Table 2.0, in relation to the classification of each road within the Shire.)



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Table 1.0 – Maximum road formation and clearing widths for new work

Road Type	Maximum Allowable Formation Width (MAFW) m	Anticipated Carriageway Width (ACW) m	Maximum Allowable Clearing Width (MACW) m
Regional Distributor	11	10	16
Local Distributor	10	9	15
Access Road	9	8	14

Note: The Carriageway width is typically 1m less than the formation width, for the flat terrain areas that are predominant in the Shire. Where new sections of roads are to be constructed with excessive cuts or fills, then this rule will not apply.

Table 2.0 over shows the New Functional Road Hierarchy as of 2011.



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road	name	silcnd	built up area	financial accountability	funding weight	functional class	hierarchy
0001	MOOLABEENEE ROAD	6.73	Non Built Up	Local Government	Local Distributor	Urban District Connector	District Distributor
0002	CHITTERING RD	26.72	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0003	DEWARS POOL-BINDOON RD	9.40	Non Built Up	Local Government	Local Distributor	Urban District Connector	District Distributor
0004	MUCHEA EAST RD	8.69	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0005	TEATREE NORTH RD	7.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0006	BLUE PLAINS RD	7.13	Non Built Up	Local Government	Residential	Rural Local	Access Road
0007	CHITTERING VALLEY RD	8.78	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0008	HAY FLAT RD	13.08	Non Built Up	Local Government	Residential	Rural Local	Access Road
0009	WELLS GLOVER RD	10.51	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0010	JULIMAR RD	5.39	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0011	FLAT ROCKS RD	7.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0012	NORTH RD	11.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0013	CRESTHILL RD	7.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0014	TEATREE RD	8.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0015	PERRY RD	6.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0016	GRAY RD	6.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0017	STEPHENS RD	5.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0018	TOY RD	1.40	Non Built Up	Local Government	Residential	Rural Local	Access Road
0019	KAY RD	2.11	Non Built Up	Local Government	Residential	Rural Local	Access Road
0020	SETTLEMENT RD	1.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0021	DENSLEY RD	1.70	Non Built Up	Local Government	Residential	Rural Local	Access Road
0023	MARTIN ROAD	0.55	Non Built Up	Local Government	Residential	Rural Local	Access Road
0024	DAVIS RD	3.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0025	FEWSTER ST	1.34	Non Built Up	Local Government	Residential	Rural Local	Access Road
0026	SANDOW RD	0.80	Non Built Up	Local Government	Residential	Rural Local	Access Road
0027	MORLEY RD	4.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0028	POLINELLI RD	2.76	Non Built Up	Local Government	Residential	Rural Local	Access Road
0029	HARRIS RD	1.93	Non Built Up	Local Government	Residential	Rural Local	Access Road
0030	WANDENA RD	8.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0031	GULLIENTE RD	1.03	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0032	ARCHIBALD ST	2.05	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0033	BYRNE RD	1.73	Non Built Up	Local Government	Residential	Rural Local	Access Road



SHIRE OF CHITTERING Register of Policies

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0034	NOLAN RD	1.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0035	TIMARU RD	4.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0036	MUCHEA SOUTH RD	5.29	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0037	MCGLEW RD	3.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0038	RESERVE ROAD	8.14	Non Built Up	Local Government	Residential	Rural Local	Access Road
0039	OLD GINGIN RD	2.95	Non Built Up	Local Government	Residential	Rural Local	Access Road
0040	MOSS RD	0.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0041	DEWAR RD	0.81	Non Built Up	Local Government	Residential	Rural Local	Access Road
0042	BARN RD	6.54	Non Built Up	Local Government	Residential	Rural Local	Access Road
0043	OWEN RD	3.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0044	ASHMAN RD	2.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0045	CULLALLA ROAD	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0046	BINGHAM ROAD	0.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0047	GALLEHAWK RD	2.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0048	HEAD RD	2.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0049	WEST POINT RD	7.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0050	WALDECK WEST RD	2.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0051	SPILLMAN RD	5.15	Non Built Up	Local Government	Residential	Rural Local	Access Road
0052	MADDERN RD	8.92	Non Built Up	Local Government	Residential	Rural Local	Access Road
0053	LEWIS RD	0.98	Non Built Up	Local Government	Residential	Rural Local	Access Road
0054	COOK RD	5.07	Non Built Up	Local Government	Residential	Rural Local	Access Road
0055	SPIKE RD	1.56	Non Built Up	Local Government	Residential	Rural Local	Access Road
0056	BLIZZARD RD	0.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0057	GREEN STREET	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0058	WALDECK EAST RD	3.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0060	CARL ST	2.08	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0063	STEER ST	0.52	Non Built Up	Local Government	Residential	Rural Local	Access Road
0064	DEAR ST	0.25	Non Built Up	Local Government	Residential	Rural Local	Access Road
0065	ARBUCKLE ST	0.64	Non Built Up	Local Government	Residential	Rural Local	Access Road
0066	MCKENZIE ST	0.49	Non Built Up	Local Government	Residential	Rural Local	Access Road
0068	KINKELLA ST	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0069	KANGAROO GULLY RD	1.94	Non Built Up	Local Government	Residential	Rural Local	Access Road



