



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

ATTACHMENTS

Ordinary Council Meeting

Thursday 26 September 2019
12.30 PM

10.1.3.



Council Policy Manual

September ~~2015~~2019

Shire of Sandstone
Council Policy Manual

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: PRESS STATEMENTS

POLICY NO: 1.1

SECTION: COUNCIL

COUNCIL MEETING HELD: ~~26 September 2019~~ **25th September 2015**

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DATE TO BE REVIEWED: **MAY 2016**

That media statements made on behalf of the Shire of Sandstone are only to be made by the Shire President and/or Chief Executive Officer.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	DEPUTATIONS TO COUNCIL MEETINGS
POLICY NO:	1.2
SECTION:	COUNCIL
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That deputations/delegation's wishing to meet with Council, are firstly to meet with staff to consider the delegation's request and resolve any problems where possible. Should staff consider it necessary for the delegation to meet with Council, then the request will be referred to the Shire President for consideration.

POLICY:	LEAVE OF ABSENCE
POLICY NO:	1.3
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019 ^{25th September 2015}
DATE TO BE REVIEWED:	MAY 2016

That leave of absence is not to be granted unless applied for.

Section of the Local Government Act 1995 –

Disqualification for failure to attend meetings

- 2.25 (1) A Council may, **by resolution**, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without first obtaining leave of the Council, throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of Council does not constitute absence from an ordinary meeting of Council –
- (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
- (b) if the non-attendance occurs while –
- (i) the member has ceased to act as a member after written notice has been given to the member under section 2.27 (3) and before written notice has been given to the member under section 2.27 (5).
- (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
- (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	POLICY MANUAL
POLICY NO:	1.4
SECTION:	COUNCIL
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That a Policy Manual for recording Policy Decisions of Council be kept, and that to retain this as a live document, annual reviews of the manual be undertaken by a committee of Council with recommendations for change being submitted to full Council.

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: DELEGATES MOVING MOTIONS AT
ASSOCIATION CONFERENCES

POLICY NO: 1.5

SECTION: COUNCIL

COUNCIL MEETING HELD: ~~26 September 2019~~ **25th September 2015**

DATE TO BE REVIEWED: **MAY 2016**

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That delegates representing Council at Zone Conferences shall vote and move motions as they see fit and as they believe reflects the views of Council. This authority is granted subject to the delegates reporting back to Council the proceedings of the Conferences at the next Ordinary Meeting.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: TRAVELLING EXPENSES

POLICY NO: 1.6

SECTION: COUNCIL

COUNCIL MEETING HELD: ~~26 September 2019~~ **25th September 2015**

DATE TO BE REVIEWED: **MAY 2016**

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That where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, ~~unless:-unless:-~~

1. A Council vehicle is not available; or
2. There is insufficient room to convey all members of the deputation; or
3. Council has agreed by resolution to pay mileage; or
4. Unless there are special circumstances which have been authorised by the Chief Executive Officer.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: WALGA – NOMINATIONS TO BOARDS & COMMITTEES

POLICY NO: 1.7

SECTION: COUNCIL

COUNCIL MEETING HELD: ~~26 September 2019~~^{25th September 2015}

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DATE TO BE REVIEWED: ~~MAY 2016~~

Where WALGA seeks nominations from Council for various Boards and Committees and the turnaround period for nominations does not coincide with Council meetings, Council supports the nomination of Council members or serving officers without such approval having to advance through the normal Council meeting process.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: USE OF COUNCIL'S COMMON SEAL

POLICY NO: 1.8

SECTION: COUNCIL

COUNCIL MEETING HELD: ~~26 September 2019~~^{25th September 2015}

DATE TO BE REVIEWED: MAY 2016

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Where a Council approved or authorised activity or occurrence requires the common seal to be affixed (or where the Shire President and Chief Executive Officer determine it would be appropriate to so affix the seal) the Shire President and Chief Executive Officer shall be authorised to sign and seal the document or item, on Council's behalf.

1. For official documents which require the common seal of the Shire to be affixed, the seal shall be accompanied by the following ~~wording:-~~wording: -

"The Common Seal of the Shire of Sandstone was hereto affixed by authority of Council."

Shire President

Chief Executive Officer

(Noting that the Deputy Shire President and ~~-~~Acting Chief Executive Officer can proxy in the absence of the respective principal person)

That when the Common Seal is used for official documents, it be referred to Council for endorsement.

2. For use on ceremonial occasions (ie: Certificates of Appreciation, etc) or where there is no legal requirement to affix the seal to a document, the Shire President and Chief Executive Officer are authorised to decide how best to affix the seal and (if need be) sign the document on the Shire's behalf.

POLICY: OCCUPATIONAL HEALTH & SAFETY

POLICY NO: 1.9

SECTION: COUNCIL

COUNCIL MEETING HELD: 26 September 2019~~25th September 2015~~

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DATE TO BE REVIEWED: **MAY 2016**

The Shire of Sandstone regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Sandstone is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health and foreseeable work hazards.

The Shire of Sandstone acknowledges a duty to achieve these objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Comply with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practices and Guidance Notes.

Employees have a duty of cooperation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions.
- Using supplied personal protective clothing and equipment
- Reporting conditions which appear to be unsafe to their Supervisor.
- Cooperating in the fulfilment of the obligations placed on their employer.
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

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- 2.20 Access and Inclusion Policy for People with
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POLICY:	STAFF ATTRACTION AND RETENTION BENEFITS
POLICY NO:	2.1
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	<u>MAY 2016</u>

In recognition of skilled labour shortages experienced ~~globally~~, the Shire of Sandstone participates in the evolutionary process of redeveloping itself into an Employer of Choice.

An integral component of this strategy is Council's capacity to offer incentives to employees.

Performance and Service Recognition Scheme

In an effort to provide an incentive for staff to remain with the Shire of Sandstone, a system recognising a combination of exemplary performance and longevity of service applies to all full-time, part-time, casual and contract staff, with part-time and casual employees being entitled to a pro-rata percentage calculated on the number of ordinary hours worked during the calendar year from 1 December to 30 November.

The following amounts will be paid to employees in the first pay period after 1 December annually, based on the following thresholds being reached:

First year of employment up to 30 November (qualification period)

will attract a pro-rata entitlement of up to	\$3,000
First full year after qualification:	\$4,000
Second full year after qualification:	\$5,000
Third full year after qualification:	\$6,000
Fourth full year after qualification:	\$7,000
Subsequent years:	\$7,500

Employees forfeit their entitlement to any performance or service recognition payment where they part Council's employ at any time during the period after the 1st December and before the next payment is due on the 30th November. ~~—KPI's have been agreed with all staff and these must be met for them to be entitled to the full payment of the performance or service recognition payment.~~

A pro-rata entitlement of the applicable Performance and Service Recognition payment will be payable to new employees if their service forms part of the calendar period 1 December to 29 November and their performance warrants the payment.

Housing Incentive Payments

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$~~130~~**160**.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Where Council accommodation is provided, it is done so on a rent-free basis.

Superannuation Contributions

That Councils contribution for Superannuation will be as follows:-

- That Council contributes 5% for the first 12 months service and 5% thereafter of an employee's gross pay to those employees contributing 1% or greater of their own gross pay to the WA Local Government Superannuation Voluntary Scheme.
- Contributions to the Compulsory Occupational Superannuation Scheme will be at the rate set from time to time in line with the Superannuation Guarantee Component (SGC), currently representing 9.5% (as of 1 July 2015) of an employee's gross salary.
- Council reserves the right to negotiate alternative contributions for employees engaged on a negotiated contract of employment.

Utility cost channelling

Utility costs (Electricity, Gas and Telephone) for all non-contract staff are paid by Council, ~~and the consumption component of these costs is passed on to the resident for their reimbursement to Council via a Sundry Debtor arrangement. Due to some houses having solar panels and some having reticulation giving tenants of those houses an unfair advantage over others Council will pay all electricity and water consumption costs.~~

The Chief Executive Officer has authority to negotiate Council contributions to these expenses within budget provisions as required to assist in attracting and retaining employees.

Annual Leave

In recognition of the isolation employees within the Sandstone community face, Council will provide all staff with an additional one week of Annual Leave plus Leave Loading over and above the award or contract provisions for all employees.

Travel Leave

In recognition of the isolation employees within the Sandstone community face, Council will provide staff with two days additional Sick Leave for the purpose of travelling for medical and dental attention for the employee or an immediate family member who is domiciled with the employee. This leave is to be non-cumulative.

Removal/Relocation Expenses

That Council, in an effort to encourage quality staff to the Shire of Sandstone, contributes to removal/relocation expenses up to a maximum of **\$45,000.00**. Reimbursement of the removal/relocation expenses will be as follows:-

- 50% of the cost being repaid to the employee immediately after commencement.
- The balance to be repaid following 6 months service.

In respect to prospective employees that will be negotiating a contract of employment with the Shire of Sandstone, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses.

If an employee leaves the employment of the Shire within 12 months of commencement 50% of any relocation costs are to be reimbursed to the Shire of Sandstone.

Purchase of FBT Exempt Equipment

The Shire of Sandstone supports staff in their purchase of Fringe Benefits Tax exempt work-related items such as a portable electronic device, an item of computer software, item of protective clothing, briefcase or tool of trade through salary sacrifice, subject to persons satisfying the Australian Tax Office requirements. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

Staff have the option to either purchase a product and seek reimbursement or Council will remit payment to the supplier directly. Staff will be provided with the opportunity to repay this balance via payroll deductions over a period of up to twelve months. Staff members leaving the employ of Council prior to their full balance being recovered will be required to remit the balance automatically via their termination payment.

Staff Training

That Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending Training Seminars and Courses. Accommodation is to be arranged only by the relevant Executive Manager. Payment for private accommodation shall not be granted unless approved by the Chief Executive Officer.

Retirement Seminars

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$1,000.00.

Office Uniform Policy

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To maintain Council's corporate image administration staff are encouraged to wear a uniform or appropriate non-corporate attire. To support the wearing of uniforms and corporate attire Council will contribute up to \$500 per employee per year. Any additional cost is to be incurred by the employee.

POLICY: Police and Medical Clearances

POLICY NO: 2.2

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: 26 September 2019

DATE TO BE REVIEWED: _____

PURPOSE/OBJECTIVE

It is normal practice for a Council to require of a prospective employee to obtain a police and medical clearance prior to being officially appointed.

Sandstone, being located in a remote area, can find this practice very difficult and there is a need to make some provision within a Policy to cover this situation.

POLICY STATEMENT

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date)
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire in accordance with this policy will not

have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.

6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbursement of the cost of obtaining them to the employee.

POLICY:	NO SMOKING
POLICY NO:	2.23
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019 30th May 2013
DATE TO BE REVIEWED:	MAY 2014

That a 'No Smoking' policy throughout all Council owned and operated buildings, including staff housing, depot yards and vehicles/plant be adopted and enforced.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	NEGOTIATED SALARIES/ SENIOR EMPLOYEES	
POLICY NO:	2.34	
SECTION:	ADMINISTRATION	
COUNCIL MEETING HELD:	26 September 2019 ^{25th} September 2015	
DATE TO BE REVIEWED:	MAY 2016	

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That the following Manager's salaries and conditions are reviewed annually on anniversary dates by the Chief Executive Officer on a performance based criteria and that following the review, the Chief Executive Officer is to submit recommendations to Council for consideration.

Works Supervisor

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~~That Council designate the Works Supervisor as Senior Employees as per the Local Government Act 1995.~~

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POLICY: ANNUAL LEAVE ACCRUAL

POLICY NO: 2.5

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: 26 September 2019

DATE TO BE REVIEWED: _____

Annual Leave is provided to staff to allow them to take a break and recuperate from the rigors of work and as such they are encouraged to take leave annually. Staff will not be allowed to accrue more than 6 weeks annual leave unless they are planning an extended holiday and then only with the permission of the Chief Executive Officer.

POLICY: GRATUITY - PAYMENTS TO COUNCIL

EMPLOYEES/RECOGNITION OF LONG AND
OUTSTANDING SERVICE

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POLICY NO: 2.46

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: 26 September 2019~~25th September 2015~~

DATE TO BE REVIEWED: MAY 2016

That for the purpose of section 5.50 (1) of the Act, the following maximum amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service, at the CEO's discretion –

- 1 where an employee leaves prior to 5 years service – up to a value not exceeding \$20 for each year (or part) of service
- 2 5 – 10 years – up to a value not exceeding \$100, plus \$25 for each year (or part) of service over 5 years
- 3 10 – 15 years – up to a value not exceeding \$250 plus \$40 for each year (or part) of service over 10 years
- 4 15 – 20 years – up to a value not exceeding \$500 plus \$55 for each year (or part) of service over 15 years
- 5 20 years plus – up to a value not exceeding \$800 plus \$70 for each year (or part) of service over 20 years

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The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	ACTING CHIEF EXECUTIVE OFFICER	
POLICY NO:	<u>2.57</u>	
SECTION:	ADMINISTRATION	
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015	
DATE TO BE REVIEWED:	MAY 2016	

That when the Chief Executive Officer is on Annual Leave or Extended Sick Leave the appointment of an Acting Chief Executive Officer will be at Council's direction and/or resolution.

In the event of the Chief Executive Officer taking Long Service Leave a relieving Chief Executive Officer is to be appointed by Council.

POLICY:	AWARDS – SALARIES AND WAGES REPRESENTATION
POLICY NO:	2.68
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That FitzGerald Strategies is appointed as Council's industrial relations advisor and to represent the Shire of Sandstone in matters relating to condition of employment claims by Unions or employees.

POLICY: CAMPING OUT - SHIRE ROAD CREW

POLICY NO: 2.9

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: 26 September 2019

DATE TO BE REVIEWED: _____

The Maintenance Grader Driver will be required to camp out Monday to Thursday nights in the caravan provided when working more than 50 kilometres from the shire depot. While camping out a \$30 per day allowance will be paid.

The shire road construction crew will be required to camp out Monday to Thursday nights when working more than 100 kilometres from the shire depot. Where possible full board and lodgings will be provided at the shires expense and no allowance will be paid. Where full board and lodgings are not available negotiated camping arrangements will be made and the payment of an allowance will be discussed as a part of those negotiations and in accordance with award provisions.

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POLICY:	USE OF LOCAL GOVERNMENT EQUIPMENT
POLICY NO:	2.710
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 201925 th September 2015
DATE TO BE REVIEWED:	MAY 2016

There should be no private use of Local Government equipment contained within the Depot, Administration Centre or Tourist Information Centre by employees for commercial gain.

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2. Local Government ~~equipment-owned lawn mowers and whipper snippers~~ may be utilised by staff for personal use, ~~with the discretion of this use subject to individual circumstances satisfying Council's Chief Executive Officer. Any other equipment may be hired by staff on the same basis as the general public and subject to Councils hire of equipment policy~~

3.1. All Local Government equipment should be marked clearly to identify it as belonging to the Shire of Sandstone and returned to the facility taken from within the period of time agreed (preferably on the weekend of Rostered Days Off).

4.2. Any employee found utilising equipment outside of the circumstances approved by the Chief Executive Officer or utilising the equipment in such a manner to be considered negligent, that employee will forfeit future access to any Council equipment.

POLICY:	RESERVES – NOTIFICATION TO SURROUNDING LAND OWNERS	
POLICY NO:	<u>2.811</u>	
SECTION:	ADMINISTRATION	
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015	
DATE TO BE REVIEWED:	MAY 2016	

That when notice is received concerning any proposed changes in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.

POLICY: COUNCIL CHRISTMAS FUNCTION

POLICY No.: **2.912**

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: **26 September 2019**~~25th September 2015~~

DATE TO BE REVIEWED: **MAY 2016**

That the Chief Executive Officer is authorised to organise an Annual Christmas Function for ~~the~~ Shire ~~elected members, workforce employees and their partners~~ with costs to be within pre-determined budget provisions.

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: LOCAL GOVERNMENT AWARDS,
OVER-AWARD PAYMENT PERCENTAGE
AND LEADING HAND ALLOWANCE

POLICY No.: **2.4013**

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: **26 September 2019**~~25th September 2015~~

DATE TO BE REVIEWED: **MAY 2015**

Non-Contract Staff are engaged by the Shire of Sandstone in accordance with the Local Government Officers Award or Municipal Employees Award that clearly stipulates classifications with minimum weekly rates effective from time to time. Any wage adjustment is to take effect from the first pay period of any new financial year unless otherwise directed by the ~~Arbitration WA~~ Industrial Relations Commission.

In recognising the need to attract quality personnel to Sandstone, but at the same time, recognising the responsibilities associated with each level, an over-award payment percentage is to be loaded to the minimum rates applicable.

Furthermore, in recognition of the responsibilities associated with conducting the role of Leading-Hand within the Construction Crew, a Leading Hand Allowance is applicable.

The Shire of Sandstone Over-Award Payment Percentage is: 45%

The Shire of Sandstone Leading Hand Allowance (per week) is: **\$400**~~125~~

Both the Over-Award Percentage and Leading Hand Allowance will be reviewed annually in accordance with the review of the full Policy Manual and prior to the setting of the annual budget.

POLICY: VEHICLE POLICY

POLICY No.: 2.11

SECTION: ADMINISTRATION

COUNCIL MEETING HELD: _____

DATE TO BE REVIEWED: _____

Objective

The objective of this policy is to help ensure Council's vehicles, plant & equipment is replaced at a time which optimises its use and minimises the whole of life cost.

Policy Provisions

In order to enable this policy to be implemented effectively and to eliminate the requirement to amend this policy each time vehicles, plant or equipment is replaced, Councils current list of plant has been separated into various categories with a replacement strategy for each category.

This policy is intended to be the basis for the on-going review of Council's 10-year replacement programme.

LIGHT VEHICLES

<u>Level</u>	<u>Type & Description</u>	<u>Replacement Strategy</u>	<u>Accessories</u>
<u>1. CEO</u>	<u>4WD Executive Vehicle – Toyota Landcruiser GXL or equivalent</u>	<u>60,000 or 2 years</u>	<u>Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, new UHF radio, emergency GPS, first aid kit, fire extinguisher</u>
<u>2. Works Supervisor</u>	<u>4WD Toyota Hilux SR5 dual cab or Toyota Prado GXL or equivalent</u>	<u>80,000 or 3 years</u>	<u>Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, new UHF radio, Emergency GPS, flashing beacon</u>
<u>3. Workshop</u>	<u>4WD – Toyota Landcruiser or equivalent</u>	<u>100,000 or 4 years</u>	<u>Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, first aid kit, fire extinguisher, twin flashing beacons</u>
<u>4. Gardener</u>	<u>2WD utility – Toyota Hilux or equivalent</u>	<u>100,000 or 5 years</u>	<u>Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, fire extinguisher, first aid kit, twin flashing beacons</u>

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

LIGHT TRUCKS

<u>Rubbish Truck</u>	<u>Max GCM 10,000</u>	<u>80,000 or 7 years</u>	<u>Cage, bin lifter, tow bar, window tint, floor mats, seat covers, UHF radio, roo bar</u>
<u>Maintenance Truck as maintenance Grader vehicle</u>	<u>Max GCM 11,000, 3 – 4 metre tray, 4x4 with equipment to allow for the running of caravan and maintenance grading operations</u>	<u>180,000 or 5 years</u>	<u>Hiab, Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Emergency GPS, twin flashing beacons, tool box</u>
<u>Crew Cab</u>	<u>Max GCM 16,000, 4 - 5 metre tray,</u>	<u>180,000 or 5 years</u>	<u>Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Sat phone, Emergency GPS, small car fridge, twin flashing beacons, tool box</u>

MISCELLANEOUS PLANT ITEMS

<u>Trailers</u>		<u>10 years</u>	
<u>Fire Unit</u>		<u>15 years</u>	<u>As specified by DFES</u>
<u>Bore Boss</u>		<u>10 years</u>	<u>After 5 years do a complete overhaul of pipe and pump equipment, generator and trailer.</u>

HEAVY VEHICLES

<u>Construction Grader</u>	<u>14 foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter</u>	<u>10,000 hours or 8-9 years</u>	<u>Window tint, floor mats, seat covers, UHF radio, Emergency GPS, fire extinguisher, twin flashing beacons</u>
<u>Maintenance Grader</u>	<u>180 kw engine – approx, 14 foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter</u>	<u>10,000 hours or 8-9 years</u>	<u>Window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, first aid kit, fire extinguisher, twin flashing beacons</u>
<u>Prime Mover – side tipper</u>	<u>GCM 105,000 approx</u>	<u>175,000 or 5 years</u>	<u>Roo bar, towbar, window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, first aid kit, fire extinguisher, twin flashing beacons</u>
<u>Prime Mover – water tanker</u>	<u>GCM 50,000 approx</u>	<u>175,000 or 5 years</u>	<u>Roo bar, towbar, window tint, floor mats, seat covers, UHF radio, first aid kit, fire extinguisher, twin flashing beacons,</u>
<u>Loader</u>	<u>Approx 160kw, 3.8 – 4.2 cum bucket rock bucket with lifting eye fitted</u>	<u>7,500 hours or 8 years</u>	<u>Window tint, floor mats, seat covers, UHF radio, fire extinguisher, first aid kit, twin flashing beacons</u>
<u>Loader</u>	<u>Up to approx 130kw, 3 m3 bucket with</u>	<u>7,500 hours or 8 years</u>	<u>Window tint, floor mats, seat covers, UHF radio, fire</u>

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

	<u>hydraulic quick hitch to suite existing attachments.</u>		<u>extinguisher, first aid kit, twin flashing beacons</u>
<u>Side Tipper Trailers</u>		<u>10 years</u>	<u>After 5years do a complete overhaul of trailer including paint.</u>
<u>Vibe Steel roller</u>	<u>Approx – 18 tonnes</u>	<u>7,500 hours or 8 years</u>	<u>twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher</u>
<u>Multi tyred rubber Roller</u>	<u>Approximately 20 tonnes</u>	<u>7,500 hours or 8 years</u>	<u>twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher</u>
<u>Dolly</u>		<u>10 years</u>	<u>After 5years do a complete overhaul of trailer including paint.</u>
<u>Water Cart</u>		<u>10 years</u>	<u>Spray and pump equipment to be upgraded/ updated every 5 years.</u>
<u>Fuel Tanker Trailer</u>		<u>12 years</u>	<u>After 5 years do a complete overhaul of pump, tank and trailer including paint.</u>
<u>Low Loader</u>		<u>10 years</u>	<u>After 5years do a complete overhaul of trailer including paint.</u>

STAFF USE OF LIGHT VEHICLES

Level 1 – CEO

Unrestricted use of vehicle by the officer and spouse including on periods annual and long service leave within Western Australia – to be reviewed at time of appointing a new CEO.