SHIRE OF CHITTERING Register of Policies

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0070	HUMPHREYS ST	1.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0071	DAVERN ST	1.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0072	HORTON ST	0.74	Non Built Up	Local Government	Residential	Rural Local	Access Road
0073	PHILMORE ST	2.10	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0074	CHITTERING ST	1.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0075	IOPPOLO RD	6.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0076	KEATING RD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0077	HIDAWAY DRIVE	1.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0078	HART DR	5.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0081	MINGHA RD	0.26	Non Built Up	Local Government	Residential	Rural Local	Access Road
0082	BONZA PL	0.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0083	EGRET PL	0.61	Non Built Up	Local Government	Residential	Rural Local	Access Road
0084	GODWIT GL	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0085	WARBLER CT	0.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0086	BITTERN PL	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0087	HERON HL	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0088	SPOONBILL CL	0.52	Non Built Up	Local Government	Residential	Rural Local	Access Road
0089	TEAL PL	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0090	PELICAN RI	0.50	Non Built Up	Local Government	Residential	Rural Local	Access Road
0091	PIONEER DR	1.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0092	PARKSIDE GDNS	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0093	ORCHARD RD	0.59	Non Built Up	Local Government	Residential	Rural Local	Access Road
0094	WOODLAND LANE	0.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0095	SANDPIPER MEWS	0.41	Non Built Up	Local Government	Residential	Rural Local	Access Road
0096	KINGFISHER CT	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0097	WHISTLER CLOSE	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0098	RIDGETOP RAMBLE	2.98	Non Built Up	Local Government	Residential	Rural Local	Access Road
0099	HIGHVIEW RISE	0.12	Non Built Up	Local Government	Residential	Rural Local	Access Road
0100	ROBIN CLOSE	0.43	Non Built Up	Local Government	Residential	Rural Local	Access Road
0101	EVERGREEN RISE	0.38	Non Built Up	Local Government	Residential	Rural Local	Access Road
0102	RANGEVIEW	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0103	FOREST HILLS PDE	4.57	Non Built Up	Local Government	Residential	Rural Local	Access Road



SHIRE OF CHITTERING Register of Policies

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0104	CLUNE RD	0.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0105	PAYNE ST	2.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0106	DONALDSON RD	0.88	Non Built Up	Local Government	Residential	Rural Local	Access Road
0107	PETERS ROAD	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0108	GINGILLING ROAD	4.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0109	BRENNAN RD	2.57	Non Built Up	Local Government	Residential	Rural Local	Access Road
0110	MARTIN ROAD	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0111	CHINKABEE RD	0.25	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0112	LAKESIDE GROVE	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0113	BRIAR LANE	0.41	Non Built Up	Local Government	Residential	Rural Local	Access Road
0114	BOTTLEBRUSH PLACE	0.32	Non Built Up	Local Government	Residential	Rural Local	Access Road
0115	BRIDGES ROAD	0.51	Non Built Up	Local Government	Residential	Rural Local	Access Road
0116	VILLAGE ROAD	0.82	Non Built Up	Local Government	Residential	Rural Local	Access Road
0117	BORE ROAD	1.12	Non Built Up	Local Government	Residential	Rural Local	Access Road
0118	PIT ROAD	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0120	FAULL ST	0.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0121	POPPLE PLACE	0.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0122	EDWARDS PLACE	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0123	SETTLEMENT SOUTH ROAD	0.45	Non Built Up	Local Government	Residential	Rural Local	Access Road
0125	COBBLE ROAD	0.73	Non Built Up	Local Government	Residential	Rural Local	Access Road
0126	SHORT ROAD	0.13	Non Built Up	Local Government	Residential	Rural Local	Access Road
0127	PINES ROAD	3.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0128	GRAY ROAD	0.66	Non Built Up	Local Government	Residential	Rural Local	Access Road
0130	RECHICHI ROAD	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0132	SNAKE SPRING ROAD	0.88	Non Built Up	Local Government	Residential	Rural Local	Access Road
0133	ENERGY PLACE	0.97	Non Built Up	Local Government	Residential	Rural Local	Access Road
0135	KELLY STREET	0.25	Non Built Up	Local Government	Residential	Rural Local	Access Road
0139	WANNAMAL WEST ROAD	0.03	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0141	BINDA PLACE	0.26	Built Up	Local Government	Residential	Rural Local	Access Road
0142	VALLEY VIEW DRIVE	1.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0143	LOUDEN ROAD	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0144	CASUARINA CLOSE	0.10	Non Built Up	Local Government	Residential	Rural Local	Access Road



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road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0145	HEREFORD WAY	0.95	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0146	MURRAY GREY CIRCLE	3.64	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0147	DEVON WAY	2.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0148	RED POLL COURT	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0149	ANGUS WAY	0.50	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0150	SANTA GERTRUDIS DRIVE	4.38	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0151	WELBURN ROAD	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0152	PATTENS DR	1.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0153	POWDERBARK DRIVE	3.43	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0154	SOLLYA RETREAT	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0155	CALADENIA CL	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0156	HAKEA PASS	0.34	Non Built Up	Local Government	Residential	Rural Local	Access Road
0157	ATKINSON ROAD	0.33	Non Built Up	Local Government	Residential	Rural Local	Access Road
0158	DORSET ROAD	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0159	EDMONDS PLACE	0.16	Non Built Up	Local Government	Residential	Rural Local	Access Road
0160	HALLEEN ROAD	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0162	LIMOUSIN WAY	1.72	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0163	BRAHMAN DALE	0.26	Non Built Up	Local Government	Residential	Rural Local	Access Road
0164	CHAROLAIS TRAIL	0.97	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0165	CHIANINA PLACE	0.38	Non Built Up	Local Government	Residential	Rural Local	Access Road
0166	PORTER STREET	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0167	ELLEN STREET	0.84	Non Built Up	Local Government	Residential	Rural Local	Access Road
0168	SMITH STREET	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0169	IBIS WAY	0.05	Non Built Up	Local Government	Residential	Rural Local	Access Road
0170	NEEDOONGA PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0172	WELLS STREET	0.50	Non Built Up	Local Government	Residential	Rural Local	Access Road
0173	CHARDONNAY DRIVE	1.63	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0174	VERDELHO PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0175	GALLOWAY RISE	0.63	Non Built Up	Local Government	Residential	Rural Local	Access Road
0176	SIMMENTAL GROVE	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0177	JACARANDA CLOSE	0.32	Non Built Up	Local Government	Residential	Rural Local	Access Road
0178	LESCHENAUTIA DRIVE	2.18	Non Built Up	Local Government	Residential	Rural Local	Local Distributor