Council to meet all operating expenses other than fuel and servicing expenses incurred outside of Western Australia.

The CEO vehicle is to be made available as the Pool Vehicle when it is not being used by the CEO

Level 2 – Works Supervisor

Limited private use - entitles the Works Supervisor and a driver designated by the Works Supervisor to use the motor vehicle for both business and private purposes within Western Australia. Council is to meet all of the operating expenses.

POLICY: _____ **VEHICLE POLICY**

POLICY No.: _____ **2.11**

SECTION: _____ **ADMINISTRATION**

COUNCIL MEETING HELD: _____ **25th September 2015**

DATE TO BE REVIEWED: _____ **MAY 2016**

Objective

The objective of this policy is to help ensure Council's vehicles, plant & equipment is replaced at a time which optimises its use and minimises the whole of life cost.

Policy Provisions

In order to enable this policy to be implemented effectively and to eliminate the requirement to amend this policy each time vehicles, plant or equipment is replaced, Council's current list of plant has been separated into various categories with a replacement strategy for each category.

This policy is intended to be the basis for the on-going review of Council's 10-year replacement programme.

LIGHT VEHICLES

Level	Type & Description	Replacement Strategy	Accessories
— CEO	4WD — Executive Vehicle — Toyota Landcruiser GXL or equivalent	80,000 or 3 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, — new — UHF — radio, emergency GPS, first aid kit, fire extinguisher
1. Works Supervisor	4WD Toyota Hilux Dual Cab	100,000 — or — 3 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, — new — UHF — radio, Emergency GPS, twin flashing beacons
1. Workshop	4WD — Toyota Landcruiser — or equivalent	100,000 — or — 4 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, first aid kit, fire extinguisher, — twin — flashing beacons
2. Mice Grader Operator	4WD — utility — Toyota Landcruiser or equivalent	180,000 — or — 6 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, Sat phone, Emergency GPS, twin flashing beacons first aid kit, fire extinguisher,
2. Gardener	2WD — utility — Toyota Hilux or equivalent	150,000 — or — 6 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, — Sat — phone, Emergency GPS, — fire — extinguisher, first aid kit, twin flashing beacons

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LIGHT TRUCKS

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

Rubbish Truck	Max GCM 10,000	80,000 or 7 years	Cage, bin lifter, tow bar, window tint, floor mats, seat covers, UHF radio, roo bar
Maintenance Truck	Max GCM 11,000, 3-4 metre tray,	80,000 or 5 years	Hiab, Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Emergency GPS, twin flashing beacons, tool box
Crew Cab	Max GCM 16,000, 4-5 metre tray,	80,000 or 5 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Sat phone, Emergency GPS, small car fridge, twin flashing beacons, tool box

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MISCELLANEOUS PLANT ITEMS

Trailers		10 years	
Fire Unit		15 years	As specified by FESA

HEAVY VEHICLES

Construction Grader	14 foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter	10,000 hours or 7 years	Window tint, floor mats, seat covers, UHF radio, Emergency GPS, fire extinguisher, twin flashing beacons

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

Maintenance Grader	180 kw engine approx, 14 foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter	10,000 hours or 7 years	Window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, small car fridge, first aid kit, fire extinguisher, twin flashing beacons
Prime Mover side tipper	GCM 105,000 approx	175,000 or 5 years	Reo bar, towbar, window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, first aid kit, fire extinguisher, twin flashing beacons
Prime Mover water tanker	GCM 50,000 approx	175,000 or 5 years	Reo bar, towbar, window tint, floor mats, seat covers, UHF radio, first aid kit, fire extinguisher, twin flashing beacons,
Tip Truck	8 wheel side/rear tip truck Hino or equivalent	175,000 or 5 years	Reo bar, towbar, window tint, floor mats, seat covers, UHF radio, first aid kit, fire extinguisher, twin flashing beacons
Loader	Approx 160kw, 3 - 3.5 cum bucket	7,500 hours or 8 years	Window tint, floor mats, seat covers, UHF radio, fire extinguisher, first aid kit, twin flashing beacons
Backhoe	Approx 70kw	6,000 hours or 8 years	Window tint, floor mats, seat covers, UHF radio, fire extinguisher, first aid kit, twin flashing beacons, attachments forks, small trenching bucket, grab bucket
Side Tipper Trailers		10 years	
Vibe Steel roller	Approx 70-85 kw - 18 tonne	7,500 hours or 6 years	twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher
Multi tyred rubber Roller	Approx 65-75kw - 15 tonne	6,000 hours or 8 years	twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher
Dolly		10 years	
Water Cart		5 years	
Fuel Tanker Trailer		12 years	
Low Loader		10 years	

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STAFF USE OF LIGHT VEHICLES

Level 1 – CEO

Unrestricted use of vehicle by the officer and spouse including on periods annual and long service leave within Western Australia – to be reviewed at time of appointing a new CEO.

Council to meet all operating expenses other than fuel and servicing expenses incurred outside of Western Australia.

Level 2 – Works Supervisor

Limited private use – entitles the Works Supervisor and a driver designated by the Works Supervisor to use the motor vehicle for both business and private purposes within the South West Land Division in Western Australia.

Council is to meet all of the operating expenses.

Level 3 – Pool Vehicle

Business use only of the vehicle or as approved by the CEO.

Council is to meet all of the operating expenses.

Level 4 & 5 – Workshop and Maintenance Grader Operator

Business use only of the vehicle or as approved by the CEO.

Council is to meet all of the operating expenses.

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POLICY: OCCUPATIONAL SAFETY & HEALTH – INJURY
MANAGEMENT

POLICY No.: 2.4215

SECTION: ADMINISTRATION

COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September	
DATE TO BE REVIEWED:	MAY 2016	

Background

Injury management focuses on early reporting, rehabilitation and return to work strategies to assist the injured worker make an early and safe return to work.

Objective

To meet the Shire's obligations under *Workers' Compensation and Injury Management Act 1981* by adopting a documented Injury Management System.

Aim of the Injury Management System

To provide the best possible response to the management of workplace injuries, so injured workers can remain at work or return to work at the earliest appropriate time.

Policy

The Shire is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Wherever possible, suitable duties will be arranged internally having regard for the injured workers' medical restrictions.

Injury Management Steps

When there is an injury at work the Shire will:

1. Take all necessary action to provide the injured worker with immediate first aid and access to appropriate medical assistance:

The Injury Management Coordinator is the Works Supervisor.

2. The Injury Management Coordinator will inform the appropriate parties as soon as possible if an injury occurs in the workplace. The appropriate parties are:

Insurance Brokers – LGIS, phone Perth office 08 9483 8888; and

The Chief Executive Officer, Shire of Sandstone.

3. The Injury Management Coordinator will inform the injured worker of the need to obtain a First Medical Certificate.
4. The worker will be supplied with a workers' compensation claim form.
5. The worker will be assisted to complete the claim form.

6. The First Medical Certificate and the claim form will be lodged with the Insurance broker within three working days.
7. Close contact will be maintained with the injured worker to check on progress and make arrangements for the worker to remain at work or return to work as soon as medically appropriate.
8. A Return to Work Program will be prepared, in consultation with the treating medical practitioner and the injured worker, when required.
9. The worker will be referred to a workplace rehabilitation* provider when required.
 - For the purposes of this System the term "workplace rehabilitation" means "vocational rehabilitation" as defined in the *Workers' Compensation and Injury Management Act 1981*.
10. Progress towards the return to work goal will be monitored and recorded.
11. Regular communication will be undertaken with the insurance broker and insurer in relation to the injured workers' claim.

Injury Management: Policy and Procedure Manual and a Guide for Employers

The Shire adopts the Injury Management: Policy and Procedure Manual including the Injury Management: A Guide for Employers published by WorkCover.

POLICY:

STAFF HOUSING

POLICY No.:

2.1316

SECTION:

ADMINISTRATION

COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015	
DATE TO BE REVIEWED:	MAY 2016	

1. All tenancies of Shire residences are subject to the requirements of the Residential Tenancies Act 1987 [referred to hereafter as the Act], and the Shire of Sandstone Tenancy Agreement attached hereto and as from time to time amended by Council. The Agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
2. Persons other than the tenant and direct family of the tenant are only permitted to stay in the house for a maximum of two weeks after which direct Chief Executive Officer (CEO) approval is required.
3. Unless otherwise stipulated in their employment contract, **a security bond equivalent to 4 weeks rent currently \$500**, as set by Council in the annual budget current at the time of employment, is to be paid. The CEO bond will be the same as other employees. Where a tenant intends to keep pets particularly dogs and cats, an additional bond of \$100 is to be paid. All bonds will be held in the Shire of Sandstone Trust Account.
4. CEO approval, in writing, is required for other than the designated tenant to stay in the house whilst the designated tenant is away on leave.
5. The security bond may be paid by payroll deduction out of the first 4 full pays, and the pet bond (where applicable) taken out of the 5th pay.
6. Housing will only be provided to employees in cases where the position involves a minimum of 20 hours or greater per week.
7. Notwithstanding clause 5, Shire housing will only be provided if a vacant residence is available and the provision or non-provision will be negotiated in each separate engagement of employees. This is to cover circumstances when housing is not available or the CEO determines for any reason not to provide housing for a particular employee or position. Nothing in this policy document should infer an obligation on behalf of the Shire to provide housing to all its employees.

This clause takes note of the housing incentive payments of Council Policy to Attract and Retain Staff

- 9.8.** Council will set rental each year in the annual budget and consider rental subsidies, payment of water, electricity and telephone consumption charges in the light of the current Shire policy designed to attract staff and retain staff. In any case, if rentals are increased, the tenant will be given the 60 days written notice required under the Act.

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- 40.9.** Shire housing cannot be utilised for any purpose other than as a dwelling without the express permission of Council.
- 41.10.** Shire housing will not be provided to an employee who owns a house in Sandstone.
- 42.11.** All rentals will be subject to a standard Residential Tenancy Agreement with vacation of the property no later than 14 days from employment with the Shire of Sandstone ceasing.
- 43.12.** All tenancies will be subject to regular housing inspections – 6 monthly or more frequently if the need is so determined.
- 44.13.** Utilities: Council will pay the cost of the utilities connections. Consumption component of utilities cost is to be paid by tenant by way of Sundry Debtor arrangement.
- 45.14.** No smoking is permitted in any Council property allocated for Staff Housing.

Telephones in Council Owned Staff Houses

Council will meet the cost of the fixed line rental for employees living in Shire owned residences. Any additional payment of telephone expenses in staff residences will form part of contract negotiations with individual staff members.

Water Charges in Staff Houses (Council Owned)

That Council will pay all water accounts for staff residences ~~up to an agreed amount as part of its operating maintenance. The current approved amount is \$250 per quarter unless otherwise negotiated in the employment contract.~~

Water Charges for Non-Staff Persons Occupying Council Property

Council meets the cost of the annual water rates and an allowance of \$250 per quarter as part of its operating maintenance programme.

POLICY:	EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
POLICY No.:	<u>2.4417</u>
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	<u>26 September 2019</u> 30th May 2013
DATE TO BE REVIEWED:	<u>MAY 2014</u>

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

EQUAL OPPORTUNITY POLICY STATEMENT

This Council recognises its legal obligations under the Equal Opportunity Act, 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, age, pregnancy, race, and disability, religious or political convictions.

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

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

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

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

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

Council will exercise the conditions and requirements of its Equal Opportunity Management Plan.

HARRASSMENT

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an

environment which is free from harassment and the Council is committed to providing such an environment.

Council considers harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that harassment is unlawful.

Harassment is any conduct of a sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute harassment when they are considered offensive to an employee, elected member or member of the general public:

- ◆ Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching
- ◆ Subtle or explicit demands for activities or molestation
- ◆ Intrusive enquiries into a person's private life
- ◆ Uninvited and unwelcome jokes that have a sexist undertone
- ◆ Unsolicited leers and gestures of a **offensive** nature and the display within the workplace of offensive material

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Council recognises that harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

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

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

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

MEDICAL AND POLICE CLEARANCE CERTIFICATES—APPOINTMENTS

~~All applicants for any Council position are to be advised that appointment will be subject to the appointee obtaining a satisfactory Medical Certificate at Council's cost, with the Medical~~

~~Examiner being advised of the duties and activities for the position and a National Police Clearance.~~

PROFESSIONAL DEVELOPMENT

Council supports the training and professional development of elected members and staff to meet identified needs and adequately carry out their duties and further develop their careers.

Council also acknowledges the value of staff attending conferences and the CEO will consider each request for such attendance on its merits.

Council will make adequate provision in the annual budget for costs incurred as per policy in the provision of training/professional development and conference attendance.

Attendances to be within budget unless approved by Council.

PAYMENT OF EXPENSES

Where an officer is authorised to attend a conference or course, Council shall pay for fees, travelling and accommodation costs.

Where an officer is required to travel on approved Council business, Council shall pay travelling and accommodation costs.

Travelling costs shall be:

- ◆ In the case of travel by motor vehicle, travel shall be in a Council vehicle unless agreed between Council and the officer.

A condition of agreement will be that in the absence of the above the following applies:

- ◆ Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

<u>Area and Details</u>	<u>Engine displacement (in cubic centimetres)</u>		
	<u>Over 2600cc</u>	<u>Over 1600cc to 2600cc</u>	<u>1600cc and under</u>
	<u>Cents per kilometre</u>		
<u>Metropolitan area</u>	<u>93.97</u>	<u>67.72</u>	<u>55.85</u>
<u>South West Land Division</u>	<u>95.54</u>	<u>68.66</u>	<u>56.69</u>
<u>North of 23.5 Latitude</u>	<u>103.52</u>	<u>74.12</u>	<u>61.21</u>
<u>Rest of state</u>	<u>99.01</u>	<u>70.87</u>	<u>58.37</u>
<u>Motor cycle</u>	<u>Rate c/km</u>		
<u>Distance travelled</u>	<u>32.55</u>		

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- ◆ 30.6.1 Motor vehicles with rotary engines are to be included in the 1600 - 2600 category. In the case of travel by motor vehicle (other than Council's), travelling expenses means fuel and oil costs only
- In the case of other types of travel, the actual cost of travel
- 30.6.2 Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.
- 30.6.3 South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.
- 30.6.4 Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.
- In the case of other types of travel, the actual cost of travel

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POLICY:	COMPLAINTS and GRIEVANCES
POLICY No.:	2.158
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 201925 th September 2015
DATE TO BE REVIEWED:	MAY 2016

COMPLAINTS/GRIEVANCE PROCEDURES

Introduction

All complaints/grievances will be treated confidentially and resolved promptly.

Wherever possible, the handling of complaints/grievances and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged aggrieved person are victimised.

It is recognised that cases of harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

Procedure

1. A complaint/grievance may be lodged with any of the following person:

- Immediate Supervisor/Manager (except where this person is the subject of the complaint)
- Chief Executive Officer
- President (only if the complaint is against the Chief Executive Officer)

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2. A person receiving a complaint/grievance will:

- Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
- Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
- Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
- Ensure no information regarding the complaint is discussed outside this procedure.
- In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.

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3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:

~~4.0~~As soon as possible, advise the person subject of the complaint of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the person subject of the complaint should be invited to discontinue any perceived unwelcome behaviour.

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~~2.0~~Advise the person subject of the complaint of the right to contact their Union for advice and representation.

~~3.0~~Advise the person subject of the complaint that no disciplinary action will be taken without the person being given the opportunity to be heard.

~~4.0~~Keep simple, brief notes of the facts of the interviews held with both the complainant and person subject of the complaint.

4. If it is not possible to resolve the complaint simply by discussion with the complainant and the person subject of the complaint:

- The matter will be investigated and where the complainant or the person subject of the complaint is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of a serious complaint/harassment:
- If requested by either party or by management, alternative working arrangements may be made.
6. If, following investigation and resolution, a complaint is judged to have foundation:
- Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.
7. If, following investigation, a complaint is judged to have no foundation:
- The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued ~~referred-referral~~ to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

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COMPLAINTS HANDLING GUIDELINES

Note: – All actions taken in response to complaints must be documented at each tier for later analysis

First Tier – Front Line Officers

Level of Authority:

1. Authority to resolve mistakes that have no cost (present or future) to Council;
2. Authority to apologise for errors as long as the admission is not an admission of liability on the Shire's behalf.

Apology:

A sincere apology for errors can be a potent weapon in resolving complaints! If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for

the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

When to refer a complaint on to second tier officer:

- 19. ♦ When the complaint is about your own conduct and you are not confident that you can (or should) deal with it fairly or when the complainant requests it be dealt with by another officer.
- 20. ♦ When the complaint is outside your delegated authority or area of expertise.
- 21. ♦ When an officer is alleged to have committed a criminal offence, acted corruptly or engaged in other serious or controversial conduct, the matter is to be referred immediately to the CEO.

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When a complaint is referred on, ensure the officer is fully briefed on the substance of the complaint so as to alleviate frustration by the complainant of having to explain the matter a second time.

Second Tier – CEO or relevant Executive Officer

Level of Authority:

1. Authority to review actions of first tier officer decisions.
2. Authority to conciliate within the limits of their delegation.
3. Authority to revoke instructions or orders when within their delegated authority (providing it is not ultra vires) and the circumstances warrant such revocation.

Review:

A review by the Officer by reconsidering the original decision or action and then instigating corrective action where appropriate is the easiest of the review options available. If a review is not an option, then the next phase should be conciliation.

Conciliation:

Complaints about personnel, especially rudeness or other improper conduct complaints, often are more conducive to semi-formal conciliations. The aim is to prevent the complaint from escalating into a larger and more time-consuming dispute. Often prompt attention to a complaint may be better received and may result in conciliation being achieved to the satisfaction of the parties in a short period of time.

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice to be obtained and alternatives to be investigated and considered.

When not to undertake conciliation:

- ◆ The complaint is complex
- ◆ The facts are likely to be in dispute and investigation may be needed
- ◆ Disciplinary action is a strong possibility
- ◆ The outcome the complainant is demanding cannot be provided by the conciliator
- ◆ Questions of precedence for the organisation may be involved.

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Third Tier – Complaints Review Group

The Complaints Review Group consists of the CEO, appropriate Executive Officer(s) and the Shire President (or his/her delegate) and the Deputy Shire President (or his/her delegate). The Complaints Review Group may co-opt externally when considered appropriate.

The Group's role is to:

1. Consider any appeal by complainants to decisions made by officers at the first and second tier level.
2. Consider any serious complaints involving personal injury, inappropriate behaviour, a breach of the law or financial implications and complaints that require a detailed knowledge of the Council's operations and procedures.
3. Direct complaints about a decision of Council where due process has not been followed, corrupt conduct, criminal actions or serious improper conduct, to an external body for investigation.
4. Advise the CEO of the appropriate action to be taken as a result of an investigation.
5. The Complaints Review Group may instruct the CEO to refer the complaint to an external body such as the Ombudsman's office, Crime & Corruption Commission, Police Department, Department of Local Government, Sport and Cultural Industries & Regional Development, etc.

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STEPS FOR INVESTIGATION BY EXECUTIVE OFFICERS

1. Check if there are any previous complaints from this person.
2. Contact the complainant to:
 - ◆ Clarify the complaint
 - ◆ Clarify the outcome sought
 - ◆ Check whether they need support of any kind - whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly
 - ◆ Explain the investigation procedure

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3. The investigating officer is to brief himself/herself on the relevant legal and administrative background of the complaint.
4. Assess whether the complaint procedure is the most appropriate way of handling the complaint. If not, discuss alternatives with the complainant (i.e.; appeals to tribunals, legal action or Police).
5. Consider whether the complaint could be resolved without further investigation.
6. If the complaint is about proposed action by the Council, consider whether the action should be deferred while the complaint is investigated.
7. Obtain all relevant documents (ensuring you see the originals, not copies). They may include files, log books and timesheets. Get copies of all the documents reasonably required.
8. Establish the relevant sequence of events from the files and also the names of the officers/members most directly involved in the complaint.
9. Prepare a line of questioning for each person to be interviewed:
 - ◆◆ Use open, not leading questions
 - ◆◆ Don't express opinions in words or by your body language
 - ◆◆ Ask single, not multiple questions
10. Arrange the order of interviews so that where you need to establish normal procedures, you do this first from the most senior officers and end with the officers most directly involved in the complaint.
11. Inform those to be interviewed that they can be accompanied by a friend or union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them.
12. Consider whether you need a witness for a particularly difficult interview.
13. Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question more than once. Make notes of answers or tape the interview, whichever is most appropriate.
14. Try to separate "hearsay" evidence from fact by asking interviewees how they know a particular fact.
15. Deal with conflicts of evidence by seeking corroborative evidence. If this is not available, then as an exceptional measure, consideration can be given to organising a confrontation between the conflicting witnesses.
16. At the end of the interview, summarise the main points covered by the interviewee and ask if he/she has anything to add.
17. Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.

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18. Draft a report setting out the evidence obtained, without including your own opinions and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.

•19. Consider comments and amend the report as necessary, adding conclusions and if appropriate, a suggested remedy for the complainant.

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NOTICE OF COMPLAINT/COMPLIMENT

This form is to be used to bring to the attention of Councillors or staff any matter of Complaint or Compliment.

Name of Complainant: _____

Address of Complainant: _____

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

Phone: _____ Fax: _____

Details of complaint/compliment: (please provide as much detail as possible concerning your complaint/compliment. e.g. if it is concerning a road, include the name of the road, location and nature of complaint/compliment.

Signed by complainant/Councillor: _____

OFFICE USE ONLY

Action taken to rectify complaint _____

Date completed _____ Signed by officer _____

Referred to Council Yes/No

POLICY:

FITNESS FOR WORK

POLICY No.:

2.1⁹⁶

SECTION:

ADMINISTRATION

COUNCIL MEETING HELD: 26 September 2019~~25th September 2015~~

DATE TO BE REVIEWED: **MAY 2016**

61.0 Purpose

The purpose of this policy and procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including:

- (i) ~~•~~ Illicit drug use
- (ii) ~~•~~ Alcohol use
- (iii) ~~•~~ Prescription medication
- (iv) ~~•~~ Other medication
- (v) ~~•~~ Fatigue
- (vi) ~~•~~ Any other factors where concentration and agility of an employee is affected

The Shire of Sandstone recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This procedure outlines guidelines and the expectations of the Shire of Sandstone to demonstrate their duty of care under the Occupational Safety and Health Act and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences may result in instant dismissal. Third offences will result in dismissal.

72.0 References

- AS 4308 – ~~2004~~**2008**; Procedures for the collection, detection and quantitation of drugs ~~abuse~~ in urine
- **AS 4760 – 2019; Procedure for the collection, detection and quantification of drugs in oral fluid**
- (i) **AS 3547 – 2019; Breath alcohol testing devices**
- (ii) ~~•~~ Occupation Safety and Health Act 1984
- (iii) ~~•~~ Poisons Act 1964

83.0 Definitions

For the purpose of this policy and procedure the following definitions apply:

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Alcohol – any substance containing alcohol

Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs

Fatigue – the inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including "hangovers" and/or "come downs", etc)

Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued

Impaired Work Performance – sudden or gradual deterioration in a person's ability to function appropriately at work.

Misuse – inappropriate use of a substance on the Shire of Sandstone premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice

Substance – any drug that may have adverse effects causing impaired work performance

Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner

Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug

94.0 Objectives

The objectives of introducing a Fitness for Work procedure is to reduce the risk posed to the Shire of Sandstone employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual's private behaviour outside the workplace providing that behaviour does not have a residual effect on work performance.

495.0 Procedure

5.1 Alcohol

Persons being under the influence of alcohol will not be permitted to work on premises or with property of the Shire of Sandstone.

Employees will be given the opportunity to self-test for alcohol prior to commencing work to determine their fitness for work.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol

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test. If the employee is found positive to having a blood alcohol level of 0.05 or over then instant dismissal may follow.

If an employee refuses a breath or blood alcohol test then instant dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of Council vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

All employees may be breathalysed at the commencement of their shift or any other time at the discretion of the ~~Manager of department~~Works Supervisor or CEO.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Sandstone that employees make alternative arrangements to get home. The Shire of Sandstone accepts no responsibility for employees during travel to and from the function.

5.1 Drugs and Prescription Medication

5.1.1 Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Sandstone. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Sandstone property or premises will result in disciplinary action and possibly instant dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire of Sandstone).

Refusal to a drug screen may result in instant dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a

drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as attached) then instant dismissal may follow.

•5.1.2 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information is to be recorded on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (ie penicillin) that may be useful in a medical emergency.

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action.

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5.2 Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- (i)• Lack of sleep due to illness or other personal issues
- (ii)• Voluntary work
- (iii)• External work commitments

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In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Sandstone's policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire of Sandstone that may impact accordingly.

Depending on the circumstances, the Shire of Sandstone may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Sandstone, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action will result.

If sleep deprivation is due to illness or personal issues the Shire of Sandstone will endeavour to find a short term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

6. Disciplinary Action – Drugs and Alcohol

If the Drug and Alcohol policy or Fitness for Work procedure is in any way contravened by an employee, it is the supervisor's discretion as to the disciplinary action that may follow.

a.6.1 General Guidelines

Any employee who tests positive to an alcohol or drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

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b.6.2 Pre-commencement of Work

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive they will be subject to instant sent home without pay. This will act as the employee's first warning. The employee will not be allowed to commence work again until they have proven themselves fit for work.

Following the first instance and warning if the employee continues to come to work unfit for work, then second and third warnings will be given. The employee may be dismissed following a third offence.

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First Offence/Warning

- (i) The employee may be immediately suspended from duty without pay if found unfit to work.
- (i) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

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~~(i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.~~

~~(i) The employee will be counselled by their supervisor and will focus on:~~

~~1.8 The unacceptability of the employee's behaviour~~

~~1.9 The risk that such behaviour creates for the safety of the individual and other employees or members of the public~~

~~1.10 The employee's responsibility to demonstrate that the problem is being effectively addressed~~

~~1.11 That any future breach of the policy will result in a second warning or instant dismissal.~~

~~(i) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug/substance problem is the responsibility of the employee and cannot be made mandatory.~~

~~The Shire of Sandstone will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.~~

~~Second Offence/Warning~~

~~• The employee will be immediately suspended from duty without pay if found unfit for work.~~

~~• The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.~~

~~• The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.~~

~~• The employee will be counselled by their supervisor that will focus on:~~

~~○ The unacceptability of the employee's behaviour~~

~~○ The risk that such behaviour creates for the safety of the individual and other employees or members of the public~~

~~○ The employee's responsibility to demonstrate that the problem is being effectively addressed~~

~~○ That any future breach of the policy will result in instant dismissal.~~

~~• Counselling will be offered (refer to 6.2 (v)), if counselling was not used in the first instance.~~

~~• The employee will be submitted fortnightly or randomly, at the supervisor's discretion, for alcohol and/or drug screen for the period of two months, paid for by~~

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~~the Shire of Sandstone. If screen testing confirms positive, instant dismissal may follow.~~

- ~~• If the employee refuses to comply, instant dismissal may follow.~~

Third Offence/Warning

- ~~• The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.~~
- ~~• The employee will be immediately dismissed from duty without notice.~~

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6.3 Post-commencement of Work

If an employee deems himself or herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol or drugs including working under the adverse effects of alcohol or drugs, they will be stood down from their duties and taken for a blood alcohol test or drug screen. If the employee is found positive to having a blood alcohol level of 0.05 and over or a drug screen result above the cut off threshold limit (as attached) then instant dismissal may will follow.

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6.4 Instant Dismissal

The following are guidelines to circumstances that may result in dismissal without notice:

- (i) any attempt to falsify the drug and alcohol screen
- (ii) cultivating, selling or supplying drugs and/or other substances on the Shire of Sandstone's premises
- (iii) consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period
- (iv) unlawful behaviour.

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7.0 Other

If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued and they are sent home, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up
- If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.

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As part of their pre-employment medical all new employees may be required to undertake a drug and alcohol screen prior to commencing work at the Shire of Sandstone.

Note: Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time will be forfeited and dismissal shall follow.

ATTACHMENT 1

Additional Information – Drug Testing

Counselling

The Midwest Community Drug Service team offers free counselling for drug related issues.

The team can be contacted on 9956 2424 and are located at Community Health Centre Shenton Street Geraldton.

Laboratory Testing

All samples are submitted for testing to the Western Australian Centre for Pathology and Medical Research or the St John of God Hospital -Hermitage Street Geraldton WA 6530.

The laboratory complies with Australian Standard 4308. ~~2001-2008~~ and is NATA accredited for quality assurance.

A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

Cut-off Threshold

As recommended by Australian Standard 4308

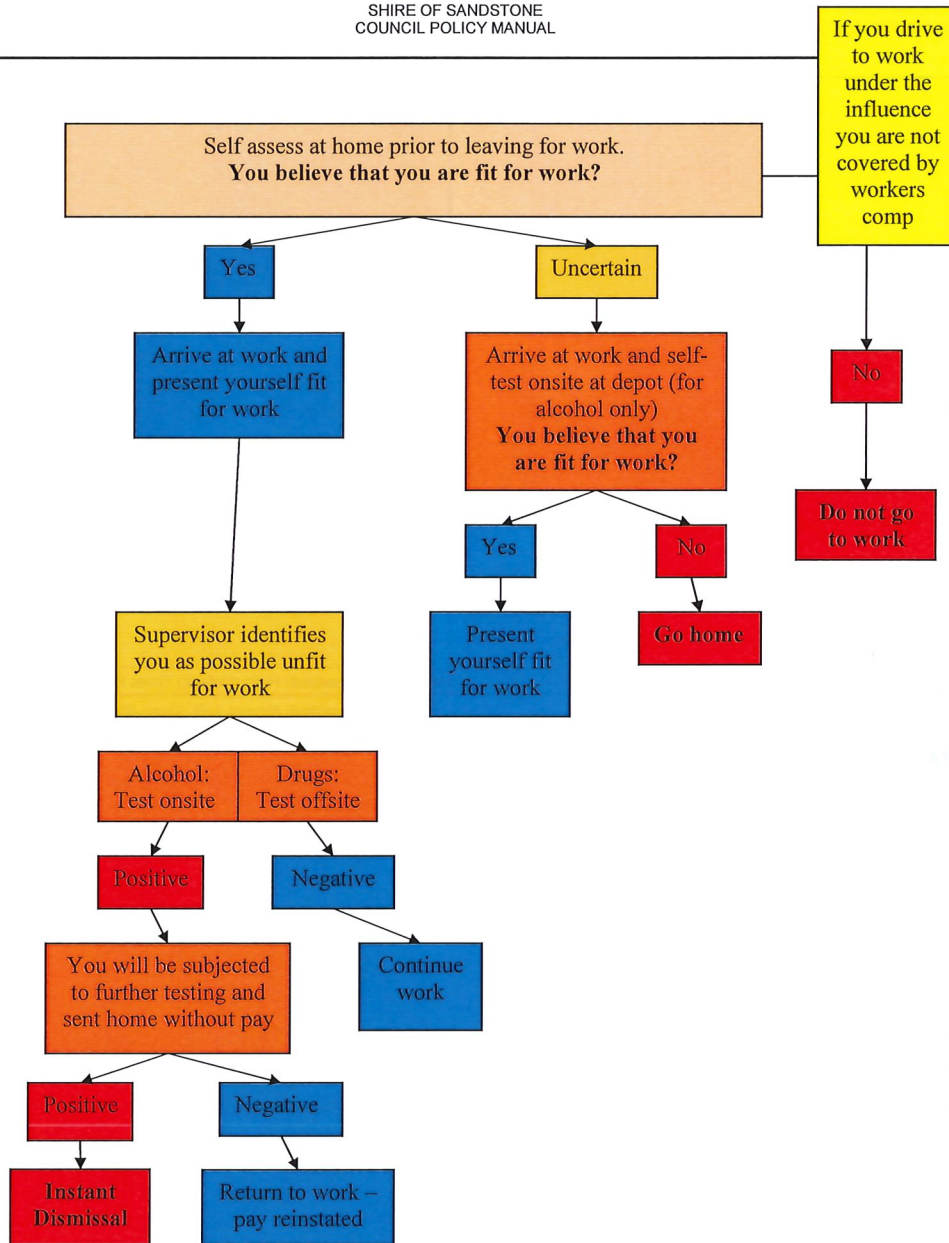
Class	Individual Drug	Screening Test (µg/L)	Confirmatory Tests (µg/L)
Amphetamines (ie Speed)		300	300 150
Benzodiazepines (ie Vallium)		200	200
Opiates (ie Heroin)		300	
	Codeine		300
	Morphine		300
Cannabinoids (ie Marijuana)		50	15
Cocaine	Cocaine	300	150

µg/L = microgram per litre

ATTACHMENT 2

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Drug and Alcohol Procedure Flow Chart

POLICY:

EMERGENCY SERVICES LEAVE

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY NO:	2.4720	
SECTION:	ADMINISTRATION	
COUNCIL MEETING HELD:	26 September 2019 25 th September 2015	
DATE TO BE REVIEWED:	MAY 2016	

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade, St John Ambulance) for the purpose of participating in training or service, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements. Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays. Time off on full pay will also be allowed where there is an insufficient rest break between emergency services duty and the required commencement of the employee's normal shift start time.

Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

POLICY:	INTERNAL AUDIT & RISK MANAGEMENT POLICY
POLICY NO:	2.4821
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 201925 th September 2015
DATE TO BE REVIEWED:	MAY 2016

Policy

The Shires priority is to deliver an efficient and effective organisation which includes transparent and effective processes, good governance and a commitment to act in accordance with the Local Government Act 1995. This policy outlines the purpose, authorities and responsibilities of the Internal Audit and Risk Management Committee of the Shire of Sandstone to achieve that goal.

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Objectives

The objectives of the Audit and Risk Management Policy are to facilitate the:

- Enhancement of the Council's external financial reporting
- Effectiveness of both the external and internal audit functions
- Effective management and protection of Council assets
- Compliance with relevant laws and regulations and consideration of best practice guidelines
- Provision of an effective means of communication between the auditor, management and the Council
- Oversight of strategic risk management framework.
- Recognise the need to include risk management as an integral part of all Shire activities;
- Identify risks and exposures and evaluate the potential losses;
- Implementation of risk identification and risk mitigation strategies;
- Monitor effectiveness of the policy and risk register; and
- Minimise the cost of risks identified.

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Interpretations

Internal audit - is the assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (*operational risks*) to which the local government's operations are exposed. Internal audit is an appraisal function established within the Shire to examine and evaluate its activities, including review of risks, internal controls, efficiency, effectiveness, governance, performance, compliance and in particular matters which need improvement.

Risk – Risk is a state of being affecting loss to people, assets, earnings or reputation. Precautions or actions can be taken to reduce risks through removing hazards, increasing knowledge, raising awareness or other means of preventing or reducing the likelihood or consequence of accidents.

Risk management - Risk management is management to protect people, assets, earnings and reputation by avoiding, mitigating or minimizing the potential for loss and to ensure the provision of funds to redress losses that do occur.

Policy Statement

The internal audit is undertaken by the CEO and the audit findings are to be reported to the **Audit and Risk Management Committee** as required by the Local Government (Audit) Regulations.

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The internal audit provides the Council and the CEO with assurance that internal control systems are efficient, effective, economically viable and that risk is appropriately addressed so that Corporate objectives can be met.

The Internal Audit reports on:

- Legislative and policy compliance;
- Operational cost-effectiveness and efficiency;
- Reliability of financial and related management information;
- Use of public funds and assets under Council's control; and
- Adequacy and accuracy of accounting and computing systems.
- Corporate risk analysis and management

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There is a range of specific risks that the internal audit should address. Some risks are unique and others are generic and can be the result from normal business activities, environmental or climatic conditions.

Risk categories will include:

- Legal and contractual obligations;
- Operational activities;
- Human resources;
- Political and public relations;
- Security;
- Public liability;
- Financial aspects of income and expenditure;
- Asset Maintenance;
- Strategic outcomes;
- Environmental or climate change; and
- Natural hazards and disasters.

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The Internal Audit coverage will extend to all areas of the organization, and include financial, administrative, compliance and operational activities.

The extent and frequency of internal audits will depend upon varying circumstances such as results of previous audits, relative risk associated with activities, materiality, the adequacy of the system of internal control and the resources available.

The objectives of Internal Audit are to provide management and the Council with advice in relation to the review and appraisal of:

- the adequacy and effectiveness of internal accountability, systems procedures and controls;
- the effectiveness of processes for legal compliance and governance compliance systems
- the relevance, reliability and integrity of management, financial and operating data and reports;

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- the systems established to ensure compliance with those policies, plans, procedures, statutory requirements and regulations which could have a significant impact on operations;
- the means of safeguarding assets and as appropriate, verifying the existence of such assets;
- the economy, efficiency and effectiveness with which resources are employed;
- the operations or programs to ascertain whether results are consistent with Council's objectives and goals
- whether the operations or programs are being carried out as planned.
- the achievement of the Strategic Community Plan
- the effectiveness of the Shires Corporate Plan in meeting strategic objectives.
- the effectiveness of risk management processes

Implementation

A Risk Management Plan is to be prepared for the Shire and will be modelled upon the *AS/NZS ISO 31000 Risk Management – Principles and Guidelines* and *IEC/ISO 31010 Risk assessment techniques*. Stakeholders, including Councillors and a broad cross-section of staff, should be involved in the development of the plan, as risk management documents can apply to the Shire and developers in assessing, mitigating and managing risks into the future.

Using the model of the Risk Management Standard and Risk Matrix Table there are five distinct stages to the process of risk management:

- Establish a Context
- Identify Risks
- Analyse the Risks
- Evaluate the Risks utilising a Risk Matrix table; and
- Treat/mitigate the Risks

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POLICY:	RECORDKEEPING POLICY	
POLICY NO:	2.4922	
SECTION:	ADMINISTRATION	
COUNCIL MEETING HELD:	26 September 201925 th September 2015	
DATE TO BE REVIEWED:	MAY 2016	

Objective

The purpose of the Shire of Sandstone Record Keeping Policy is to define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform records processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of the Shire records in accordance with legislative requirements and best practice standards.

Policy

This policy applies to all government records created or received by the Shire of Sandstone employee, contractor or elected member, or an organisation performing outsourced services on behalf of the Shire, regardless of their physical format, storage location or date of creation.

The Shire of Sandstone recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and property interest of records created or collected during the course of business (include those from outsourced bodies or contractors) is vested in the Shire of Sandstone.

- Elected members: all elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Sandstone in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.
- Chief Executive Officer: The CEO is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards
- Managers: All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility
- All Staff: All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policy and procedures for record keeping.

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Creation of Records

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and Control of Records

All records created and received in the course of the Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Sandstone policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention and Disposal of Records

All records kept by the Shire of Sandstone will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Responsibility for Implementation

The Chief Executive Officer is responsible for the implementation and operation of this policy.

POLICY:	ACCESS AND INCLUSION POLICY FOR PEOPLE WITH DISABILITIES <u>DISABILITY</u> , THEIR FAMILIES AND CARERS
POLICY NO:	2.2023
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019 <u>25th September 2015</u>
DATE TO BE REVIEWED:	May-2016

PURPOSE/OBJECTIVE

To ensure that all members of the community regardless of their race, disability, age, religion or education level have equal access to all Council services, information and facilities, in keeping with the Western Australian *Disability Services Act 1993* and the *Equal Opportunity Act 1984*.

POLICY STATEMENT

The Shire of Sandstone recognises that people with ~~disabilities~~Disability have the same rights and responsibilities as other community members to access services and facilities and to participate in the life of the community.

The Shire of Sandstone is committed to ensuring that the community is accessible and inclusive to all its members and agrees with the essence of the definition provided under the *Disability Services Act (1993)* which defines disability as a condition that:

- a) ~~Is~~ attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- b) ~~Is~~ permanent
- c) ~~May or may not be~~ episodic in nature

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Additionally, the Shire of Sandstone includes people with 'temporary ~~disabilities~~Disability' in its definition.

~~Disabilities~~Disability may result in a person having a substantially reduced capacity for communication, social interaction, learning or mobility and a need for continuing support services in daily life. Some ~~disabilities~~Disabilities, such as epilepsy, are hidden, while others, such as cerebral palsy, may be visible.

The shire aims to achieve accessibility to its services and facilities by people with a disability by:

- Promoting awareness of the needs of people with ~~disabilities~~Disability
- Ensuring events are accessible
- Continuing to develop barrier free, accessible local infrastructure; and
- Ensuring public information is accessible

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- Council to provide training on the needs of people with **disabilities** Disability for staff
- All public information about council's functions, facilities and services will be communicated in plain English and produced in clear formats with contrasting print

Index by Section

3. Bushfire

- 3.1 Use of Council Equipment
- 3.2 Bushfire Infringement Notices
- 3.3 Burning Times

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	USE OF COUNCIL EQUIPMENT
POLICY NO:	3.1
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That Council plant and equipment which is suitable for fire fighting purposes be made available for fire fighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.