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road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0179	PATERSONIA ROAD	2.17	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0180	AYRSHIRE LOOP	3.34	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0181	TOODAY GLEN	1.30	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0182	MOON RISE	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0183	YOZZI ROAD	1.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0184	WOOTRA ROAD	0.15	Non Built Up	Local Government	Residential	Rural Local	Access Road
0186	BLUE GUM WAY	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0187	SALMON GUM CRESCENT	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0188	GHOST GUM RIDGE	2.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0189	BAGLEY STREET	0.10	Non Built Up	Local Government	Residential	Rural Local	Access Road
0190	MOORE STREET	0.01	Non Built Up	Local Government	Residential	Rural Local	Access Road
0191	FERN GLADE	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0192	ROCKY CREEK RISE	0.30	Non Built Up	Local Government	Residential	Rural Local	Access Road
0193	MAINE-ANJOU DRIVE	3.55	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0194	SHORTHORN PASS	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0195	HOLSTEIN LOOP	2.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0196	ROMANY CLOSE	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0197	SUSSEX BEND	1.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0198	TEXON RIDGE	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0199	JENJODA ROAD	0.01	Non Built Up	Local Government	Residential	Rural Local	Access Road
0200	SUGAR GUM DR	1.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0202	CHARBRAY ROAD	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0203	FISHER ROAD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0204	LEARNERS WAY	0.17	Non Built Up	Local Government	Residential	Rural Local	Access Road
0205	YALYAL ROAD	2.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0206	GUERNSEY RISE	0.51	Non Built Up	Local Government	Residential	Rural Local	Access Road
0207	DEXTER CHASE	1.70	Non Built Up	Local Government	Residential	Rural Local	Access Road
0208	SHETLAND CLOSE	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0209	SANDALFORD DRIVE	1.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0210	BRINDLE CLOSE	0.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0211	BUCKTHORN DRIVE	0.92	Non Built Up	Local Government	Residential	Rural Local	Access Road
0212	HONEYPOT ROAD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road



SHIRE OF CHITTERING Register of Policies

road	name	skind	built up area	financial accountability	funding weight	functional class	hierarchy
0213	TASSEL COURT	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0214	BLUE SQUILL DRIVE	1.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0215	PIPE LILY WAY	0.58	Non Built Up	Local Government	Residential	Rural Local	Access Road
0216	PAPERBARK WAY	0.30	Non Built Up	Local Government	Residential	Rural Local	Access Road
0217	WANDOO DRIVE	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0218	MARRI STREET	0.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0219	HONEY CLOSE	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0220	MYRTLE WAY	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0221	COCKATOO DRIVE	1.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0222	QUAIL PLACE	0.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0223	CORRELLA ROAD	0.07	Non Built Up	Local Government	Residential	Rural Local	Access Road
0224	FRASER CLOSE	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0225	HASLAM STREET	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0226	VAN OORAN STREET	0.27	Non Built Up	Local Government	Residential	Rural Local	Access Road
0227	KENDALL STREET	0.29	Non Built Up	Local Government	Residential	Rural Local	Access Road
0228	HOUSDEN CLOSE	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0229	WESTERIA WAY	2.86	Non Built Up	Local Government	Residential	Rural Local	Access Road
0230	SWALLOW LANE	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0231	LORIKET COURT	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0232	TURTLE DOVE DRIVE	1.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0233	ROSELLA WAY	0.76	Non Built Up	Local Government	Residential	Rural Local	Access Road
0234	THORNBILL PLACE	0.33	Non Built Up	Local Government	Residential	Rural Local	Access Road
0235	BRONZEWING COURT	0.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0236	CORELLA CLOSE	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0237	ROSEWOOD DRIVE	1.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0238	ENDEAVOUR STREET	1.43	Non Built Up	Local Government	Residential	Rural Local	Access Road
0239	MALBEC DRIVE	0.27	Non Built Up	Local Government	Residential	Rural Local	Access Road
0240	DAMPIERA DRIVE	0.29	Non Built Up	Local Government	Residential	Rural Local	Access Road
0241	BOTTLEBRUSH SPUR	0.05	Non Built Up	Local Government	Residential	Rural Local	Access Road
0242	CAMMERAY CLOSE	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0243	CITRON WAY	1.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0244	WINDEMERE WAY	0.92	Non Built Up	Local Government	Residential	Rural Local	Access Road

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



Parks and Landscaping Policies



SHIRE OF CHITTERING Register of Policies

Landscaping Policy for Industrial and Commercial Areas

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services
Date of Approval:	November 2005
File Reference:	

Objective

The objective of this policy is to:

- Guide Council and Administration in prioritising public open space and distributor roads for appropriate landscaping development, utilising an endorsed criteria for assessment.
- Guide applicants on matters Council and Administration will take into consideration when evaluating development applications and detailed engineering and landscape designs.

Statement

The Shire recognises its responsibility to work towards and advocate an economically, socially and environmentally sustainable community. In considering Capital and Operational Budget allocations, Administration will endeavour to:

- evaluate sites for best practice landscape asset management
- minimise the Shire's exposure to risk and capital and recurrent cost liabilities
- apply a consistent approach to landscape treatments within the Shire of Chittering.

Council wishes to promote the establishment of landscaping for the benefit of those who reside, work and visit the Shire of Chittering.

The intent of the policy is to:

- i) Provide a means of reducing the impact of the built form in developed areas, through the moderating influence of trees, shrubs and other vegetation.
- ii) Improve the quality of life in the Shire of Chittering by beautifying the built environment and moderating the harsh climatic conditions.
- iii) Encourage a landscaping form which is economical in its water and maintenance requirements.
- iv) Provide a means of permitting relative freedom of design of the individual components of any built-up area, while also ensuring that the important 'sense of place' is maintained through the unifying character of landscaping.



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- v) Provide a means of minimising soil erosion.
- vi) Provide a guide detailing the minimal requirements of a satisfactory landscaping plan for submission purposes.

Policy

This policy is for the provision of landscaping in Industrial and Commercial areas. Subject to Council approval the provisions contained may be varied should the result achieved by the variation meet the intent of this policy.

Each application for a Building Licence in industrial and commercial zones shall include a landscape plan which conforms to the Shire of Chittering Landscaping Policy for Industrial and Commercial areas.