The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's Chief Executive Officer, Chief Bush Fire Control Officer, ~~or Deputy Chief Bush Fire Control Officer~~ or the Shire President.

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	BUSHFIRE INFRINGEMENT NOTICES
POLICY NO:	3.2
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That the Chief Executive Officer, Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer be delegated and authorised to issue infringement notices under the Bushfires Act. 1954.

POLICY:	BURNING TIMES
POLICY NO:	3.3
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

RESTRICTED AND PROHIBITED BURNING TIMES

The Gazetted Restricted and Prohibited Burning Times for each year are as follows:

Restricted burning period: 1 November to 11 December and 20 March to 30 April

Permits to burn during this period are required, and must be obtained from a Fire Control Officer

Prohibited Burning Period: 12 December to 19 March

In accordance with Sections 17 and 18 of the Bush Fires Act 1954, Council may, if it considers that seasonal conditions warrant a variation of the prohibited or restricted burning times in its district, vary the prohibited or restricted burning times in respect of that year in the district or a part of the district by –

- (i) shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or
- (ii) imposing a further period of prohibited or restricted burning times.

This variation can not exceed more than 14 successive days.

In accordance with Sections 17 (10) and 18 (5) (c) of the Bush Fires Act 1954, Council delegates to the Shire President and the Chief Bush Fire Control Officer, jointly its powers and duties to vary Prohibited and Restricted Burning Times, in accordance with the Bush Fires Act 1954, as highlighted in this Policy.

Index by Section

4. Finance

- 4.1 Capitalisation and Depreciation of Assets
- 4.2 Surplus Funds Investment
- 4.3 Resourcing Employee Entitlements
- 4.4 Reserve Portfolio Rationale
- 4.5 Recovery of Fines and Costs from Sundry Debtors
- 4.6 Benchmark Percentage or Value for Reporting of Material Variances in the Statement of Financial Activity
- 4.7 Purchasing – Quotes and Tenders
- 4.8 Signing of Cheques

POLICY:	CAPITALISATION & DEPRECIATION OF ASSETS
POLICY NO:	4.1
SECTION:	FINANCE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

Infrastructure Assets

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Infrastructure Roads
- Airport
- Drainage
- Footpaths
- Parks and Ovals
- Refuse Disposal Sites
- Townscape

All Other Assets (Greater than \$5,000 value)

Any material item purchased that is not deemed consumable or disposable, over the value of \$5,000 per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment

All Other Assets (Less than \$5,000 value)

Items purchased with a value of less than \$5,000 will be treated as follows:

Land and Buildings

All Land purchases will be capitalised. Building repairs and improvements less than \$5,000 will be treated as operating.

Plant and Equipment

A record of Plant and Equipment purchased with a value between \$1,000 and \$5,000 will be maintained via the 'Inventory of Plant, Equipment and Tools', with this Inventory reviewed annually by Council's -Chief Executive Officer to ensure dilapidated/disposed assets are removed from the Inventory.

Depreciation

Depreciation of assets will be in line with the Significant Accounting Policies (Depreciation of Non-Current Assets) as adopted annually by Council via the Annual Financial Statements and Notes to and forming part of the Budget.

POLICY:	SURPLUS FUNDS INVESTMENT
POLICY NO:	4.2
SECTION:	FINANCE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	<u>MAY 2016</u>

That the Chief Executive Officer and Finance Officer be authorised to invest surplus Council funds to the best advantage of Council, within a recognised Financial Institution, with those officers to negotiate the best possible interest rates at the same time as maintaining a professional banking relationship with the respective Business Banking Managers.

Council recognises the following Financial Institutions as being acceptable for the investment of Council's Funds:

Westpac Banking Corporation
ANZ Banking ~~Corporation~~Group
Commonwealth Bank
National Australia Bank
BankWest
Members Equity Bank
Bendigo Bank
Bank of Queensland

A monthly return is to be furnished to Council giving details of all current investments showing;

- place of investment
- term of investment
- interest rate
- name of funds invested (e.g. municipal, trust or reserve)

POLICY:	RESOURCING EMPLOYEE ENTITLEMENTS
POLICY NO:	4.3
SECTION:	FINANCE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30th June each year.

The value of this Reserve must mirror the value of:

- Current Long Service Leave recognised at year end, anticipated to be taken by the employee during the next reporting period, and;
- Non-Current Long Service Leave

Council acknowledges that funds will be withdrawn from time to time as employees utilise their Long Service Leave entitlements identified within annual budgets. In the event that additional funds are required to meet obligations beyond the budgeted allocation, approval from Council will be sought to fund the shortfall from the Reserve Fund.

It is acknowledged that all Annual Leave is considered 'current' and as such, is calculated as a deficit to the surplus carried forward on 1 July annually.

POLICY:	RESERVE PORTFOLIO RATIONALE
POLICY NO:	4.4
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

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Council maintains several Reserves for a range of purposes. This policy serves to explain the rationale behind Reserve purposes, and the basis of their existence. Essentially, Reserves are categorised by at least one of the following categories:

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- **Growth**

A Growth Reserve has been set aside for a specific circumstance or event, which has or is reaching its floor level, continuing to grow primarily as a result of interest re-investment.

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- **Special Purpose**

A Special Purpose Reserve is created via the Plan for Future, where a project or facility requires financial resources to be accumulated over an appropriate period of time. This type of Reserve endeavours to fully cash-back a project prior to it commencing.

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- **Transactional**

A Transactional Reserve is developed to act as a financial conduit for a specific operation of Council. A Transactional Reserve can either operate as a 'Income Only' Reserve, whereby income from a facility is exclusively transferred to the Reserve or it can be 'Fully Operational', where the income is transferred to the Reserve and Expenditure obligations (both operating and non-operating) are sourced from this Reserve.

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- **Unforeseen Circumstance Levels**

Some Reserves will maintain a floor level which is earmarked to provide Council with flexibility to meet unforeseen obligations within its operations.

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POLICY:	RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS
POLICY NO:	4.5
SECTION:	FINANCE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

Where fines and costs have been awarded by the Courts, or via Council's Mercantile Recovery Agents from time to time, Solicitors shall continue to act on behalf of Council until satisfaction has been obtained.

All costs associated with the debt recovery effort shall be a charge against the defaulting debtor account.

Recovery Actions include:

- Referral of Fines to the ~~Fines Enforcement Registry~~ shires debt collectors, if unpaid after the due date,
- Summons for any account with an outstanding balance greater than \$300.00,
- In the event that a Summons remains unsatisfied, a Judgement Summons or Warrant of Execution will be applied to the Debtor,
- In the event that legal action is exhausted, with the debtor being unable to satisfy the Warrant of Execution (ie. the Bailiff cannot seize goods to dispose of, to meet the value of the debt), then the account will be referred back to Council for consideration.

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	BENCHMARK PERCENTAGE OR VALUE FOR REPORTING OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY
POLICY NO:	4.6
SECTION:	FINANCE
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

In an effort to provide Councillors with confidence and clarity when reviewing the Monthly Statement of Financial Activity, and in accordance with the Local Government (Financial Management) Regulations 1996, Regulation 34 (5), and the following benchmarks will be used by staff for reporting of material variances:

Benchmark percentage	+/- 10%.
Benchmark value	\$10,000

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY: PURCHASING – QUOTES and TENDERS

POLICY No.: 4.7

SECTION: FINANCE

COUNCIL MEETING HELD: ~~25th September 2015~~ ~~26 September 2019~~ ~~3rd May 2018~~

DATE TO BE REVIEWED: ~~MAY MAY 2016~~ ~~2020~~

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Local Government Act 1995

Clause 3.57(2)

Functions & General Regulation

11

The following procedures apply when purchasing Goods or Services on behalf of Council.

GOODS AND SERVICES

This policy has been designed to provide an effective guide for staff in the purchase of goods and services.

The process aims to help avoid pitfalls and ensure a successful outcome is achieved for Council.

Purchases of goods and services have been broken down into a number of price ranges with each requiring different actions and processes to be followed.

DIRECT PURCHASE – UP TO AND INCLUDING \$5,000

Goods and services valued (in total) up to \$5,000 do not require the conduct of a competitive process. Verbal quotations should be obtained and the purchase should represent value for money.

An official Purchase Order should be raised for all such purchases with the Chief Executive Officer, Works Supervisor, and Mechanical Fitter having authority to sign Purchase Orders. Where considered appropriate, written quotations may be requested. A record of all verbal quotations is to be maintained.

WRITTEN QUOTATIONS – \$5,000 TO \$20,000

The purchase of goods and services valued between \$5,001 and \$20,000 require written quotations to be obtained. As a general rule 2-3 quotations should be sought; however, depending on the nature of the purchase and the number of suppliers available, more quotations may be sought.

The steps in the flow chart on the Purchasing Process (see attached) should be followed.

An official Purchase Order shall be raised for all such purchases, with the Chief Executive Officer, Works Supervisor, and Mechanical Fitter having delegated authority to approve

such purchases where appropriate allowance has been made in the budget or in the event of an emergency purchase. Opportunity should be given for local suppliers to submit quotations wherever possible with due regard to Council's Regional Price Preference Policy. A copy of all quotations received should be attached to the office copy of the Purchase Order.

WRITTEN QUOTATIONS – \$20,001 TO \$60,000

The purchase of goods and services valued between \$20,001 and \$60,000 require formal written quotations to be obtained.

For these purchases staff are to formally request in writing that written quotations be submitted to Council for consideration.

Due to the value of such purchases it is expected a minimum of three quotations be obtained with a preference for 3-5 quotations depending on the number of suppliers available.

The steps in the flow chart on the Purchasing Process (see attached) should be followed. An official Purchase Order shall be raised for all such purchases with the Chief Executive Officer having delegated authority to approve such purchases where appropriate allowance has been made in the budget. Opportunity should be given for all local suppliers to submit quotations wherever possible with due regard to Council's Regional Price Preference Policy.

A copy of all quotations received should be attached to the office copy of the Purchase Order.

Council is to be advised for their information of relevant purchases within this price range.

WRITTEN QUOTATIONS – \$60,001 TO \$99,999

The purchase of goods and services valued between \$60,001 and \$99,999 require formal written quotations to be obtained.

For all such purchases staff are to formally request in writing that written quotations be submitted to the Chief Executive Officer for consideration.

Due to the value of such purchases it is expected a minimum of four quotations be obtained, with a preference for 3-5 quotations depending on the number of suppliers available.

The steps in the flow chart on the Purchasing Process (see attached) should be followed. All purchases within this range require formal Council approval. An official Purchase Order shall be raised for all such purchases. Opportunity should be given for all local

suppliers to submit quotations wherever possible with due regard to Council's Regional Price Preference Policy.

A copy of all quotations received should be attached to the office copy of the Purchase Order.

GENERAL REQUIREMENTS

Once the need for the goods or service has been identified:

- prepare clear, accurate and concise requirements for the purchase;
- where appropriate, prepare a detailed specification with all relevant technical information (e.g. plant purchases, bitumen);
- use standardised formats and procedures to minimise cost and assist suppliers and Council with the purchase process;
- maintain accurate records for audit and future reference purposes;
- ensure all of the process is transparent and accountable.

PURCHASING POLICY – OCCUPATIONAL SAFETY AND HEALTH

Many Hazards need not enter the workplace. Items that are purchased must be assessed for their design safety and health features and other implications such as cleaning, maintenance and re-training staff in their use prior to their being purchased. It is the policy of the shire that items being purchased shall be assessed as to their potential health effect on the workforce, consideration by the Manager and Supervisors and /or OSH Committee must occur to prevent hazards entering the workplace.

Purchasing items refers to all items that impact on the safety and health of employees. This includes new and second hand items chemicals, dangerous goods, plant and equipment.

Purchases should be made after conducting a risk assessment as per the checklists as attached in Schedule 2:

• OSH PURCHASING & RISK ASSESSMENT OF NEW PLANT OR EQUIPMENT FORM

• OSH PURCHASING & RISK ASSESSMENT OF NEW MOBILE PLANT FORM

Only purchases that have been selected against the above criteria shall be brought into the workplace.

Non – Standard Items

Purchases of non-standard items that impact on the workplace shall be:

Subject to a risk assessment based on the above criteria by the OSH Coordinator.

This risk assessment should also include the environmental impact of plant and equipment, e.g. damage to roads, accessibility eg roundabouts, product life cycle, and capital replacement, maintenance costs, cleaning costs and training costs.

New building plans of Shire Buildings shall be assessed by the OSH Coordinator in consultation with employees to ensure OSH considerations have been met.

Commissioning of Plant, Equipment and Buildings shall include the OSH Coordinator and employee representation in the process.

OSH Approval is required on purchase orders and requisitions independent of any financial approval and before the order is placed with the suppliers.

CORPORATE CREDIT CARD POLICY

General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to position, which does not require the use of a credit card;
- The cardholders need to report immediately if they lose or misplace their credit card to the Bank providing the card;
- Credit cards shall not be transferred to other users;
- Cards are the property of the bank and the Bank should be the responsible for the destruction of all surrendered credit cards; and
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.

Purchasing

Corporate credit cards shall only be used for:

- Purchasing goods and services on behalf of the local government;
- Where Council has approved the purchase of fuel and oil for an officer's private use of a Council provided vehicle;
- Personal expenditure is prohibited;

- ~~A credit card shall not be used for cash withdrawals;~~
- ~~Maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility.~~
- ~~Current card limits are;~~
- ~~\$10,00 for the Chief Executive Officer~~
- ~~\$ 7,000 for the Works Supervisor~~
- ~~Purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased.~~

Payments

- ~~Payments of accounts should be made monthly to ensure that credit charges are minimized (currently direct debit arrangement in place with the Bank to clear the outstanding balance);~~
- ~~Expenditure on entertainment shall be as per CEO's pre-approval.~~

REGIONAL PRICE PREFERENCE – LOCAL GOODS AND SERVICES

~~In order to promote sub-regional development, the Shire of Sandstone will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process.~~

~~Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.~~

Policy Details

~~Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including Construction (building) Services) to the Shire of Sandstone, unless Council resolves that this policy not apply to a particular tender.~~

~~The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:~~

~~**Goods and Services** – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.~~

Stipulated Area

- ~~10% to all suppliers located within the Shire of Sandstone~~
- ~~5% to all suppliers located within the Shires of Meekatharra, Mt Magnet, and Leonora~~
- ~~2.5% to all suppliers located within the Geraldton and Kalgoorlie regions~~

Construction (building) Services — up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

Stipulated Area

- 10% to all suppliers located within the Shire of Sandstone
- 5% to all suppliers located within the Shires of Meekatharra, Mt Magnet & Leonora
- 2.5% to all suppliers located within the Geraldton and Kalgoorlie regions

PURCHASING & TENDERING POLICY

Objective:

To provide clear guidelines to the Council and its officers for procuring goods or services through Direct Purchasing where the value (excluding GST) is expected to be less than \$150,000 and where the value is expected to be \$150,000 or more through Public Tender. This policy is intended to provide a framework within legislative requirements and to further complement statutory requirements.

Policy:

The scope of this policy includes the procurement of goods or services pursuant to Section 3.57 of the Local Government Act 1995, and Part 4, 11(1) of the Local Government (Functions and General) Regulations 1996 as amended from 1st October 2015 where the value of the procurement is, or is expected to be, more than \$150,000 (excluding GST) and not exempted under Regulation.

The Chief Executive Officer will undertake to ensure that compliance with legislative requirements is maintained and that procedures implemented are capable of withstanding scrutiny and provide appropriate transparency of the Shires practices toward the procurement of goods or services.

The Chief Executive Officer will undertake to put in place competent practices to ensure best value for money, best practice in management, transparency, probity, environmental performance, and that appropriately qualified staff and resources, together with training, are provided in support of these practices.

Why do we need a Purchasing Policy?

The Shire of Sandstone is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire 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.

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- d) Ensures that the Shire receives value for money in its purchasing.
- e) Ensures that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.
- f) Ensures the Shire is compliant with all regulatory obligations.
- g) Promotes effective governance and definition of roles and responsibilities.
- h) Upholds respect from the public and industry for the Shires purchasing practices that withstands probity.

Ethics & Integrity

All officers and employees of the Shire of Sandstone 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 ~~behaviors~~behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a) 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;
- b) all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shires policies and code of conduct;
- c) purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d) all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- e) any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

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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:

- a) 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.
- b) 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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- c) 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).
- d) 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 Sandstone 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 Local Government's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- a) Have been determined as necessary.
- b) Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c) Demonstrate environmental best practice in water efficiency.
- d) 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.
- e) 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.
- f) For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range, contract conditions and work requirements.
- g) For new buildings and refurbishments – where available use renewable energy and technologies.

Authority to Order

The purchase of goods and services can be broken down into two main categories of expenditure, these being Capital Expenditure and Operating Expenditure.

Capital expenditure is expenditure carried out for the purchase of goods that have a useful life of not less than one year and that will be capitalised as non-current assets in the year of acquisition and depreciated over the useful life of the asset taking cognisance of any residual value of the asset at time of disposal.

Notwithstanding the above capital expenditure will only be regarded as such where the purchase price of the asset is equal to or greater than \$5,000.

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Operating Expenditure is any expenditure carried out in the performance of the Shires operations and does not comply with the requirements for Capital expenditure.

Purchasing Limitations

For the purchase of Goods and Services the following authority levels are to apply:

Petty Cash purchases – maximum individual value of \$75.

Advertising – Administration Officer – not exceeding an order value of \$1,000.

Printing and Stationery and Other Office Consumables – Finance Officer – not exceeding an order value of \$1,500.

Building Maintenance Supplies – Works Supervisor – not exceeding an order value of \$10,000. (Does not include tools and equipment)

Workshop Consumables – Shire Mechanic – not exceeding an order value of \$1,000.

Gardening Supplies – Gardener – not exceeding an order value of \$1,000. (Does not include tools and equipment).

Fuel, Oils and Lubricants – Administration/Finance officer or Shire Mechanic – not exceeding an order value of \$230,000.

All capital expenditure is to be authorised by the CEO or Works Supervisor.

All other operating expenditure is to be authorised by the CEO or Works Supervisor

There are three categories of procurement valuation (excluding GST) which are as follows:-

- a) Less than \$5,000 – one verbal quotation is required.
- b) Between \$5,000 and \$19,999 – minimum of 2 verbal or written quotations are required.
- c) Between \$20,000 and \$149,999 – at least three written quotations are required.

a) Less than \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, one verbal quotation is required to be obtained, however it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained. For the purchase of simple low value, low risk goods and services or "petty cash" type purchases, accountability is basically proof of purchase by way of a receipt.

b) Between \$5,000 and \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,000 and \$19,999. At least two verbal quotes are required (but where it is not practical, eg due to limited suppliers, it must be noted in the process).

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The Chief Executive Officer may, at his discretion, waive the requirements to obtain two quotes providing that written, justifiable reasons for such waiver are provided by the officer responsible, and file noted accordingly.

c) Between \$20,000 and \$149,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$149,999, it is required to obtain at least three written quotes (but where it is not practical, eg due to limited suppliers, it must be noted in the process).

The Chief Executive Officer may, at his discretion, waive the requirements to obtain three written quotes providing that written justifiable reasons for such waiver are provided by the officer responsible and file noted accordingly.

Evaluation of quotes must be undertaken at least by a group of two persons. For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as value for money, sustainability, stock availability, accreditation, time for completion or delivery, warranty conditions, state of the art technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

d) Notes

- The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any audit and/or record keeping requirements.
- Where practicable, file notes for verbal quotes are recommended.
- As far as practicable, the price should not be the only criterion for selection of a quote.
- When requesting quotes from a business it is to be made clear that only the original quote will be considered. Under no circumstances are officers to engage in bartering activities playing one business off against the other.
- Officers are to be diligent and professional in their approach to purchasing focusing on the best possible alternative for the Shire. Purchasing from friends, relatives etc are not allowed without the direct approval of the CEO.
- Reference to be made to the Local Preferences Policy, where:
 - ▶ "...if possible when making minor purchases i.e. up to \$2,000.00 in value and if the price differential above the best price obtainable outside the district does not exceed 15%..."
 - ▶ "On major contracts i.e. above \$20,000.00 in value, Council is to clearly indicate its preference to use local contractors and sub-contractors and will accept a price of not more than 5% above the best price obtainable outside the district and subject to issues of availability, expertise and equipment availability and other relevant issues being considered".

Note: The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotations should include as a minimum:
 - ▶ Written Specification
 - ▶ Selection Criteria to be applied

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- 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.

Budget Provisions

Officers cannot issue orders for any goods or services unless the Council budget makes provision for that expenditure.

Where no budget allowance has been made then expenditure would be unauthorised and must go before Council for approval. Full details of the purchase proposal and reasoning must be submitted to Council prior to any action to purchase being considered.

Council delegates authority to the Chief Executive Officer to changeover light vehicles in accordance with Council policy without reference to Council provided that where applicable tenders are called in accordance with Tender Regulations and subject to the net changeover cost being within budget allocations. All other items of plant purchased shall be put before the full Council.

Placement of Orders

With the exception of Petty Cash purchases, utilities and insurances all purchases are to have a duly raised purchase order which is to contain a description of the purchase, quantity per item, unit cost, purchase price per line item and GST component. The purchase order is to have the total purchase price annotated on it and the estimated completion/supply date also. Written confirmation of receipt of the purchase order by the supplier is also required. Purchases of goods and services other than for petty cash can only be made against suppliers who can quote an Australian Business Number (ABN).

Procedure for the procurement of goods or services through Public Tendering

Regulatory Compliance

Tender Exemption

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

- a) An emergency situation as defined by the Local Government Act 1995;
- b) The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements),

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Regional Council, or another Local Government; When using a tender exempt panel of pre-qualified suppliers (WALGA preferred Supply contract) the shire must utilise a request for quotation process through eQuotes or in writing direct with the supplier.

- c) The purchase is under auction which has been authorised by Council;
- d) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e) Any of the other exclusions under Regulation 11 of the Functions and General Regulations 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.

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 Local Government 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 \$150,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Local Government 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 (ex GST) price of:

- a) Between \$40,000 and \$149,999, the panel must contain a minimum of 2 members;
- and
- b) \$150,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- a) A brief description of the goods or services required.
- b) Information as to where and how tenders may be submitted.
- c) The date and time after which tenders cannot be submitted.
- d) Particulars identifying a person from who more detailed information as to tendering may be obtained.
- e) Detailed information shall include:
 - i. such information as the local government decides should be disclosed to those interested in submitting a tender;

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- ii. detailed specifications of the goods or services required;
- iii. the criteria for deciding which tender should be accepted;
- iv. whether or not the local government has decided to submit a tender; and
- v. 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 if clarification, addendums or further communication is required prior to the close of tenders. All potential tenderers must have equal access to this information in order for the Local Government 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 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 Shire Officer. The details of all tenders received and opened shall be recorded in the Tender 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 Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a) A sufficient number of quotations are obtained.
- b) The process follows the guidelines for seeking quotations between \$40,000 & \$149,999 (listed above).
- c) The specification for goods and/or services remains unchanged.
- d) 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 Local Government 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 Local Government 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 Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government. 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:

- a) The name of the successful tenderer
- b) 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 Tender 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:

- a) Tender documentation
- b) Internal documentation
- c) Evaluation documentation
- d) Enquiry and response documentation
- e) Notification and award documentation

For a direct purchasing process this includes:

- a) Quotation documentation
- b) Internal documentation
- c) Order forms and requisitions

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's internal records management policy.

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POLICY: PURCHASING – Credit Card

POLICY No.: 4.8

SECTION: FINANCE

COUNCIL MEETING HELD: 26 September 2019

DATE TO BE REVIEWED: _____

CORPORATE CREDIT CARD POLICY

General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to position, which does not require the use of a credit card;
- The cardholders need to report immediately if they lose or misplace their credit card to the Bank providing the card;
- Credit cards shall not be transferred to other users;
- Cards are the property of the bank and the Bank should be the responsible for the destruction of all surrendered credit cards; and
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.

Purchasing

Corporate credit cards shall only be used for:

- Purchasing goods and services on behalf of the local government;
- Where Council has approved the purchase of fuel and oil for an officer's private use of a Council provided vehicle;
- Personal expenditure is prohibited;
- A credit card shall not be used for cash withdrawals;
- Maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility.
- Current card limits are:
 - \$15,00 for the Chief Executive Officer
 - \$ 5,000 for the Works Supervisor
- All purchases including purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased.
- All tax invoices / receipt of goods purchased are to be given to the finance officer as soon as possible after the card is used.

Further, Credit Card Statements must be substantiated fully by receipts, or if no receipt is available, a declaration of the purchase. The monthly Credit Card Statement must be signed-off by the respective card-holder and the Chief Executive Officer (or Shire President in case of Chief Executive Officer) prior to the 21st day of the following calendar month.

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POLICY: APPROVAL OF EXPENDITURE

POLICY NO: 4.8

SECTION: FINANCE

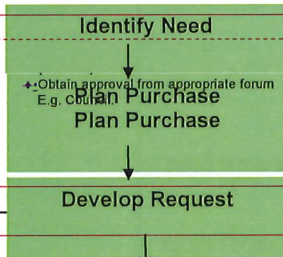
COUNCIL MEETING HELD: 25th September 2015

DATE TO BE REVIEWED: MAY 2016

THE PURCHASING PROCESS

Activities

- Undertake research to identify purchase and potential suppliers.
- Identify/agree the outcome and determine best purchasing option in terms of policy requirements, risk, cost and other management issues.
- Preliminary cost-benefit analysis.



Outputs

- Research Reports
- Concept
- Brief description of proposed purchase
- Budget estimate
- Reliable limit of cost estimate
- Approved Business Case where appropriate
- Approved Purchase Plan
- Approved quotation or tender documentation

- Develop the documentation to ensure it is clear to the Respondents what you require, what the rules are and how you want them to respond.

- Invite offers and have a clear process for communication with the supplier, making clarifications and alterations to the request and the receipt of responses.
E.g. Advertise public quotation or tender, conduct pre-tender/tender briefing.

- Undertake a transparent, consistent evaluation process that will lead to the best value for money response being selected.
E.g. Select preferred respondent and write evaluation report.

- Complete due diligence and all negotiations to ensure that the preferred respondent has the capability to deliver the contract requirements at a cost and service level that is acceptable to both parties.

- Finalise the contract documentation and ensure the contract or letter of acceptance is signed by the appropriate approval authority

- Ensure that the Council and the Supplier both have everything in place to commence delivery of the contract. Finalise the contract management plan, if required.

- The day-to-day management of the contract to ensure good service/product delivery and compliance with the spirit and letter of the contract.

- E.g. Manage price and scope variations, monitor contract performance.

Renew Contract

- The Principal to make a timely decision as to the future of the contract.
E.g. Review contract options to extend if appropriate.

- Review and evaluate the contracts overall impact and performance and recommend further actions.

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- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to position, which does not require the use of a credit card;
- The cardholders need to report immediately if they lose or misplace their credit card to the Bank providing the card;
- Credit cards shall not be transferred to other users;
- Cards are the property of the bank and the Bank should be the responsible for the destruction of all surrendered credit cards; and
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- Where Council has approved the purchase of fuel and oil for an officer's private use of a Council provided vehicle;
- Personal expenditure is prohibited;
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- Maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility;
- Current card limits are;
 - \$10,00 for the Chief Executive Officer
 - \$ 7,000 for the Works Supervisor
- Purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased;

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Payments

- Payments of accounts should be made monthly to ensure that credit charges are minimized (currently direct debit arrangement in place with the Bank to clear the outstanding balance);
- Expenditure on entertainment shall be as per CEO's pre-approval.

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SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	APPROVAL OF EXPENDITURE
POLICY NO:	4.899
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

Authority to Make Payments

In accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire of Sandstone Municipal, Trust or other Fund.

These payments may be made either by cheque or Direct Debit or credit card as provided in this policy.

When cheques are used, any two of the following should sign:

- _____ Chief Executive Officer (or Acting Chief Executive Officer)
- Works Supervisor
- Shire President or Deputy Shire President
- Approved Councillor

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Specimen signatures for the persons engaged in the above listed positions are to be retained on file at the Geraldton branch of the Bankwest.

Electronic Funds Transfer (EFT)

Council's preferred method of remitting funds to creditors is EFT as it provides the most cost effective and time efficient method of remitting payment.

EFT processing must be authorised by three individual persons electronically as follows:

~~Administration Finance~~ Officer (~~Finance~~) (initial approval/uploading)

then

Chief Executive Officer (or Acting Chief Executive Officer) (final authorisation of EFT dispersal)
and Works Supervisor

Corporate Credit Card

Council provides a Corporate Credit Card facility through the Bankwest, with a global Credit Limit of \$20,000, with this Credit Limit and any outstanding balance disclosed in the Annual Financial Statements from year to year.

This limit is dispersed to the following authorised officers:

Chief Executive Officer	\$10,000
Works Supervisor	\$ 7,000

In support of payments made via this credit facility, a Manual Post-Approval Voucher is to be prepared, and that voucher must be signed by the authorised signatories in the same manner as the process according to this policy for EFT payment vouchers.

Further, Credit Card Statements must be substantiated fully by receipts, or if no receipt is available, a declaration of the purchase. The monthly Credit Card Statement must be signed off by the respective card holder and the Chief Executive Officer (or Shire President in case of Chief Executive Officer) prior to the 21st day of the following calendar month.

Index by Section

5. Town Planning & Building

This section will be developed ~~during 2015/2016~~ as the Town Planning Scheme ~~is reviewed~~ and new Building Act requirements become clear.

Index by Section

6. Engineering

- 6.1 Crossovers
- 6.2 Private Works
- 6.3 Traffic Intersection Management Plan (Private Haul roads intersecting with roads under Council control)
- 6.4 Roadside Memorials
- 6.5 Road Works on Council Roads

SHIRE OF SANDSTONE
COUNCIL POLICY MANUAL

POLICY:	CROSSOVERS
POLICY NO:	6.1
DEPARTMENT:	ENGINEERING
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay 50 % of the cost of the standard crossover. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<u>Crossover type</u>	<u>Subsidy</u> (GST exclusive)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert	50 % of actual cost, estimated by the Chief Executive Officer
Rural - Gravel surface to gravel road – culvert	50 % of actual cost, estimated by the Chief Executive Officer

Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

POLICY:	PRIVATE WORKS
POLICY NO:	6.2
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

The Shire of Sandstone will carry out private works on the proviso that:

- The person requesting such works has demonstrated that they have endeavoured to source a private contractor to undertake such works

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POLICY:	POLICY:	TRAFFIC INTERSECTION
MANAGEMENT PLAN	(Private Haul roads intersecting with roads under Council control)	(Private Haul roads intersecting with roads under Council control)
POLICY NO:	6.3	
SECTION:	ENGINEERING	
COUNCIL MEETING HELD:	26 September 2019	25th September 2016
DATE TO BE REVIEWED:	MAY 2016	

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The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for **Planning and Infrastructure Transport** requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire of Sandstone on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire of Sandstone staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire of Sandstone to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 100 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.

7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

POLICY:	ROADSIDE MEMORIALS
POLICY NO:	6.4
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- Deletion of the removal of the memorial after a period of 5 years.

POLICY:	ROAD WORKS ON COUNCIL ROADS
POLICY NO:	6.5
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	<u>26 September 2019</u> 25th September 2015
DATE TO BE REVIEWED:	MAY 2016

That Council adopts Main Roads Western Australia's Code of Practice for "Traffic Management for Works on Roads" which includes road works on Council controlled roads.

Contractors working on Council road reserves are required to submit appropriate Traffic Management Plans in accordance with the above Code of Practice for approval by the **Manager** ~~for Works~~Works Supervisor before proceeding with any works.

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Hi Harry,

Please find below the link for the replacement UPS for the workshop.

[View Quote Here](#)

Microsoft have announced that Windows 7 will be end of Support as of the 14th of January 2020. With Windows 7 reaching this milestone, no further updates will be released for the operating system, which poses a security risk for your ICT.

Even though you are working on a Remote Desktop Server, this still is a security risk that should be addressed.

We had a look at your existing PCs and evaluated the best way to upgrade your office.

Given, that your Works Supervisor will be running software locally, we suggest to replace his PC with more current PC model and two matching monitors. As per his request while we were on site, we have included an dual monitor arm to hold both screens and remove the monitor stands from his desk.

We have also quoted for the 3 office computers (Rhonda, Margaret & Reception) to be replaced. The main reason is that due to the age, the Library PCs are unlikely to support Windows 10 and provide driver issues. We recommend to replace the 3 office PCs and re-image the replaced All-In-One Computers with Windows 10 and use these in the Library.

Four (4) of your PCs (Harry, Visitor Centre. Workshop PC, Caravan Park) are already running Windows 10, which is great and we left these out of the scope of works.

The remaining computer are recommended for an in-place software upgrade. We will keep the existing hardware and upgrade the operating system from Windows 7 to Windows 10. This is the most cost effective option.

Our technicians will complete the initial setup of the new PCs and download the latest version of Windows 10 and updates prior to attending site. This will avoid that the all of your PCs start downloading a huge amount of Updates and utilise all of your monthly Internet Data Allowance.

Due to the impact it has on staff and their working day and therefore the impact on your organisation, we recommend to complete the work over the weekend. This way, staff won't be affected by their PCs being out of action for few hours.

Our Technician would travel to Sandstone on a Saturday and start the migration of the PCs on the evening on the Saturday and throughout the day on Sunday.

He would then be available for your Staff on a Monday Morning in case there are any questions or any other Support items you would like to be addressed. Before then travelling back to Geraldton.

[View Quote Here](#)

Please let me know should you have any questions at all.

Kind regards

Mathias Sehnke

Cloud / ICT Account Manager

Client Services Team

P 08 9920 8555 M 0448 800 136





Windows 10 Upgrade

Quote # 002151

Version 1

Prepared for:

SHIRE OF SANDSTONE

Prepared by:

Mathias Sehnke



Wednesday, 11 September, 2019

Shire of Sandstone
Harry Hawkins
Hack Street
Sandstone, WA 6639
ceo@sandstone.wa.gov.au

Dear Harry

Market Creations would like to thank Shire of Sandstone for the opportunity to supply a quote to meet your business requirements. Market Creations' technology and integration services deliver the professional expertise and supporting systems to help maximise the efficiency of your operations.

Please feel free to contact me if you have any questions.

Kind Regards



Mathias Sehnke
Account Manager
Geraldton Office



Perth 08 6168 1000 ▪ 26 Railway Rd, Subiaco WA 6008



Geraldton 08 9920 8500 ▪ 7 Chapman Rd, Geraldton WA 6530

mc@marketcreations.com.au
www.marketcreations.com.au

Market Creations Pty Ltd ACN 104 480 935 ABN 19 104 480 935

Executive Summary

Objective

Microsoft has announced the end of Support for Windows 7 as of January 14, 2020. With the end of Microsoft's support for the Operating System, no future Security Updates will be available as of this date. The lack of security patches poses risk for the Shire of Sandstone's network and data.

It is strongly recommended to mitigate the security risk by upgrading the Shire's workstations from Windows 7 to Windows 10.

As the Shire of Sandstone is utilising a full Remote Desktop Services (RDS) environment, a full PC replacement is not necessary for all workstations at this point in time.

We have included the cost replacing the Works Manager PC with a Small Form Factor PC, as he will be using software installed locally to his PC.

Market Creations also recommend to replace the Reception PC and the two office PCs and use the replaced All-In-One PCs to be used in the Library, as the outdated Library PCs are unlikely to support Windows 10.

Market Creations propose to complete the main scope of works over the weekend to minimise the impact on the organisation.

Scope of Works

- Market Creations will supply Windows 10 Professional licenses
- Downloading of latest available updates before attending site.
- Inplace Upgrade of the listed PCs to Windows 10 Pro
- Replacement of workstations as per table below.
- Installing of Drivers
- Checking with Staff to ensure Network Drives and Printers are available before leaving site

Proposed Time Line

- Saturday: Technician will travel to Site
- Sunday: Upgrading of all PCs
- Monday: Assisting Shire Staff in the morning before Technician travels back to Geraldton

List of PCs:




Software Upgrade	Full PC Upgrade	Not Required (already Win 10)
Health Worker PC (Spare)	Works Supervisor PC	Harry's Surface Book 2
Works Supervisor Laptop	Margaret PC	Workshop PC
Chamber Laptop	Rhonda PC	Caravan Park PC
Library PC (3x)	Reception PC	Visitor Centre PC



Software

Description	Qty	Unit Price	Total
Microsoft Windows 10 Pro <ul style="list-style-type: none"> • Upgrade Licence • 1 PC • Local Government 	6	\$270.00	\$1,620.00
Subtotal (ex GST):			\$1,620.00

Work Supervisor

Description	Qty	Unit Price	Total
Dell OptiPlex 7060 SFF <ul style="list-style-type: none"> • Small Form Factor • Intel Core i7-8700 • 8GB RAM • 256GB SSD • Intel HD Graphics • DVD-Writer • Windows 10 Pro • 3 Year Onsite Warranty 	1	\$1,486.00	\$1,486.00
Dell 24" Monitor <ul style="list-style-type: none"> • 1080x1920 (Full HD) • Anti-glare, 3H Hard Coating • HDMI / Display Port / VGA • USB 3.0 Hub inbuilt • Height, pivot (rotation), swivel, tilt adjustments • 3 Years Warranty 	2	\$285.00	\$570.00
Dual Monitor Arm Gas Spring Monitor Bracket <ul style="list-style-type: none"> • Suitable for 17"-32" monitor • Up to 8kg per screen. • Gas Spring: perfectly • Swiveling Arms • Cable Management 	1	\$150.00	\$150.00
Subtotal (ex GST):			\$2,206.00



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Office PCs

Description		Qty	Unit Price	Total
Dell OptiPlex 7060 Micro PC  <ul style="list-style-type: none"> • Micro PC • Intel Core i5-8500T • 8GB RAM • 256GB SSD • Intel HD Graphics • Windows 10 Pro • 3 Year Onsite Warranty 		3	\$1,248.00	\$3,744.00
Dell 24" Monitor  <ul style="list-style-type: none"> • 1080x1920 (Full HD) • Anti-glare, 3H Hard Coating • HDMI / Display Port / VGA • USB 3.0 Hub inbuilt • Height, pivot (rotation), swivel, tilt adjustments • 3 Years Warranty 		2	\$285.00	\$570.00
Subtotal (ex GST):				\$4,314.00



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Services

Description	Qty	Unit Price	Total
Windows 10 Upgrade - Project <ul style="list-style-type: none"> Remote & Onsite Labour for Project as per detailed Scope of Works 	1	\$3,885.00	\$3,885.00
Subtotal (ex GST):			\$3,885.00

Travel Charges

Market Creations have provided indicative travel charges, based on one technician visiting the Shire of Sandstone over a weekend.

Description	Qty	Unit Price	Total
Travel Mileage	990	\$1.10	\$1,089.00
Travel Labour	12	\$90.00	\$1,080.00
Accommodation	2	\$110.00	\$220.00
Disbursements	1	\$265.70	\$265.70
Subtotal (ex GST):			\$2,654.70



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Market Creations Pty Ltd ACN 104 480 935 ABN 19 104 480 935

Windows 10 Upgrade

Quote Information:

Quote #: 002151

Version: 1

Delivery Date: 11/09/2019

Expiration Date: 17/09/2019

Prepared for:

Shire of Sandstone

Harry Hawkins

Hack Street

Sandstone, WA 6639

(08) 9963 5802

ceo@sandstone.wa.gov.au

Prepared by:

Mathias Sehnke

Tel (08) 9920 8555

Fax (08) 9920 8556

mathias.sehnke@marketcreations.com.au



Quote Summary

Description	Amount
Software	\$1,620.00
Work Supervisor	\$2,206.00
Office PCs	\$4,314.00
Services	\$3,885.00
Travel Charges	\$2,654.70
Subtotal:	\$14,679.70
GST:	\$1,467.97
Total:	\$16,147.67

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Market Creations

Signature: 

Name: Mathias Sehnke

Title: Account Manager

Date: 11/09/2019

Shire of Sandstone

Signature: _____

Name: Harry Hawkins

Title: _____

Date: _____

PO#: _____



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Market Creations Pty Ltd ACN 104 480 935 ABN 19 104 480 935

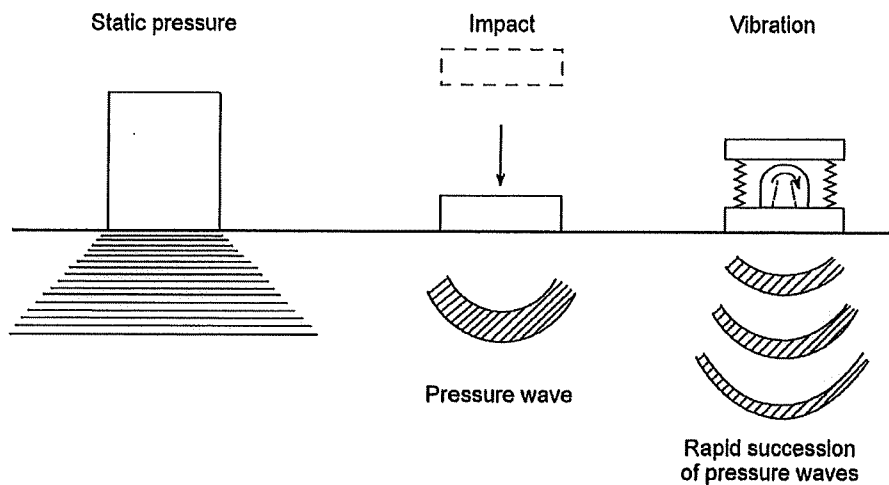
Care must be taken not to produce excessive breakdown of coarser particles in granular materials as an increase in fines may promote deterioration in properties (e.g. lower CBR strength and increase in plasticity) leading to a non-conforming post-compaction product. Breakdown can be as a result of excessive working at the extraction site or on the roadbed. In particular, the need to rip and re-roll an already compacted layer can lead to a significant reduction in the bearing capacity of a weathered rock material.