The approved landscaping plan to be implemented and maintained at all times to the satisfaction of the Chief Executive Officer.

A unit numbering plan shall be prepared and implemented to the satisfaction of the Chief Executive Officer.

A three (3) metre wide permanent and reticulated landscaping strip being provided along the front boundary of the property to the satisfaction of the Chief Executive Officer.

A landscaping plan to be prepared and landscaping established for the development to the satisfaction of the Chief Executive Officer.

Landscaping as shown on the approved plans to be established to the satisfaction of the Chief Executive Officer.

Recommended Plant Types

For reasons of soils and climatic compatibility, hardy plants suited to the region are essential. A range of species may be included in the landscaped area, these may be species recommended by the Shire's Works Supervisor.

It should be noted, species may be varied subject to approval and reference should be made to the Works Supervisor to ascertain suitability of alternative species.

Preparation of Shrubbery Areas

Due to the harsh climatic conditions that prevail within the municipality and the predominance of potential weeds, preparatory treatment of planting beds is essential.



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Reticulation

All landscaping shall be reticulated. The reticulation considered satisfactory by Council for shrubbery planting's is the typical polythene trickle or drip irrigation. The reticulation should be connected to a timing mechanism via an approved backflow device to ensure continued maintenance of the landscaping and checked for satisfactory operation on a weekly basis.

Where practical, landscaping should utilise the principles of landscape design as outlined in the publication "*Water Conservation Through Good Design*" produced by the Western Australian Water Resources Council. Where irrigation is to be installed in areas surrounded by pavement, an adequately sized conduit must be provided during construction.

Maintenance

Conscientious maintenance of all landscaped areas for a period of no less than twelve (12) months after establishment is required during this critical growth period. Where maintenance is not carried out as required, Council may determine that the standard is inferior which may prejudice an application for freehold title or final approval for completion of development requirements.

Unattractive Buildings

Where, in the opinion of Council, little consideration has been given to aesthetic qualities of a building or other structure, landscaping may be required in order to moderate the impact of that building.

Existing Trees

Where significant trees and shrubs are already in existence on the lot, these may only be removed with the approval of Council where extenuating circumstances apply.

Power Lines and Services

Overhead power lines and underground services shall be considered in the provision of landscaping to ensure no hazardous or potentially damaging situation is created.

Car Parking Areas

Landscaping of car parks shall take into account all necessary pedestrian vehicular sight lines. Planting shall maintain all necessary sight line truncations.

All car parking areas shall be planted to be screened externally, and planted internally to break up large expanses of bitumen paving. As a guide external landscape strips shall be a minimum of 1.5 metres wide. Internally an equivalent of 1 in every 10 bays shall be landscaped.



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Location of Landscaping

Generally all landscaping shall be located within property boundaries. Landscaping shall screen and complement development proposed. Landscaping proposals shall be assessed against the provisions of this policy and the degree to which the proposal meets the intent of the policy.

The Landscape Plan shall include:

Basic Data

- Street Names
- North Point
- Scale
- Date prepared
- Contact name and phone number
- Property boundaries and outline of adjacent buildings

Development Details

- Building layout including doors and windows
- Building elevations
- Car park layout

Landscaping Details

- Details of areas to be planted
- Names and location of plants to be planted (Scientific and Common Name)
- Location of onsite services, e.g. overhead power lines, sewers, drains and underground power
- Details of reticulation design and maintenance for 6 - 12 months following planting
- Details of stormwater and sub-soil drainage where required
- Mulching/gravel provision and other weed control measures to be implemented

Standard Planning Conditions for Landscaping

- L1 All land indicated as landscaped area on the approved plan being developed prior to, or concurrently with the practical completion of the building(s) to the satisfaction of Council. All landscaped areas are to be maintained in good condition thereafter.
- L2 Landscape plans, showing size, species, location of trees and shrubs to be planted or retained, being submitted to Council for approval prior to the issue of a building licence.
- L3 The (insert) being screened from view from the surrounding lots and adjacent road by the use of suitable trees and shrubs.



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- L4 New landscaping to be maintained in a healthy condition and to be planted within sixty (60) calendar days of the structural completion of the (insert development). Should such vegetation die, it is to be replaced with similarly sized vegetation within thirty (30) calendar days.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	



SHIRE OF CHITTERING Register of Policies

Road Verge Development Criteria

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services
Date of Approval:	November 2005
File Reference:	

Objective	The objective of this policy is to guide Council and administration on the appropriate landscaping development on road verges.
Statement	<ul style="list-style-type: none"> i) Council shall encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both. ii) The preferred style shall be the Native Garden option with irrigation and up to two trees/20m of frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler equipment is preferred. iii) The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with Council's Parks and Gardens Service Area. iv) Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items shall be placed on the road reserve. Weed control using plastic sheeting with aggregate, mulch, metal dust overlay is acceptable. v) Any improvements placed or constructed on the verge shall be placed there at the risk of the property owner. Council shall endeavour to preserve the layout, but no guarantee shall be given. vi) No assistance shall be given by Council for development, ongoing operation or maintenance costs. vii) Council shall supply up to two trees in keeping with established species, provided the property owner agrees to plant and maintain them in a caring manner.



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Poisonous trees and shrubs shall not be permitted to be planted on any road verge.

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Remnant Vegetation Strategies

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval:
File Reference:

**Natural Resource Management
Strategy for Native Vegetation**

Not complete, still under construction



SHIRE OF CHITTERING Register of Policies

Street Tree Removal

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective To guide Council and Administration on appropriate removal of street trees within the Shire of Chittering.

Statement

- 1 Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the Executive Manager Technical Services in consultation with the Chief Executive Officer.
- 2 Where groups of ten or more trees are to be removed the matter shall be referred to Council.

Reviewed	Next Review	Record No
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SHIRE OF CHITTERING Register of Policies

Establishment and Maintenance of Playground Equipment

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective To guide Council and Administration on appropriate establishment and maintenance of playground equipment within the Shire of Chittering.

Statement All playground equipment purchased by Council, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be according to the *Australian Standards Association (1924, Part 1 1981) Playground Equipment for Parks, Schools and Domestic Use (ASA 2155 – 1982 and 2555 – 1982)*.