4.8.3 Compaction Equipment

Modes of compaction

The primary modes for the mechanical compaction of soils and granular materials are (Figure 4.19):

- static pressure
- impact force
- vibration.



Source: Adapted from Forssblad (1981)

Figure 4.19: Modes of compaction

Some compaction equipment combines several of the above efforts in their mode of operation.

Compaction plant that utilises these forms of compaction, either in combination or on their own, can be divided into five groups:

- Smooth drum, steel-wheeled rollers – static pressure.
- Pneumatic multi-tyred rollers – providing both a static pressure and kneading action.
- Oscillating and vibrating smooth drum, steel-wheeled and tamper rollers – combining both static and vibratory pressure.
- Padfoot, sheepsfoot and wedgefoot rollers – static pressure and impact action. These types of rollers can also be operated in a vibrating mode.
- Plate and rammers – impact pressures.

Smooth drum, steel-wheeled rollers

Smooth drum, steel-wheeled rollers apply their total weight as a static pressure through one or more drums.

There are basically two types of smooth drum roller: the tandem two axle and three drummed rollers. Both types are able to be ballasted to provide additional weight to the roller drums, the ballast being added as water in the rollers and in the body.

Smooth drum rollers are able to compact most materials. The main limitation is that they have a tendency to ride over high spots and leave adjacent areas uncompacted. They are more productive when used on prepared flat and uniform surfaces, which makes them effective finishing rollers.

Pneumatic multi-tyred rollers

Pneumatic multi-tyred rollers (Figure 4.20) compact the material by their static weight and kneading action through a flexible rubber tyre. The forward and rear sets of rubber tyre wheels are arranged so that the wheels on one axle follow the tracks left by the other axle, thus compacting material under the full width of the machine.



Source: RTA

Figure 4.20: Pneumatic multi-tyre roller compacting fill material

There are differing types, both towed and self-propelled. The latter is the type most commonly used in earthworks and pavement construction; however, towed rollers may be used for proof rolling. The basic variance with the self-propelled rollers is in respect to the number of wheels, seven or eleven, and their disposition, weight and whether the wheels are rigid, whilst others are pivoted to follow surface irregularities. The size of pneumatic multi-tyred rollers used on pavement construction typically ranges between 10 and 25 tonnes fully ballasted, with tyre pressures in a range between 250 and 1050 kPa according to the ply of the tyres.

The static weight and the tyre pressure influence compaction and can be varied in two ways:

- the static weight increased by ballasting the body of the machine
- variation of the tyre pressure to provide a range of contact areas.

The ability to vary the tyre pressure and consequently the contact area and compactive effort in relation to the support capability of the material being compacted, is one of the main features of a pneumatic multi-tyred roller.

Considering this ability further, at the commencement of the compaction cycle the material is in a loose state and has little resistance to displacement allowing rutting to occur. Thus, to enable the material to support the roller at this stage without rutting and disturbance the tyre pressure is set low to provide a large contact area, allowing the wheel load to be spread creating a low compactive pressure. But as the material is compacted it gains strength and becomes capable of supporting the roller; the tyre pressure can be increased, resulting in a smaller contact area and the application of a higher compactive pressure. The tyre pressure can then be further adjusted as the conditions change until the specified density is achieved. Most pneumatic multi-tyred rollers have the ability to adjust the tyre pressure on the run, thus the operation is continuous to suit the conditions.

Another facet of the pneumatic multi-tyred roller is its ability to compact uneven surfaces, especially if it has oscillating wheels. This allows individual wheels to operate independently, riding over high spots without lifting the other wheels on the axle. This method of suspension ensures that the low spots are equally compacted.

Oscillating and vibrating smooth drum, steel-wheeled and tamper rollers

Oscillating and vibrating smooth drum, steel-wheeled and tamper rollers have the ability to impart vibratory compactive effort in addition to static pressure.

In considering compaction by vibration, there are three important components that provide the overall compactive effort:

- Total applied force, made up of centrifugal force generated by a rotating shaft and the proportion of the roller's dead weight applied to the drum.
- Frequency, which is the number of revolutions made by the eccentric shaft. This criteria controls the magnitude of the centrifugal force and hence the compactive effort.
- Amplitude of vibration, which is a function of the frequency selected and is the total vertical distance through which the drum travels.

The frequency and the amplitude produce a compaction effect that can be either an:

- impact effect – the distance the roller lifts off and falls back to the surface; this occurs at low frequency and high amplitudes; or
- contact effect – where the roller remains in constant contact with the surface; this occurs at high frequency and low amplitude.

The most common vibrating roller for the compaction of crushed and uniform grain size non-cohesive materials uses the contact effect operating at frequencies in the range 1700-3000 cycles per minute and at amplitudes of 0.6-0.8 mm. This amplitude range allows the drum to remain in contact with the surface, permitting more vibrations at a given speed to act upon a given area, overcoming the friction between particles allowing them to slide into a denser matrix. It also allows a better penetration of the smaller fractions into the voids between the larger particles providing a tight matrix of stone.

Oscillating rollers are a relatively newer form of vibrating roller, which applies a different mode of dynamic compaction. These rollers have two diametrically opposed rotating vibrator shafts that are fixed to solid diaphragm walls inside the drum and rotate with the drum. As the eccentric masses attached to the two vibrator shafts are fixed at 180° to each other, the forces are not aligned in the same plane and create a pure turning couple, which tends to rotate or oscillate the drum. The net result is that the drum oscillates at the same frequency as the rotating shafts. Oscillating rollers have a number of advantages over traditional vibrating rollers including the ability to be used closer to buildings and buried utilities than traditional vibrating rollers; they are more efficient and therefore quicker compaction of most materials and better efficiency for compaction of asphalt on bridges is achievable (Southwell 2007):

The static weight of an oscillating or vibrating roller typically ranges from 6 to 15 tonnes, providing an equivalent compactive effort of between 8 and 30 tonnes when operating in oscillating or vibrating mode.

The use of oscillating or vibrating compaction has certain advantages; it can:

- compact greater depths of granular materials
- obtain the correct density in less passes
- match the high output of mechanical pavers.

The number and size of rollers to be used for a particular operation are typically determined from compaction trials at the commencement of the work. These also set the rolling pattern. Often oscillating or vibrating rollers are used in combination with other types of compactors operated in a static mode (Figure 4.16).

Padfoot, sheepfoot and wedgefoot rollers

These types of rollers consist of steel drums fitted with projecting feet (Figure 4.21). The shape of the feet varies considerably and may be circular, square or rectangular, and the feet are available in varying lengths. They may be towed or self-propelled with single or multiple axles and ballasted, as well as being either static or vibratory rollers.



Source: RTA

Figure 4.21: Padfoot rollers compacting earthworks fill material

Selection of compactors

Table 4.5 lists equipment that has generally been found suitable for various materials.

Table 4.5: Types of compaction equipment for various materials

Material type	Type of equipment
Heavy clay	Static tamping foot
	Pneumatic multi-tyred
	Vibrating sheepsfoot
Sandy clay	Static tamping foot
	Pneumatic multi-tyred
	Vibrating sheepsfoot
Crushed rock	Smooth steel drum
	Pneumatic multi-tyred
	Vibrating smooth drum
Sand and rock fill	Grid roller
	Vibrating smooth drum

Source: VicRoads (1998)

It is important to note that a roller may not necessarily increase the material density, as in some cases, inappropriate equipment or site conditions may result in the mere relocation of the material and thus cause rutting and shoving.

Rolling patterns

To ensure the formation is constructed to the specified quality standards the materials should be compacted to conform to the alignment, grades, crossfalls and thicknesses specified.

To ensure all soils receive the same number of passes a trial should be undertaken to determine the rolling pattern. This trial should use good rolling techniques as follows:

- To avoid material moving downhill and consequent loss of shape, for one-way crossfall, compaction should commence at the lower edge and progress upwards towards the high side of the formation and for crowned cross-sections, compaction should commence from the outer edge and progress inwards to the centre of the crown.
- The compactor should be operated parallel to the centre of the formation and make forward and reverse passes over the same section of layer before moving to the adjacent section.
- Each pass of the roller should overlap the previous pass so as to ensure complete coverage. Each succeeding pass should overlap by one-third to a half of the previous pass to achieve full compaction coverage.
- Where the outside edge of the layer is unsupported and squeezes out excessively, rolling should commence 200-300 mm from the edge and roll the outside strip later.

The number of passes

The rate at which an earthworks layer can be adequately and efficiently compacted relates to the number of roller passes required before subsequent passes result in very little increase in density. This is usually determined by field trials and it will be found that there is an economic limit to the number of passes to be applied. In general, the use of a heavier roller will increase the density obtained and lower the moisture content required, provided the soil has the strength to support the roller.

Normally between 8 and 16 passes of a roller are needed to adequately compact a clayey soil with heavier rollers usually performing better than light ones, other things being equal. Density increases at a decreasing rate as the number of passes of the roller is increased. Usually after 16 passes (and often even after 8 passes), there is only a very marginal gain in density. If compaction is not achieved with 8 and 16 passes, the process may need to be changed, e.g. a change in the moisture content, type of roller or layer thickness.

Rate of compaction

Roller speed is another variable, with the optimum travel speed for vibrating rollers varying with the soil type and frequency of vibration of the drum. If roller speed is increased much over 5 km/h, there are fewer impacts per m covered and the duration of impact is shorter. For the compaction of clays using relatively thin layers, the economic speed is higher than for granular or rock fills. For non-vibratory compaction equipment, it is economical to operate at the maximum speed feasible under the circumstances. However, high-speed rolling of some granular materials tends to disrupt the mechanical bond of the particles and travel speed, particularly during the initial passes, should be restricted to 5 km/h maximum.

Road Construction Authority, now VicRoads, Technical Bulletin 34 provides further guidance on the use of earthworks plant (RCA 1986).

Uniformity of procedures

For uniformity and effectiveness in the compaction of an earthworks formation, compaction methods and procedures must be developed particular to the material being laid. Trials, which may include the method of preparation of the soil, lift thickness, moisture addition, compaction equipment type and the number of roller passes, are commonly used or specified in the development of a compaction or roller routine. It is critical that the compaction or roller pattern is accurately communicated and understood by all involved.

Rolling of the final earthworks surface

To achieve a tight even surface, the final passes should be undertaken by a smooth-drum roller and if necessary, followed by watering and pneumatic multi-tyred rolling. Where a smooth-drum vibrating roller is used, it should be operated using low amplitude and high frequency. The sequence and type of rollers used are normally determined during the trials.

4.8.4 Environmental Influences

Environmental influences such as the in situ moisture content of the material in the borrow or cut excavation, climatic variation, and inundation of the construction site may affect the ability to provide and maintain an acceptable level of moisture content and compaction in earthworks materials. To this end, it is necessary to pay attention to drainage of the site and earthworks formation by the use of mitre drains through boxed formations, maintaining drainage outlets at low points and, if possible, by keeping run-off away from the site. Installed subsoil drains should not be utilised for construction site drainage. Construction programs that allow a compacted layer to be exposed to climatic elements for a long period without adequate cover can result in loss of density of the layer and soft areas developing, such that it must be ripped and reworked to regain the level of moisture and compaction specified (VicRoads 1998).

In hot, dry weather when the surface of the layer being compacted dries rapidly, a periodic light sprinkling with water will be necessary. If the soil becomes saturated, e.g. by rain overnight, it should be dried back to optimum moisture content.

SHIRE OF SANDSTONE

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 July 2019

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2019**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 August 2019

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

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.

ROUNDING OFF FIGURES

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 2019

STATUTORY REPORTING PROGRAMS

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

To provide an operational framework for environmental and community health.

EDUCATION AND WELFARE

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

HOUSING

To provide and maintain elderly residents housing.

COMMUNITY AMENITIES

To provide services required by the community.

RECREATION AND CULTURE

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

TRANSPORT

To provide safe, efficient transport services to the community.

ECONOMIC SERVICES

To help promote the Shire and its economic well being.

OTHER PROPERTY AND SERVICES

To monitor and control the Shire's overheads operating accounts.

ACTIVITIES

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

Rates, general purpose government grants and interest revenue.

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

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

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

Provision and maintenance of elderly residents housing.

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

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

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

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

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2019**

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(18,161)	(1,513)	(19,219)
Add: Loss on asset disposals		255,020	21,252	0
Add: Depreciation on assets		1,375,562	114,630	83,593
Total non-cash items excluded from operating activities		1,612,421	134,369	64,374

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2019	This Time Last Year 31 July 2018	Year to Date 31 July 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(4,745,436)	(4,972,517)	(4,776,899)
Add: Provisions - employee	10	112,888	108,715	112,888
Total adjustments to net current assets		(4,632,548)	(4,863,802)	(4,664,011)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	6,101,929	5,870,490	5,799,360
Rates receivables	3	8,693	1,122,088	8,749
Receivables	3	60,668	45,755	31,976
Other current assets	4	141,875	159,727	127,570
Less: Current liabilities				
Payables	5	(55,873)	(510,761)	(35,043)
Provisions	10	(112,888)	(108,715)	(112,888)
Less: Total adjustments to net current assets	1(b)	(4,632,548)	(4,863,802)	(4,664,011)
Closing funding surplus / (deficit)		1,511,856	1,714,782	1,155,713

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

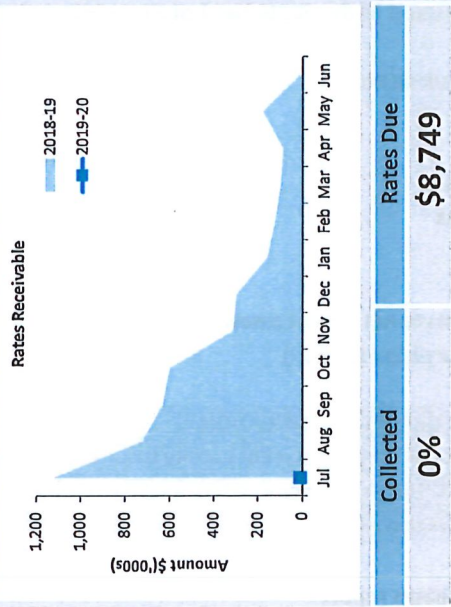
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2019	31 Jul 2019
Opening arrears previous years	\$ 5505	\$ 8,693
Levied this year	948,043	0
Penalty interest levied	0	56
Less - collections to date	(944,855)	0
Equals current outstanding	8693	8,749
Net rates collectable	8,693	8,749
% Collected	99.1%	0.0%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Percentage	0%	0%	0%	0%	0%	0%
Balance per trial balance						
Sundry receivable						0
GST receivable						27,990
Accrued income/payments in advance						3,986
Total receivables general outstanding						31,976
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due	\$31,976
Over 30 Days	0%
Over 90 Days	0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	11,860	0	0	0	11,860
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						11,860
ATO liabilities						23,183
Total payables general outstanding						35,043

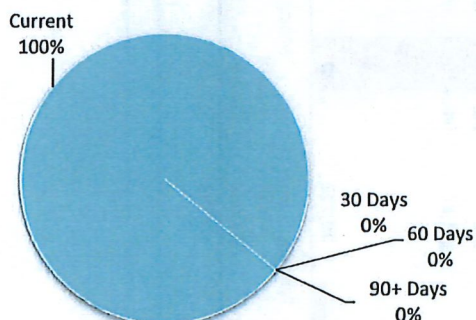
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

- Current
- 30 Days
- 60 Days
- 90+ Days

Aged Payables



Creditors Due

\$35,043

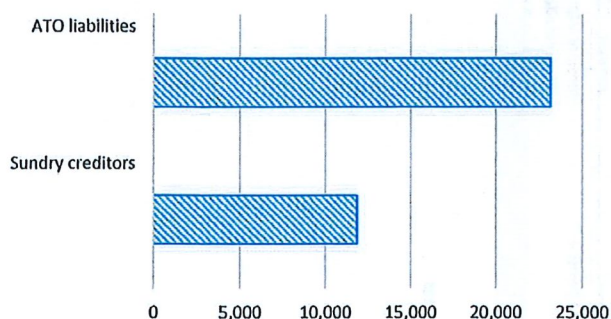
Over 30 Days

0%

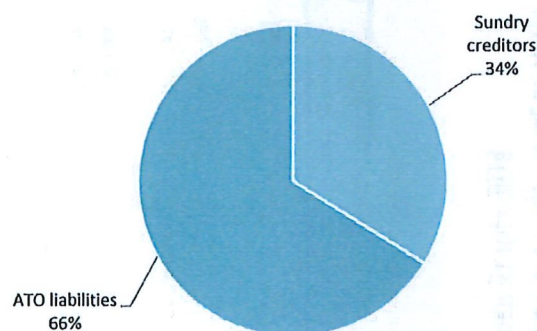
Over 90 Days

0%

Payables

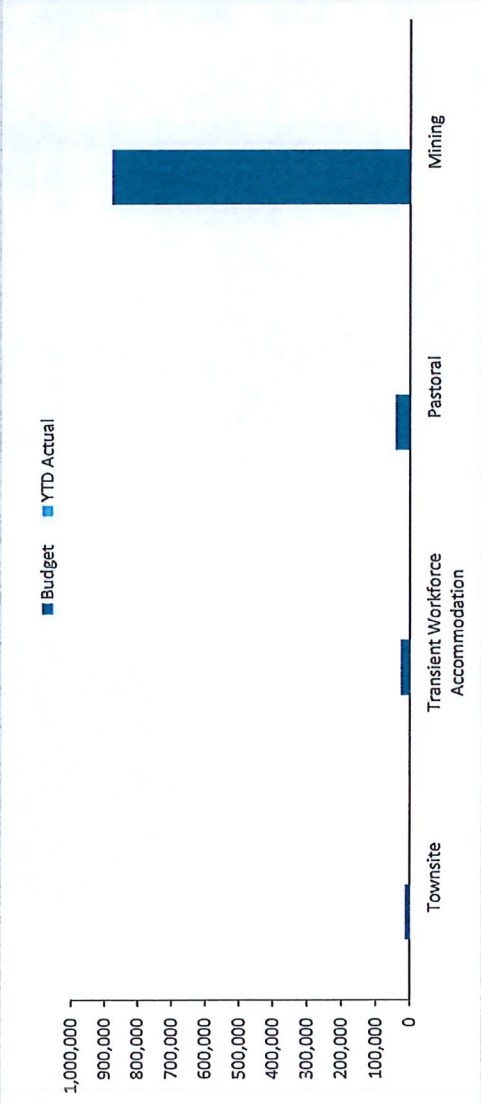


Payables



KEY INFORMATION

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.



General Rates		
Budget	YTD Actual	%
\$.97 M	\$. M	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

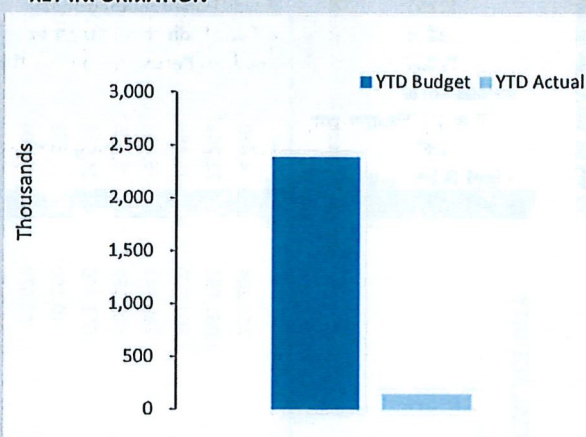
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	5,000	417	0	(417)
Plant & Equipment	1,064,000	88,667	140,595	51,928
Roads	1,157,244	96,437	3,515	(92,922)
Other Infrastructure	134,725	11,227	0	(11,227)
Parks & Ovals	25,000	2,083	2,073	(10)
Capital Expenditure Totals	2,385,969	198,831	146,183	(52,648)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	520,333	43,361	0	(43,361)
Other (disposals & C/Fwd)	320,000	45,455	45,455	0
Cash backed reserves				
Plant reserve	743,000		0	0
Building reserve	0	5,145	0	(5,145)
Housing reserve	0	1,715	0	(1,715)
Road reserve	0	9,604	0	(9,604)
Community development projects reserve	0	9,375	0	(9,375)
Contribution - operations	802,636	84,176	100,728	16,552
Capital funding total	2,385,969	198,831	146,183	(52,648)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.39 M	\$.15 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.52 M	\$. M	0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES
NOTE 9
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlements reserve	217,204	4,670	0	0	0	0	0	221,874	217,204
Plant reserve	1,061,761	22,762	0	0	0	(743,000)	0	341,523	1,061,761
Building reserve	1,301,760	28,488	26,192	0	0	0	0	1,330,248	1,327,952
Airport reserve	289,341	6,151	0	0	0	0	0	295,492	289,341
Housing reserve	315,031	6,685	0	0	0	0	0	321,716	315,031
Road reserve	673,440	14,565	3,989	0	0	0	0	688,005	677,429
Refuse disposal reserve	40,140	863	0	0	0	0	0	41,003	40,140
Computer hardware and software reserve	46,679	1,004	0	0	0	0	0	47,683	46,679
Community development projects reserve	800,080	17,724	1,282	0	0	0	0	817,804	801,362
	4,745,436	102,912	31,463	0	0	(743,000)	0	4,105,348	4,776,899

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 July 2019
		\$	\$	\$	\$
Provisions					
Annual leave		79,464	0	0	79,464
Long service leave		33,424	0	0	33,424
Total Provisions					112,888
Total other current assets					112,888
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 1(a) and 1(b)

KEY INFORMATION

Provisions

Provisions are recognised when the Shire 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 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.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019

NOTE 11(b)
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget
	\$	\$	\$	\$	\$	\$	YTD Revenue Actual (b)
Non-operating grants and subsidies							
Transport							
Grant - MRWA Project	0	0	0	0	0	220,333	18,361
Grant - Roads to Recovery	0	0	0	0	0	300,000	25,000
	0	0	0	0	0	520,333	43,361
TOTALS	0	0	0	0	0	520,333	43,361
							0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 13
BUDGET AMENDMENTS**

There have been no amendments to original budget since budget adoption.

MOORE STEPHENS

Mr Harry Hawkins
Chief Executive Officer
Shire of Sandstone
Hack Street
SANDSTONE WA 6639

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2 The Esplanade
Perth, WA 6000
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Dear Harry

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 JUNE 2019

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 July 2019 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

As per attached table of management points.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 14 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



RUSSELL BARNES
DIRECTOR

9 September 2019

10.2.1

SHIRE OF SANDSTONE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 September 2019

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

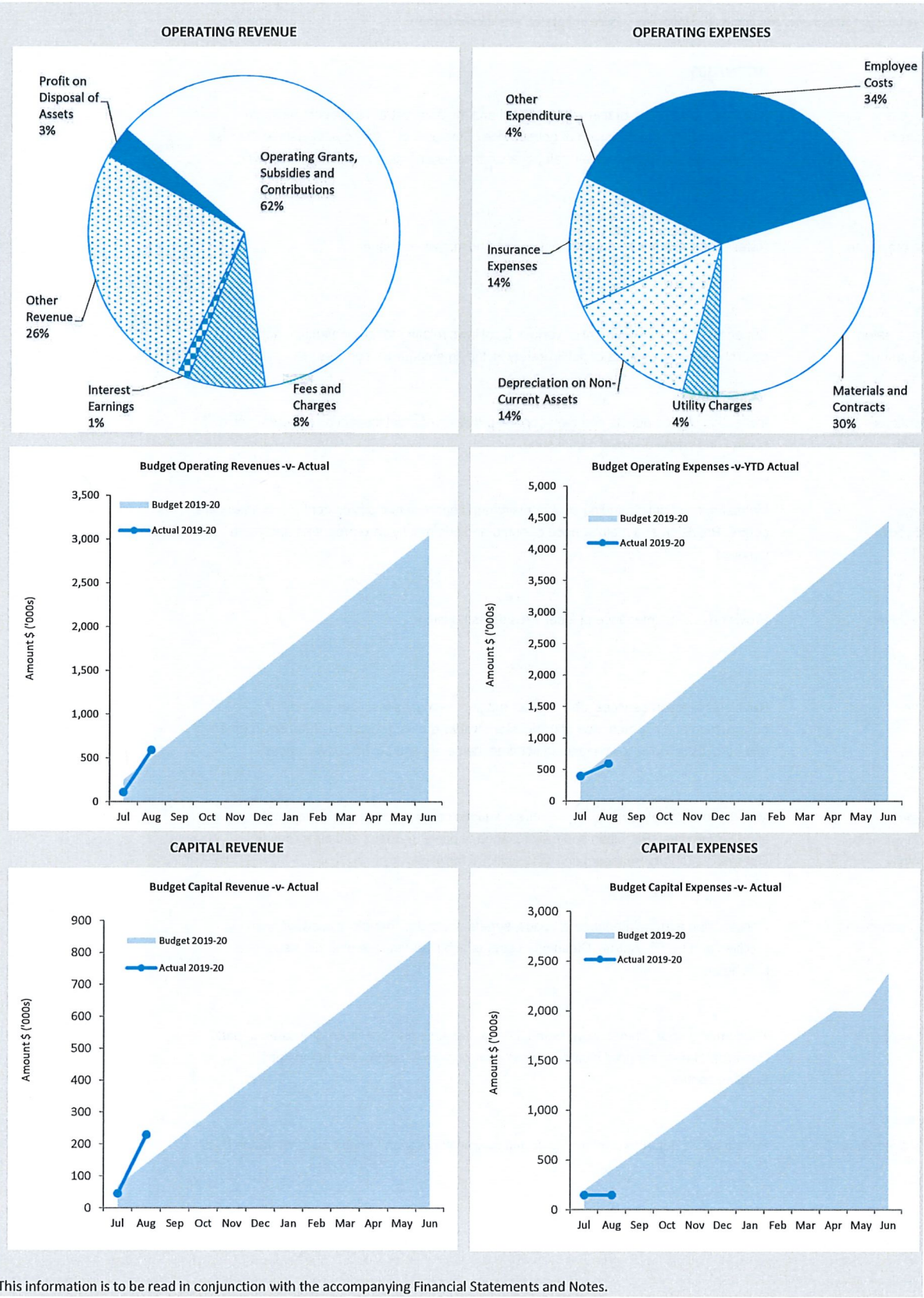
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to,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

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.

ROUNDING OFF FIGURES

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



KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

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

GOVERNANCE	ACTIVITIES
To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members, council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	
To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE	
To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
HOUSING	
To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
COMMUNITY AMENITIES	
To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences.
RECREATION AND CULTURE	
To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
TRANSPORT	
To provide safe, efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	
To help promote the Shire and its economic well being.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES	
To monitor and control the Shire's overheads operating accounts.	Private works operations, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	698,559	698,559	1,511,856	813,297	116.42%	
Revenue from operating activities							
General purpose funding - rates	6	968,882	161,480	0	(161,480)	(100.00%)	▼
General purpose funding - other		1,193,931	198,989	259,436	60,447	30.38%	▲
Law, order and public safety		13,606	2,268	0	(2,268)	(100.00%)	
Housing		0	0	1,933	1,933	0.00%	
Community amenities		18,005	3,001	0	(3,001)	(100.00%)	
Recreation and culture		768	128	273	145	113.28%	
Transport		127,397	21,233	127,749	106,516	501.65%	▲
Economic services		622,174	103,696	176,172	72,476	69.89%	▲
Other property and services		106,047	17,673	25,470	7,797	44.12%	
		3,050,810	508,468	591,033	82,565		▲
Expenditure from operating activities							
Governance		(193,143)	(32,191)	(46,473)	(14,282)	(44.37%)	▼
General purpose funding		(120,441)	(20,074)	(16,801)	3,273	16.30%	
Law, order and public safety		(132,088)	(22,015)	(20,944)	1,071	4.86%	
Health		(38,830)	(6,472)	(5,098)	1,374	21.23%	
Housing		(221,702)	(36,947)	(33,918)	3,029	8.20%	
Community amenities		(178,751)	(29,792)	(17,383)	12,409	41.65%	▲
Recreation and culture		(640,017)	(106,670)	(58,074)	48,596	45.56%	▲
Transport		(1,929,742)	(321,623)	(197,271)	124,352	38.66%	▲
Economic services		(1,006,052)	(167,675)	(149,765)	17,910	10.68%	▲
Other property and services		4,526	754	(46,701)	(47,455)	(6293.77%)	▼
		(4,456,240)	(742,705)	(592,428)	150,277		▲
Non-cash amounts excluded from operating activities	1(a)	1,612,421	268,736	64,374	(204,362)	(76.05%)	▼
Amount attributable to operating activities		206,991	34,499	62,979	28,480		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	520,333	86,722	0	(86,722)	(100.00%)	▼
Proceeds from disposal of assets	7	320,000	45,455	45,455	0	0.00%	
Purchase of property, plant and equipment	8	(2,385,969)	(397,661)	(146,183)	251,478	63.24%	▲
Amount attributable to investing activities		(1,545,636)	(265,484)	(100,728)	164,756		▲
Financing Activities							
Transfer from reserves	9	743,000	0	0	0	0.00%	
Transfer to reserves	9	(102,914)	(41,507)	(41,507)	0	0.00%	
Amount attributable to financing activities		640,086	(41,507)	(41,507)	0		
Closing funding surplus / (deficit)	1(c)	0	426,067	1,432,600			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	698,559	698,559	1,511,856	813,297	116.42%	▲
Revenue from operating activities							
Rates	6	968,882	161,480	0	(161,480)	(100.00%)	▼
Operating grants, subsidies and contributions	11(a)	1,147,652	191,275	362,917	171,642	89.74%	▲
Fees and charges		219,526	36,588	47,257	10,669	29.16%	▲
Interest earnings		163,645	27,274	6,945	(20,329)	(74.54%)	▼
Other revenue		532,944	88,824	154,695	65,871	74.16%	▲
Profit on disposal of assets	7	18,161	3,027	19,219	16,192	534.92%	▲
		3,050,810	508,468	591,033	82,565		▲
Expenditure from operating activities							
Employee costs		(1,312,226)	(152,735)	(200,057)	(47,322)	(30.98%)	▼
Materials and contracts		(1,120,326)	(252,690)	(178,883)	73,807	29.21%	▲
Utility charges		(138,366)	(23,061)	(22,087)	974	4.22%	
Depreciation on non-current assets		(1,375,562)	(229,260)	(83,593)	145,667	63.54%	▲
Insurance expenses		(168,770)	(28,128)	(82,972)	(54,844)	(194.98%)	▼
Other expenditure		(85,970)	(14,328)	(24,836)	(10,508)	(73.34%)	▼
Loss on disposal of assets	7	(255,020)	(42,503)	0	42,503	100.00%	▲
		(4,456,240)	(742,705)	(592,428)	150,277		▲
Non-cash amounts excluded from operating activities	1(a)	1,612,421	268,736	64,374	(204,362)	(76.05%)	▼
Amount attributable to operating activities		206,991	34,499	62,979	28,480		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	520,333	86,722	0	(86,722)	(100.00%)	▼
Proceeds from disposal of assets	7	320,000	45,455	45,455	0	0.00%	
Payments for property, plant and equipment	8	(2,385,969)	(397,661)	(146,183)	251,478	(63.24%)	▲
Amount attributable to investing activities		(1,545,636)	(265,484)	(100,728)	164,756		▲
Financing Activities							
Transfer from reserves	9	743,000	0	0	0	0.00%	
Transfer to reserves	9	(102,914)	(41,507)	(41,507)	0	0.00%	
Amount attributable to financing activities		640,086	(41,507)	(41,507)	0		
Closing funding surplus / (deficit)	1(c)	0	426,067	1,432,600			

KEY INFORMATION

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

Refer to Note 13 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(18,161)	(3,027)	(19,219)
Add: Loss on asset disposals		255,020	42,503	0
Add: Depreciation on assets		1,375,562	229,260	83,593
Total non-cash items excluded from operating activities		1,612,421	268,736	64,374

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2019	This Time Last Year 31 August 2018	Year to Date 31 August 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(4,745,436)	(4,972,516)	(4,786,943)
Add: Provisions - employee	10	112,888	108,715	112,888
Total adjustments to net current assets		(4,632,548)	(4,863,801)	(4,674,055)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	6,101,929	6,139,691	2,544,835
Financial assets at amortised cost	2	0	0	3,721,233
Rates receivables	3	8,693	720,407	7,733
Receivables	3	60,668	137,046	9,930
Other current assets	4	141,875	140,567	138,302
Less: Current liabilities				
Payables	5	(55,873)	(227,530)	(19,357)
Contract liabilities	10	0	0	(183,133)
Provisions	10	(112,888)	(108,715)	(112,888)
Less: Total adjustments to net current assets	1(b)	(4,632,548)	(4,863,801)	(4,674,055)
Closing funding surplus / (deficit)		1,511,856	1,937,665	1,432,600

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash on Hand	Cash and cash equivalents	4,450	0	4,450	0	N/A	N/A	N/A
Municipal Cheque	Cash and cash equivalents	54,851	0	54,851	0	Bankwest	0.00%	Nil
Municipal Investment	Cash and cash equivalents	1,419,824	0	1,419,824	0	Bankwest	0.55%	Nil
Term Deposit 4827829	Financial assets at amortised cost	0	315,031	315,031	0	Bankwest	2.15%	28/10/2019
Term Deposit 4847579	Financial assets at amortised cost	0	289,341	289,341	0	Bankwest	1.90%	25/11/2019
Term Deposit 4849170	Financial assets at amortised cost	0	677,429	677,429	0	Bankwest	1.85%	2/10/2019
Term Deposit 4849909	Financial assets at amortised cost	0	801,362	801,362	0	Bankwest	1.90%	31/12/2019
Term Deposit 4856534	Financial assets at amortised cost	0	1,327,951	1,327,951	0	Bankwest	1.80%	22/01/2020
Term Deposit 4859898	Cash and cash equivalents	0	564,773	564,773	0	Bankwest	1.60%	4/09/2019
Term Deposit 4859899	Cash and cash equivalents	0	500,937	500,937	0	Bankwest	1.60%	4/09/2019
Term Deposit 4865719	Financial assets at amortised cost	0	40,945	40,945	0	Bankwest	1.60%	24/02/2020
Term Deposit 4865717	Financial assets at amortised cost	0	221,559	221,559	0	Bankwest	1.60%	24/02/2020
Term Deposit 4865716	Financial assets at amortised cost	0	47,615	47,615	0	Bankwest	1.60%	24/02/2020
Trust		0	0	0	6,100	Bankwest	0.00%	Nil
Total		1,479,125	4,786,943	6,266,068	6,100			
Comprising								
Cash and cash equivalents		1,479,125	1,065,710	2,544,835	6,100			
Financial assets at amortised cost		0	3,721,233	3,721,233	0			
		1,479,125	4,786,943	6,266,068	6,100			

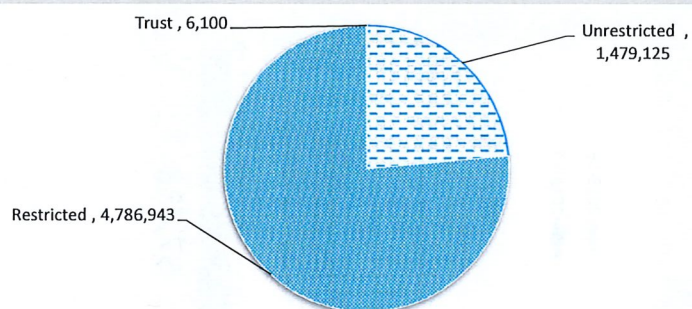
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$6.27 M	\$1.48 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

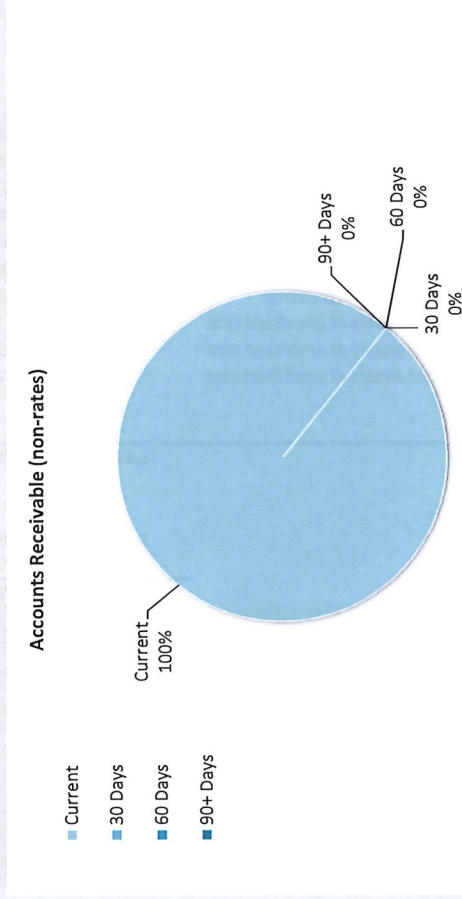
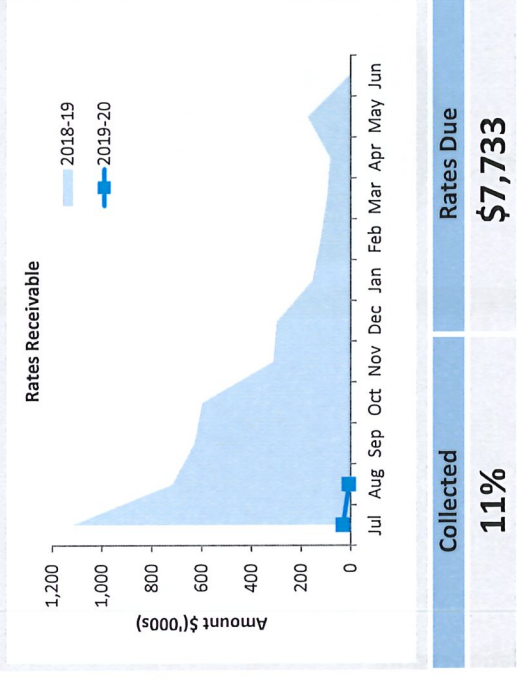
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2019	31 Aug 19
	\$	\$
Operating arrears previous years	5,505	8,693
Levied this year	948,043	0
Less - collections to date	(944,855)	(960)
Equals current outstanding	8,693	7,733
Net rates collectable	8,693	7,733
% Collected	99.1%	11%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	262	0	0	0	262
Percentage	0.0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry receivable						262
GST receivable						9,668
Total receivables general outstanding						9,930
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$9,930
Over 30 Days
0%
Over 90 Days
0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 August 2019
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on Hand	141,875	0	(3,573)	138,302
Total other current assets				138,302
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 5
Payables

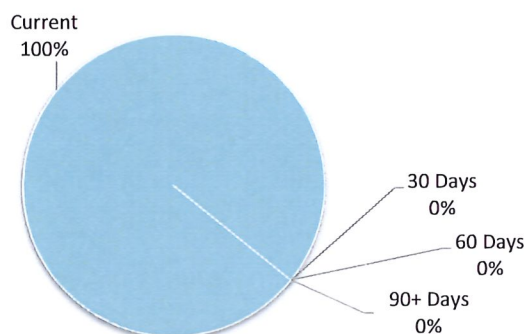
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	250	0	0	0	250
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						250
ATO liabilities						31,157
Accounts Payable - Art Show						1,550
DFES ESL Liability						(13,600)
Total payables general outstanding						19,357
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

- Current
- 30 Days
- 60 Days
- 90+ Days

Aged Payables



Creditors Due

\$19,357

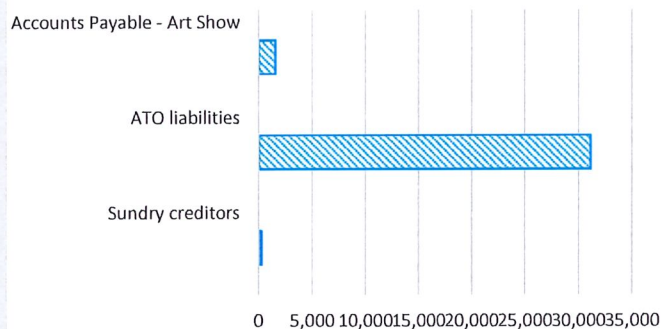
Over 30 Days

0%

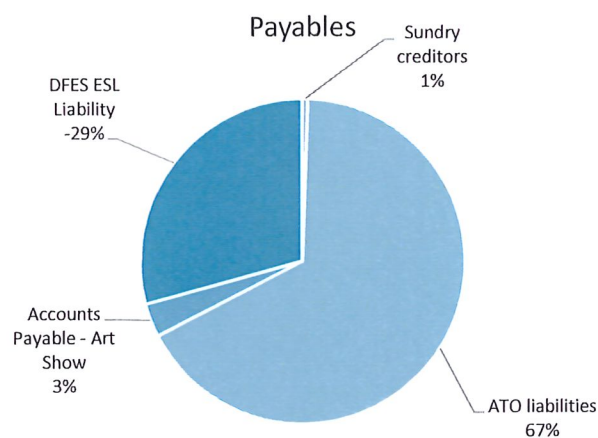
Over 90 Days

0%

Payables



Payables



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

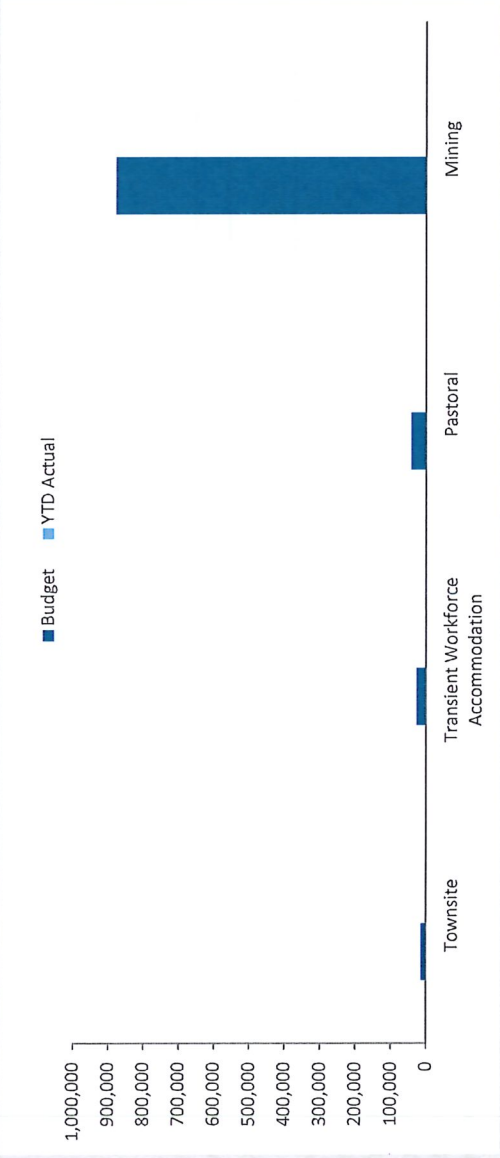
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual		
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates
RATE TYPE				\$	\$	\$	\$	\$	\$
Gross rental value									
Townsite	0.065760	31	214,708	14,119	0	0	0	0	0
Transient Workforce Accommodation	0.371950	4	72,020	26,788	0	0	0	0	0
Unimproved value									
Pastoral	0.060880	19	700,188	42,627	0	0	0	0	0
Mining	0.268910	122	3,194,757	859,105	18,998	0	0	0	0
Sub-Total		176	4,181,673	942,639	18,998	0	0	0	0
Minimum payment									
Gross rental value									
Townsite	220	31	19,722	6,820	0	0	0	0	0
Unimproved value									
Pastoral	335	6	7,555	2,010	0	0	0	0	0
Mining	335	49	34,008	16,415	0	0	0	0	0
Sub-total		86	61,285	25,245	0	0	0	0	0
Discount									
				(18,000)					
Amount from general rates									
Total general rates									
				968,882					0
				968,882					0

Please refer to the compilation report

KEY INFORMATION

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.