The Principal Environmental Health Officer/Building Surveyor shall order the removal of any items of equipment that, in his opinion, is not conforming and dangerous and shall have the authority to remove any item of play equipment and have it placed in the Council's depot if the order for its removal is disregarded.

This will ensure that playground equipment is maintained to the highest possible standard.

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Town Planning Policies



SHIRE OF CHITTERING Register of Policies

Subdivision and Rezoning Applications - Catchment Management Plans

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: November 2005
File Reference:

Objective The objective of this policy is to provide guidelines with Catchment Management Plans

Policy Council will act as a coordinator for the preparation of Catchment Management Plans where joint landowners are involved only if the following conditions are met by all involved in the proposals:

- 1) All parties agreeing to the proportionate contributions for the plans on whatever grounds they so decide.
- 2) All parties lodging their proportionate contribution for the plans in the Shire of Chittering Municipal account.
- 3) One or all of the parties involved obtaining a quotation from a qualified person or company to prepare the Catchment Management Plan.
- 4) Council accepts no responsibility for the preparation or content of the Catchment Management Plan other than the receipt of contributions, the issue of an order and the payment of the preparers account. Under no circumstances shall a Shire Purchase Order be issued until all contributions have been received and receipted.
- 5) The fact that Chittering Shire Council acts as a coordinator for a Catchment Management Plan is not to be construed as an approval for the proposal or permission to commence a development.

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SHIRE OF CHITTERING Register of Policies

Battleaxe Access

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: November 2005
File Reference:

Objective This policy is to provide guidelines for battleaxe accessways.

Policy The Shire of Chittering is not in favour of battleaxe access in any subdivision, particularly in "Rural Residential" and "Townsite" areas.

If battleaxe access is required for a subdivision there shall be a maximum length and a minimum width of 10 metres to facilitate the construction of trafficable surfaces and associated drainage and the developer shall be required to construct crossovers to each battleaxe access prior to the clearance of conditions.

Crossover standards shall be:

- Minimum diameter RCP = 375 mm
- Headwalls to be precast units to suit pipe sizes
- Minimum length of Crossover = 7.32 metres.

Road construction shall be of a minimum thickness of 300mm if gravel or additional sufficient thickness to allow adequate swale drainage.

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SHIRE OF CHITTERING Register of Policies

Application for Work/Development – Public Thoroughfare or Place

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective This policy is to provide guidelines in dealing with applications for work/development in public thoroughfares or public places.

Policy Any non Council application for work/development on, over or under any public thoroughfare or public place in the Shire of Chittering shall be submitted as a Planning Consent Application in addition to the requirements of Regulation 17 of the *Local Government (Uniform Local Provisions) Act 1996*.

It is the intent of Council that linking the works/development application with the requirement for Planning Consent will ensure a high level of public notification.

All applications under this policy shall require the following:

- a) Notification of the proposed work/development in accordance with the adopted Town Planning Scheme.
- b) Details of the proposal displayed on the Shire Notice Board for a minimum period of 21 days.
- c) The applicant shall pay the applicable planning consent application fee as per Council's adopted Schedule of Fees and Charges.
- d) If the development, the subject of any approval, is not substantially commenced within a period of 6 months from the date of approval, the approval shall lapse and be of no further effect. Where an approval has lapsed no further development shall be carried out without the further approval of Council having first been sought and obtained in accordance with the provisions of this policy.

The following standard conditions may be specified in full or in part as conditions attaching to the approval.



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Standard Conditions

No works on a public thoroughfare shall impede or obstruct the movement of traffic unless the work is being undertaken under the supervision of Shire's works staff and in accordance with Australian Road Standards in relation to signage and work practices.

Any works undertaken which effect the road surface shall be rectified by the proponent to the satisfaction of the Shire's Executive Manager Technical Services. Failure to undertake the necessary work shall result in Council authorising Shire staff to undertake the works and seek recovery of all costs under the provisions of 3.25 and 3.26 of the *Local Government Act 1995*.

The proponent shall submit an annual maintenance programme for the work/development and shall comply with the requirements of the programme.

The proponent shall obtain from a Council approved insurance company an insurance policy in the names of the Local authority and the proponent, indemnifying the Shire of Chittering against any claim for damages which may arise in or out of, the work/development or its use and maintenance. The joint insurance cover shall remain in place for the duration of the approval and all costs shall be met by the proponent.

Within three (3) months of commencing the work the project shall be completed and the site rehabilitated to the satisfaction of the Shire's Executive Manager Technical Services.

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Rural Numbering

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective This policy is to ensure that all properties are allocated with rural numbering.

Policy Where new lots are created by a subdivider that the developer is required to install rural numbering in accordance with Council's standard or pay Council the sum as prescribed by Council in its annual budget (refer to Schedule of Fees & Charges) for Council to purchase and install such signage to each lot and;

Where Council approves a building permit for a new dwelling where that dwelling has an access from a public road which does not currently have a rural number, the landowner is required to purchase and erect a rural number in accordance with Council's standard.

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SHIRE OF CHITTERING Register of Policies

Valuation of Land

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Executive Manager Corporate Services
Date of Approval: November 2005
File Reference:

Objective The objective of this policy is to ensure that land valuation for the purpose of public open space shall be through the Valuer Generals Office, so as to avoid any disagreement.

Statement Requirements of the *Local Government Act 1995*, *Town Planning and Development Act 1928* and subsidiary legislation require Council to carry out valuations of land for specific purposes. Council appoints the Valuer General as the official valuer for Public Open Space valuations.

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Road Names

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective To provide easy identification of Shire roads.

Policy Except as provided below, a road name shall not be proposed for a new or existing road if that road name is currently in use within the Shire. This includes the use of:

- i) like-sounding names. e.g. names with the addition/deletion of "s"; or
- ii) same name with a different suffix, e.g. road as opposed to street.
- iii) where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approval reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Chittering area and its neighbourhood;
- common or Aboriginal names of flora and fauna species indigenous to the Chittering area;
- Chittering locality or geographic feature names in common, historical or Aboriginal usage; and
- persons having a distinguished record of achievement within the Shire's history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into reserve road names list and for applying to particular thoroughfares will be put before Council for approval.



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Support to name or rename roads in established areas can be obtained by:

- advertising the proposal in the local paper, inviting comments; and
- advising residents in the area of the proposed name in writing and inviting comments.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

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Public Guidance Signage in Road Reserves

Policy Owner: Development Services
Person Responsible: Executive Manager Technical Services
Date of Approval: 18 May 2011
File Reference:

Objective To provide public guidance signage to assist the public in locating community and commercial services and facilities within the Shire of Chittering (the “Shire”) and to ensure that advertising signs are consistent with and appropriate to their location and function.

To also ensure the prevention of visual pollution of advertising signs and avoid dangerous placements to both pedestrians and vehicular traffic.

Policy Approval to place a public guidance sign within the road reserve requires a written application advising preferred wording with supporting street plan identifying signage location(s).

Public guidance that requires the Shire’s approval prior to installation includes:

- Direction Signs (Urban and Rural areas)
- Tourist Signs
- Temporary Community Advertising Signs
- Service Club Signs
- Land Estate Development Signs
- Industrial Estate Signs

General requirements for public guidance signage

The following general requirements apply for all public guidance signage located in the road reserve application unless otherwise advised:

- 1) *The Shire will undertake routine general maintenance associated with approved permanent signage located within the road reserve but accepts no responsibility for damage and/or public liability claim arising as a result of vandalism, accident or wear and tear. Where signs are deemed by the Shire to require more than routine general maintenance, then they will be removed and returned to the Applicant where known. If unknown, then these signs will be impounded at the Shire’s Bindoon Landfill Site.*



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- 2) *The Shire will not undertake routine general maintenance associated with approved temporary signage located within the road reserve and accepts no responsibility for damage and/or public liability claim arising as result of vandalism, accident or wear and tear. Where signs are deemed by the Shire to be causing a nuisance or are considered to be a safety hazard then they will be removed and returned to the applicant where known. If unknown, then these signs will be impounded at the Shire's Bindoon Landfill Site.*
- 3) *The Shire's Works Supervisor is empowered to collect an impounding fee on a per sign basis or call on the bond for the return of the signs collected by personnel, or appointed contractor(s), unless approved otherwise. Any signs held at the Bindoon Landfill Site for longer than a thirty day period from the time it was collected will be disposed of.*
- 4) *Public guidance signage to be located along Great Northern Highway and Brand Highway requires Main Roads WA (MRWA) approval. Applications will be assessed by the Shire in the first instance and if approved they will be forwarded to MRWA for consideration. MRWA's decision is final.*

Specific requirements for Public Guidance signage

Specific requirements for the various public guidance signage options follows:

- 1) *Direction Signs (urban areas)*
Subject to approval by the Shire's Administration, Direction Signs in the urban area will be provided in accordance with the following criteria:
 - a) Public guidance to the location of facilities (generally a non-commercial nature) such as:
 - Town Halls, Municipal Offices, Civic Centres, Depots and Libraries
 - Rubbish Disposal and Recycling Sites
 - Churches and religious institutions
 - Sporting, recreational grounds and facilities
 - Tertiary education facilities
 - Non-profit organisations
 - Cultural Institutions/sites
 - Police Stations
 - Post Offices
 - Railway Stations and Coach Houses
 - Shopping centres
 - Medical Centres, Veterinary Clinics and Dentists

Commercial services and facilities, however a sign will not be approved for an establishment that forms part of a larger complex, i.e. fingerboard sign will not be approved for a delicatessen within a shopping centre.



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- b) Wording is to be “generic” in nature and is to avoid direct advertising of business names with the wording standardised, e.g. Shopping Centre, Medical Centre, Child Care Centre, etc.
- c) Where commercial business is involved, evidence of planning approval in relation to the business activity being undertaken is to be provided in support of an application.
- d) Direction Signs reflecting a home business are not permitted within a residential area (to ensure a high level of amenity).
- e) Up to two Direction Signs may be erected on a single pole identifying a street name. In this respect the signs will be manufactured to the standard length so that in the long term it is possible to convert from the single pole to a stack situation.
- f) Up to five Direction Signs may be located at any one location by utilising a two pole sign stack, the street name shall be located above the other signs and there shall be a clearance of at least 150mm between the bottom of the street name plate sign and the top of any other sign.

Due to the limit of five Direction Signs per intersection, commercial business will have to be considered in order of priority in providing aid or comfort over and above other commercial enterprises, e.g. Medical centres, Dental surgeries, Veterinary clinics and Pharmacies.

- g) Direction Sign wording will be white lettering on blue background. Generally signs placed on arterial roads shall have a 200mm deep finger plate placed at a minimum distance of 100m prior to the junction and local roads with a 150mm deep finger plates to be placed at the junction.
- h) Direction Signs are to be positioned on the intersection at the entrance to the side road down which the signed premises are located.
- i) Direction Signs on arterial roads shall be limited to one signed route from any arterial road in either direction with such signing restricted to a maximum of two arterial roads.
- j) No Direction Signs are to be erected adjacent to the community and commercial service and/or facility.



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Approved Direction Signs in urban areas are supplied and installed by the Shire at the applicant's cost.

2) Directional Signs (rural areas)

Subject to approval by the Shire's Administration, Direction Signs in the rural area will be provided in accordance with the requirements outlined for Direction Signs (urban areas) above, with arterial roads considered the most important collector roads servicing the rural area.

Approval will be granted for Direction Signs indicating rural produce where the applicant holds a current stallholder's licence.

Approved Direction Signs in rural areas are supplied and installed by the Shire at the applicant's costs.

3) Tourist Signs

Approval to place Tourist signage within the road reserve will need to comply with the Western Australian Tourist Commission "Essential Criteria" in the first instance. Upon receipt of an application in compliance with the WA Tourism Commissions criteria and supported by the Shire's endorsement the application is then forwarded to Main Roads WA for their consideration/approval. If approved the cost of the signage is to be borne by the applicant and installation undertaken by Main Roads WA.

4) Temporary Community Advertising Signs

Subject to approval by the Shire's Administration, a maximum of ten Temporary Community Advertising Signs per application of up to 0.5m² in area per sign will be permitted for non-profit organisations only for up to a maximum period of six weeks. A bond (refundable if conditions of approval are met) is payable prior to confirmation of approval to cover the cost of removal of the sign(s) by the Shire where necessary.

Following receipt of the Shire's formal approval the applicant is responsible for the supply, installation, maintenance and subsequent removal of the Temporary Community Advertising Sign(s).



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5) Service Club Signs

Subject to approval by the Shire's Administration, Service Club Signs are allowed to be erected in the road reserve adjacent to the facility where the Club meets. A plan depicting the size and style of the sign inclusive of foundation details needs to be provided in support of the application requirements.

The Shire's approval will require the Club to arrange for supply and delivery of the sign to the Shire's Administration Centre and on receipt the Shire will undertake installation at the Club's cost.

6) Land Estate Development Signs

Land Estate Developers are entitled to two Land Estate Development Signs per estate indicating the marketed name of the land release. Generally signs placed on arterial roads shall have 200mm deep finger plates placed at a minimum distance of 100m prior to the junction and local roads with 150mm deep finger plates to be placed at the junction. Sign colours will consist of a blue background with yellow lettering and be placed on poles identifying a street name or stacks as outlined for Direction Signs (Urban Areas) above.

The signs will be removed by the Shire on receipt of advice from the applicant that land sales have been completed or after two years following initial installation, whichever occurs first.

Approved Land Estate Development Signs are supplied and installed by the Shire at the applicant's cost.

7) Industrial Estate Signs

Areas zoned as an Industrial Estate are signed as a general area (e.g. Wangara Estate, Flynn Drive Industrial Area, etc) with no further signing permitted. Signage is to conform to the requirements outlined for Direction Signs (Urban Areas) above.

Approved Industrial Estate Signs are supplied and installed by Shire at no charge to the business enterprises within the Industrial Estate benefiting from that sign.

All signage for new business enterprises within an Industrial Estate is controlled through the development approval process and the Shire's *By-laws relating to Signs, Hoardings and Bill Posting 1993*.

Subject to approval by the Shire's Administration, a temporary sign for a new tenant in a multi-unit premises within an Industrial Estate of up to 0.5m² in area may be located in the road reserve adjacent to their premises



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for up to a maximum of three months. A bond is payable prior to confirmation of approval to cover the cost of removal of the sign where necessary. Following receipt of the Shire’s formal approval the applicant is responsible for the supply, installation, maintenance and removal of the approved temporary sign.

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ENVIRONMENT AND HEALTH POLICIES



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Environment - Council Recognition

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Principal Building Surveyor
Date of Approval: November 2005
File Reference:

Objective The objective of this policy is to ensure that all work undertaken within the Shire of Chittering takes into consideration the environment implication.

Statement The term 'environment' means living things, their physical, biological and social surroundings, and interaction between all of these.

The good management of the environment is a primary task of the Council and should be considered in all of its decisions.

The Council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.

A co-ordinated approach to all environmental matters is required. Activities of the Council should be co-ordinated with each other as well as with those of outside bodies wherever necessary to ensure that maximum benefit is obtained.

The Council shall initiate measures to identify environmental issues important to the residents of the Shire and shall take action as necessary to address those issues.

The Council shall inform the public of issues concerning the environment through press releases, and other methods as appropriate.

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Bush Fire Control

Policy Owner:	Development Services
Person Responsible:	Chief Bush Fire Control Officer Community Emergency Services Manager Senior Ranger
Date of Approval:	November 2005

- Objective**
- To minimise the risk of out of control fires
 - To minimise damage from fires
 - To control burning within the Shire
 - To ensure fire fighters receive adequate training
 - To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

Policy

The Council of the Shire of Chittering is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to those areas of the local government within the bush fire district and to carry out an ongoing programme of hazard reduction having due regard at all times for the preservation of the natural environment.

Bush Fire Advisory Committee

The Council is to establish a Bush Fire Advisory Committee. The objectives of the Committee are to:

- make recommendation and advise Council on all matters relating to the *Bush Fire Act 1954* Section 67 (1);
- liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering.

The Committee will advise the local government on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the layout of firebreaks in the district
- prosecutions for breaches of the *Bush Fire act 1954*
- the formation of bush fire brigades and the grouping thereof under group brigade officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities.
- any other matter relating to bush fire control whether of the same kind, or a different kind from, those specified.



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Restricted and Prohibited Burning Periods

Restricted period - permit required	19 October to 30 November each year
Prohibited Period	1 December to 31 March each year
Permitted period	1 April to 31 May each year

Harvesting, Movement of Machinery and Burning

The Shire of Chittering **will not permit** harvesting operations including stubble processing:

- when FESA has declared a "Total Fire Ban" period,
- when the Shire has declared a Harvest and Vehicle Movement Ban including any hot works activities, or
- on Christmas Day, Boxing Day and New Year's Day.

The Shire of Chittering **will permit** harvesting operations including stubble processing during the Restricted and Prohibited period (including on Sundays and public holidays) on the following conditions:

- The Local Fire Control Officer is notified.
- That a fully operational fire fighting unit (inclusive of associated pump, hose system and a minimum of four-hundred (400) litres of water is present at all times.
- Two (2) able-bodied adult people are to be present during the harvesting operations; only one of whom may be harvesting.

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Nuclear Waste

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Principal Environmental Health Officer
Date of Approval: November 2005

Objective The objective of this policy is to provide the views of the Council on nuclear waste.

Statement Council recognises it is subject to various Commonwealth and State Legislation in relation to the transportation and storage of Nuclear Waste Material in the district.

Council's Policy position in relation to the above mentioned is that it does not support the transport of nuclear waste or the construction of facilities within the district for the processing or storage of nuclear waste.

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Clearing of Land

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
 Senior Planner
Date of Approval: November 2005
File Reference:

Objective This policy is to provide guidelines in dealing with land clearing.

Statement Any application for clearing of land within the district shall be forwarded to Department of Environment and Conservation (DEC) and Department of Agriculture and Food WA (DAFWA) for a departmental response.

Council does not support any unauthorised clearing of land within the Chittering District. Any unauthorised clearing reported to Council is to be reported to the appropriate authorities.

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Deep Drainage

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective

To:

- guide Council in relation to applications for deep drainage that directly affects Council controlled lands and infrastructure (ie Council roads, reserves and townsites).
- allow input to drainage proposals that affect Council infrastructure and private land and inform the community about proposals.

Statement

Drainage in Agricultural Areas affecting Council controlled lands and infra-structure

The Shire of Chittering recognises best practice closed deep drainage as a valid option for salinity control – “Closed deep drainage means levied deep drainage that excludes surface water from entering the drain”.

This policy is designed to guide Council in relation to applications for deep drainage that directly affects Council controlled lands and infrastructure (ie Council roads, reserves and townsites).

This policy is designed to allow input to drainage proposals that affect Council infrastructure and private land and inform the community about proposals.

Prior to commencement of drainage works within the Shire of Chittering a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to *Soil and Land Conservation Regulations 1992*.

As a condition of approval by the Shire of Chittering a public notice will be advertised by the Shire of Chittering, at the proponents cost, within the local newspapers and a statewide newspaper. Advising submissions will be received for up to a period of fourteen (14) days after advertisement.

A statewide notice will mean - advertised within a newspaper circulating within the State.

The form of the public notice will advise on which locations drainage works will be undertaken, that drainage works are to be constructed within the Shire of Chittering and advise what roads are to be



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affected and seek landholders submissions to disposal point of water.

At Council's discretion the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.

Guideline:

Any deep drainage system that proposes a development in excess of thirty (30) kilometres in length, the Council may require the above mentioned certified report.

Any proposal to carry waters through Council infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Council of any liability incurred from any action of law resulting from the development.

The developer shall enter into an agreement with the Shire of Chittering that future maintenance costs of the drainage conveyance shall be at the developer's cost and recorded as an absolute caveat on the affected land. Such remedial works shall be carried out within 14 days of advice from the Shire of Chittering.

At Council's discretion, proposals to conduct water through Council infrastructure must be accompanied by a engineering certified design, taking into account the impact on Council's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

All construction and remedial costs, including traffic management, of the drainage conveyance structure, shall be at the developers/landowners cost.

Guideline:

Traffic management means in accordance with the relevant Australian Standards for Traffic Management.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Council managed land.

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to Council, prior to the contractor commencing works.

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Reserve Usage

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
File Reference:

Objective To guide the usage of reserves vested with the Shire of Chittering.

Statement Reserves vested with the Shire of Chittering range from quarries, school sites, recreation reserves, water supply, parkland, airstrips, landfill sites and gravel pits. The Reserve System inventory provides a list of reserves vested with the Shire of Chittering.

Any person who wishes to conduct activities in a reserve vested with the Shire of Chittering, for a use other than recreation, and not including the Shire of Chittering itself, will have to submit an application to the Shire of Chittering expressing permission to do so.

The Shire of Chittering defines recreation as any activity or past time that promotes the refreshment of health or spirits by relaxation and enjoyment. These activities include sports, bushwalking, hiking, pushbike and trail bike riding (only where specific tracks exist), picnics and other community social activities.

On approval of activities on Shire of Chittering reserves by a **Reserve Use Licence** will be issued and will be bounded by the conditions of this policy and remain valid for a specified period no greater than three (3) years. This specified period of permission will be set by the Chief Executive Officer.

Activities requiring approval include:

- § Seed collection
- § Plant collection
- § Biodiversity survey, and
- § Others specified by applicant.

A person wishing to apply to use a reserve must complete and sign an “**Application for a Licence to use Reserve Resources**” and send it to the Shire of Chittering for consideration.



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The approval process will take up to sixty (60) days and response time will depend on the nature of the activities. A receipt of **Resource Use Application** within thirty (30) days of submission. Approval will be granted or denied by the Chief Executive Officer.

Licence applications are assessed by the Shire's Technical Department and submitted to the Chief Executive Officer for final approval.

The activities specified within the Licence must not exceed the time period allocated by the Chief Executive Officer.

If a person wishes to engage in their activities in the reserve for a period that is longer than that specified by the Chief Executive Officer, that person must submit an additional **Licence Application** to Council requesting an extension.

Where activities differ from those granted by Council, the Shire of Chittering has the right to halt activities and ban offenders. When activities will differ from those approved by the Chief Executive Officer the proponent must submit an additional **Application for Reserve Use Licence** to the Shire of Chittering before these activities have taken place.

Where activities cause significant harm to the Shire reserve, surrounding land or the environment in general, the Shire of Chittering has the right to halt activities until an investigation is undertaken by Shire staff to assess damage. If activities are deemed 'safe' the activity can continue. If the activity is deemed 'un-safe' the activity must cease and the Shire of Chittering has the right to claim any damages that have occurred.

The conditions of a **Resource Use Licence** are as follows:

- 1) The Licence is bounded by the conditions set out in the Shire of Chittering Reserve Use Policy.
- 2) Licences are required for all activities other than recreation activities.
- 3) The Licence is provided for a specified time period and the activities must not exceed this time period.
- 4) Activities may continue if an additional licence is sought and approved.
- 5) Licence approval may take up to ninety (90) days.
- 6) Licence applications are assessed by the Technical Staff of the Shire of Chittering and submitted to the Chief Executive Officer for final approval.
- 7) Activities must not differ from those outlined in the licence application.
- 8) If activities will differ an additional licence should be sought.



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- 9) The Shire of Chittering reserves the right to stop any activities in reserves under its management if these activities: vary from the licence application, break any licence condition or cause adverse impacts to the reserve, the environment or neighbouring land.

Reviewed	Next Review	Record No
18 May 2011	16 May 2012	