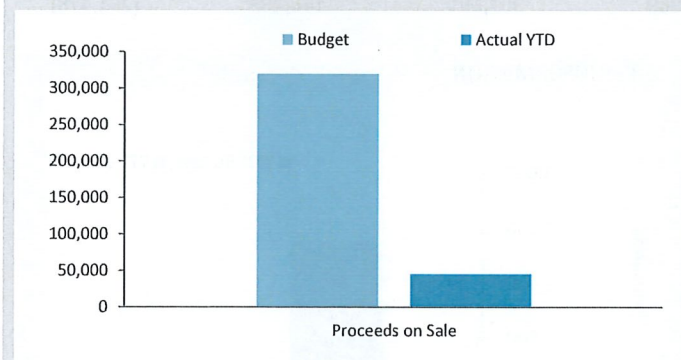
General Rates		
Budget	YTD Actual	%
\$.97 M	\$. M	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Community amenities								
	PL007 - S 007 Toyota Hi Ace Community Bu:	17,918	15,000	0	(2,918)	0	0	0	0
	Recreation and culture								
	PL005 - S 3 Toyota Hilux Ute	10,351	10,000	0	(351)	0	0	0	0
	Transport								
	PC001B - S 166 Cat 12M Grader	279,870	120,000	0	(159,870)	0	0	0	0
	PC014A - S 9 Kenworth Prime Mover	166,926	80,000	0	(86,926)	0	0	0	0
	PC011A - Hino Crew Cab	0	0	0	0	26,236	45,455	19,219	0
	Other property and services								
	PS013A - S 000 Toyota Hilux Dual Cab	34,955	30,000	0	(4,955)	0	0	0	0
	PS019 - S166 Toyota Landcruiser GXL 200	46,839	65,000	18,161	0	0	0	0	0
		556,859	320,000	18,161	(255,020)	26,236	45,455	19,219	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$320,000	\$45,455	14%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

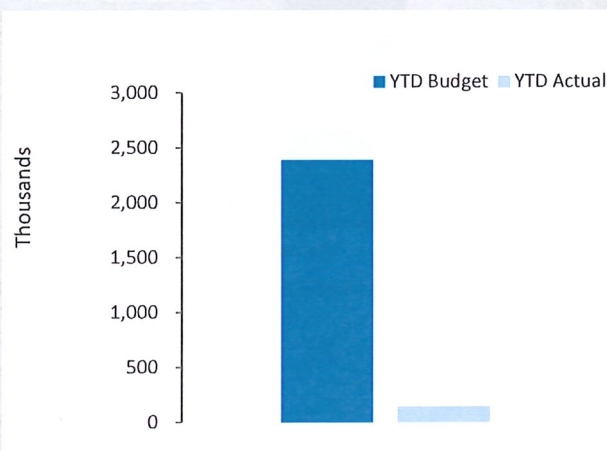
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	5,000	833	0	(833)
Plant & Equipment	1,064,000	177,333	140,595	(36,738)
Roads	1,157,244	192,874	3,515	(189,359)
Other Infrastructure	134,725	22,454	0	(22,454)
Parks & Ovals	25,000	4,167	2,073	(2,094)
Capital Expenditure Totals	2,385,969	397,661	146,183	(251,478)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	520,333	86,722	0	(86,722)
Other (disposals & C/Fwd)	320,000	45,455	45,455	0
Cash backed reserves				
Plant reserve	743,000	0	0	0
Contribution - operations	802,636	265,484	100,728	(164,756)
Capital funding total	2,385,969	397,661	146,183	(251,478)

SIGNIFICANT ACCOUNTING POLICIES

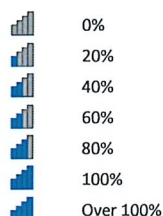
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.39 M	\$.15 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.52 M	\$. M	0%

Capital expenditure total
Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted		Year to Date Actual	Variance (Under)/Over
Account Description		Current Budget	Year to Date Budget		
Capital Expenditure					
Buildings					
11651	Historic Buildings Upgrade	5,000	833	0	(833)
Buildings Total		5,000	833	0	(833)
Other Infrastructure					
10703	Cemetery - Capital Expenses	6,000	1,000	0	(1,000)
12112	Fencing Mt Magnet & Sandstone Common	0	0	0	0
13213	Purchase Production Bores/Roadworks	128,725	21,454	0	(21,454)
Other Infrastructure Total		134,725	22,454	0	(22,454)
Parks & Ovals					
11310	Capital - Parks & Ovals	0	0	2,073	2,073
11311	Progress Memorial Park - Capital Expenditure	25,000	4,167	0	(4,167)
Parks & Ovals Total		25,000	4,167	2,073	(2,094)
Roads					
12101	Roads Construction Council	526,744	87,791	0	(87,791)
12103	MRWA Project Construction	330,500	55,083	3,515	(51,568)
12104	Roads to Recovery Construction	300,000	50,000	0	(50,000)
Roads Total		1,157,244	192,874	3,515	(189,359)
Plant & Equipment					
12302	Purchase Plant & Equipment - Road Plant Purchases	1,064,000	177,333	140,595	(36,738)
Plant & Equipment Total		1,064,000	177,333	140,595	(36,738)
Grand Total		2,385,969	397,661	146,183	(251,479)

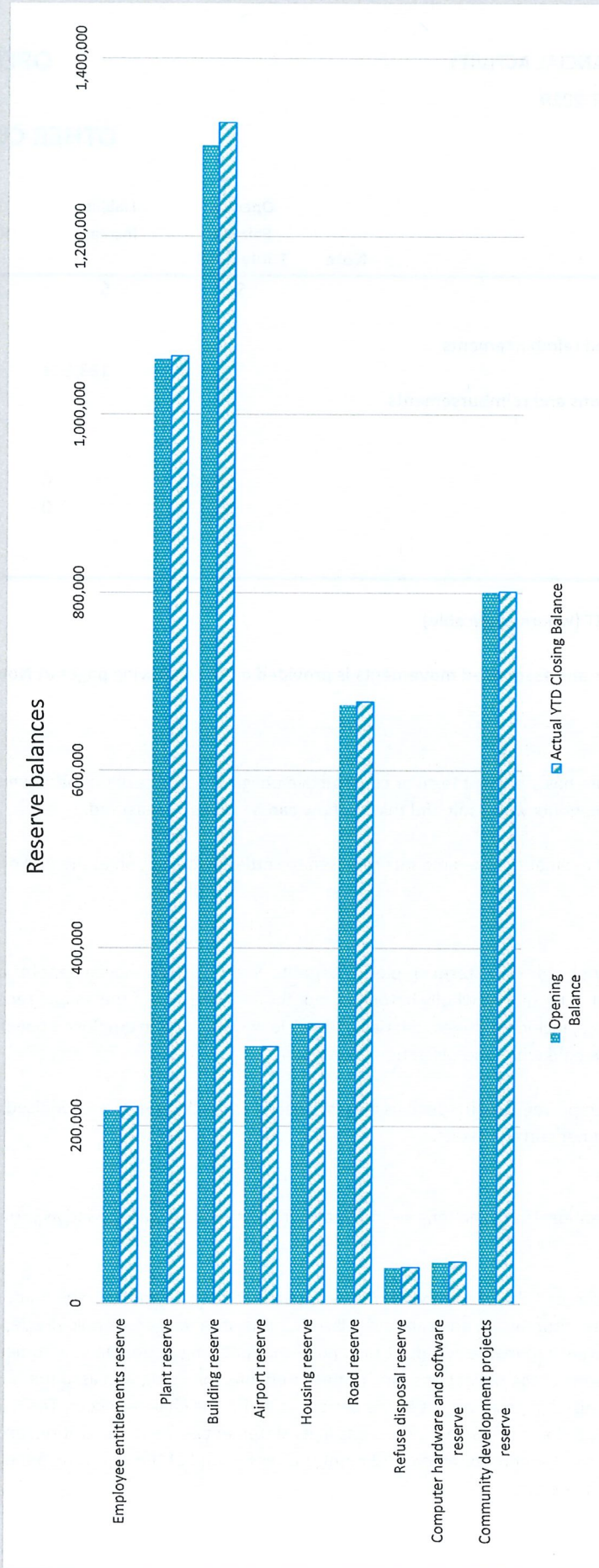
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 9
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlements reserve	217,204	4,670	4,355	0	0	0	0	221,874	221,559
Plant reserve	1,061,761	22,762	3,948	0	0	(743,000)	0	341,523	1,065,709
Building reserve	1,301,760	28,488	26,192	0	0	0	0	1,330,248	1,327,952
Airport reserve	289,341	6,151	0	0	0	0	0	295,492	289,341
Housing reserve	315,031	6,685	0	0	0	0	0	321,716	315,031
Road reserve	673,440	14,565	3,989	0	0	0	0	688,005	677,429
Refuse disposal reserve	40,140	863	805	0	0	0	0	41,003	40,945
Computer hardware and software reserve	46,679	1,004	936	0	0	0	0	47,683	47,615
Community development projects reserve	800,080	17,726	1,282	0	0	0	0	817,806	801,362
	4,745,436	102,914	41,507	0	0	(743,000)	0	4,105,350	4,786,943

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		0	183,133	0	183,133
Total unspent grants, contributions and reimbursements					183,133
Provisions					
Annual leave		79,464	0	0	79,464
Long service leave		33,424	0	0	33,424
Total Provisions					112,888
Total other current assets					479,154
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11(a) and 11(b)

KEY INFORMATION

Provisions

Provisions are recognised when the Shire 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 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.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 11(a)
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue			
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission Grant General	0	0	0	0	0	781,283	130,214	195,821
Grants Commission	0	0	0	0	0	244,198	40,699	56,632
Law, order, public safety								
Emergency Services Admin Grant	0	0	0	0	0	2,970	495	0
ESL Operating Grant	0	0	0	0	0	9,965	1,661	0
Housing								
Power Rebates	0	0	0	0	0	0	0	1,933
Transport								
Grants - MRWA Direct	0	0	0	0	0	108,449	18,075	108,449
Income relating to Transport Licencing	0	0	0	0	0	787	131	82
	0	0	0	0	0	1,147,652	191,275	362,917
TOTALS	0	0	0	0	0	1,147,652	191,275	362,917

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 11(b)
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue			
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Grant - MRWA Project	0	88,133	0	88,133	88,133	220,333	36,722	0
Grant - Roads to Recovery	0	95,000	0	95,000	95,000	300,000	50,000	0
	0	183,133	0	183,133	183,133	520,333	86,722	0
TOTALS	0	183,133	0	183,133	183,133	520,333	86,722	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Housing Bonds	6,100	0	0	6,100
	6,100	0	0	6,100

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 13
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - rates	(161,480)	(100.00%)	▼ Timing	Rates run annually budget split into 12 months
General purpose funding - other	60,447	30.38%	▲ Timing	FAGS grants rec'd 1/4ly budget split by 12
Transport	106,516	501.65%	▲ Timing	Budget split by 12 grant funds drawn as req'd Caravan park and fuel sales higher due to season while budget split by 12
Economic services	72,476	69.89%	▲ Timing	
Expenditure from operating activities				
Governance	(14,282)	(44.37%)	▼ Timing	Subscriptions paid annually in July budget split by 12
Community amenities	12,409	41.65%	▲ Permanent	Various small variances added up to req'd percentage
Recreation and culture	48,596	45.56%	▲ Permanent	Various small variances added up to req'd percentage
Transport	124,352	38.66%	▲ Timing	Budget split by 12 jobs done as required
Economic services	17,910	10.68%	▲ Timing	Cost of sales diesel fuel and admin allocations don't match with budget split due to seasonal
Other property and services	(47,455)	(6293.77%)	▼ Timing	Overhead allocations and depreciation to be checked
Investing activities				
Non-operating grants, subsidies and contributions	(86,722)	(100.00%)	▼ Timing	Report shows nil actual ytd however grant funding was received in August to be checked
Capital acquisitions	251,478	63.24%	▲ Timing	Budget split by 12 purchases happen throuout the year depending on cash flow and need

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Shire of Sandstone

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10.2.2A

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
105316	01/07/2019	Shire of Sandstone - Petty Cash	Petty cash purchases from Feb 2019 - June 2019	7		233.35
105317	16/07/2019	Horizon Power	Streetlights from 1/6/2019 - 30/6/2019	7		383.17
105318	17/07/2019	Horizon Power	23 Hack St from 15/5/2019 - 12/7/2019	7		6,856.82
105319	18/07/2019	Horizon Power	Unit No 1/Lot 500 Irvine St from 7/5/2019 - 4/7/2019	7		9,689.02
105320	19/07/2019	Department Of Transport	12 months registration for S006	7		2,007.75
105321	19/07/2019	Telstra Corporation Ltd	Satellite phone account July 19	7		349.93
105322	25/07/2019	Horizon Power	Lot 120 Irvine St from 15/5/2019 - 12/7/2019	7		1,453.90
105323	25/07/2019	Telstra Corporation Ltd	Office phone account, usage to 12 July, service & equip to 12 Aug 19	7		269.56
105324	31/07/2019	Telstra Corporation Ltd	Telstra account usage charges to 10 July 19, services and equip rental to 10 Aug 19.	7		1,100.29

REPORT TOTALS

Bank Code	Bank Name	TOTAL
7	BankWest Muni Account	22,343.79
TOTAL		22,343.79

Date: 12/08/2019
Time: 1:43:32PM

Shire of Sandstone

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102.2B

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7044	04/07/2019	McMahon Burnett Transport	Freight from Westrac and Goodyear Dunlop	7		131.12
EFT7045	04/07/2019	Motorpass Wright Express Australia Pty Ltd - WEX	Fuel cards for June 2019	7		445.93
EFT7046	04/07/2019	Moore Stephens	Compilation of the statement of financial activity for May 2019, review and lodge the BAS for May 2019	7		2,992.00
EFT7047	04/07/2019	Regina Gloede	Goods sold on commission at Visitor Centre	7		4.25
EFT7048	04/07/2019	Anna Johnson - Dingo Meeka	Goods sold on commission at Visitor Centre	7		33.02
EFT7049	04/07/2019	Beattie Haulage	Freight from Bridgestone Welshpool	7		1,967.02
EFT7050	04/07/2019	WINC Australia Pty Ltd	Metered charges for Lanier copier	7		802.47
EFT7051	04/07/2019	Market Creations Pty Ltd	Cloud back up	7		2,520.93
EFT7052	04/07/2019	Bobbie O'Brien	Goods sold on commission at Visitor Centre	7		5.10
EFT7053	04/07/2019	Refuel Australia - Geraldton Fuel - Caltex	Bulk fuel deliveries	7		52,083.49
EFT7054	04/07/2019	Ocean to Outback Design	Goods sold on commission at Visitor Centre	7		24.65
EFT7055	04/07/2019	Mt Magnet Post and Lotteries	Reimbursement of cash component for FE 9/7/19	7		3,330.40
EFT7056	04/07/2019	Helen Cavallaro	Goods sold on commission at Visitor Centre	7		3.40
EFT7057	04/07/2019	Murchison Hardware	Water	7		18.00
EFT7058	04/07/2019	Rhonda Miles	Goods sold on commission at Visitor Centre	7		682.55
EFT7059	19/07/2019	LGIS Property	Property instalment 1	7		24,113.53
EFT7060	19/07/2019	Blackwoods	Mop, hose reel	7		379.80
EFT7061	19/07/2019	McMahon Burnett Transport	Freight from WINC, Major Motors, Coventrys, JS Roadside, Chefmaster, Goodchild Enterprises.	7		473.50

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Shire of Sandstone

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7062	19/07/2019	Rebecca Hills	Beale model 6 upright used piano, lift up stool, tuning and delivery.	7		2,500.00
EFT7063	19/07/2019	Moore Stephens	Rates comparison report ; 2018-2019	7		275.00
EFT7064	19/07/2019	RAMM Software Pty Ltd	RAMM annual support and maintenance fee for the period 1 Jul 2019 - 30 June 2020	7		6,457.08
EFT7065	19/07/2019	LGIS - Motor Vehicle	Motor vehicle insurance	7		26,120.16
EFT7066	19/07/2019	LGIS Travel / Personal Accident	Management liability insurance	7		18,550.65
EFT7067	19/07/2019	Redfish Technologies Pty Ltd	Service and support agreement, 2019 - 2020 for CCTV cameras	7		5,280.00
EFT7068	19/07/2019	Penske Power Systems Pty Ltd	Air bags, filters.	7		1,213.54
EFT7069	19/07/2019	Peter Tanner	Labour including travel, OPT printer, Printer driver board, Filter	7		3,761.12
EFT7070	19/07/2019	Bajrai Enterprises Pty Ltd	Install communications units for off site backup, shire Admin centre to Visitor info centre.	7		3,295.60
EFT7071	19/07/2019	Seivy's Mechanical Services	Fit supplied tyres to S1, supply & fit tyres to S005	7		1,100.00
EFT7072	19/07/2019	Auski Inland Motel	Accommodation for A Wainwright - training in Meekatharra	7		385.00
EFT7073	19/07/2019	Beaurepairs	4 x Dunlop Grandtrek AT22 285/65R17 tyres	7		982.60
EFT7074	19/07/2019	JS Roadside Products Pty Ltd	Steelflex Post - white, post driver - manual	7		3,866.50
EFT7075	19/07/2019	Rural Press Pty Ltd - Australian Community Media	Advertisement for Alice Atkinson caravan park in The Senior newspaper	7		218.07
EFT7076	19/07/2019	Sun City Plumbing	Various plumbing jobs as requested, 12/6/2019 - 14/6/2019	7		3,845.71
EFT7077	19/07/2019	Julian Day	Reimbursement of pre employment medical cost	7		40.05
EFT7078	19/07/2019	Murchison Country Zone WALGA	2019-2020 Member shire subscription	7		2,500.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7079	19/07/2019	WINC Australia Pty Ltd	Stationery	7		211.17
EFT7080	19/07/2019	Australian Taxation Office	BAS June 2019	7		7,394.00
EFT7081	19/07/2019	Walga	WALGA Subscriptions 1 July 2019 - 30 June 2020	7		16,675.62
EFT7082	19/07/2019	Local Government Professionals Australia	2019-2020 Membership	7		531.00
EFT7083	19/07/2019	BOC Limited	Container service - daily tracking for period 29/5/2019 - 27/6/2019	7		95.71
EFT7084	19/07/2019	Lgis Workcare / Public Liability	Workcare Instalment 1	7		24,032.93
EFT7085	19/07/2019	JR & A Hersey Pty Ltd	Staff uniform	7		170.37
EFT7086	19/07/2019	Chefnmaster Australia	6 boxes 700PR 240lt white/purple bin liners	7		1,175.70
EFT7087	19/07/2019	Local Health Authorities Analytical Committee	Analytical services 2019/20	7		396.00
EFT7088	19/07/2019	IT Vision Australia Pty Ltd	Renew SynergySoft and Universe annual license fees1 July2019 - 30 June 2020 - 7 users	7		30,254.29
EFT7089	19/07/2019	Landgate - Midland	Mining Tenements, schedule no M2019/6, dated 3/6/2019 - 24/6/2019	7		132.60
EFT7090	19/07/2019	Australia Post	Postage charges	7		4.95
EFT7091	19/07/2019	Jays Electrical Service	Electrical repairs various sites as requested from 8/7/20189 - 12/7/2019	7		2,266.00
EFT7092	19/07/2019	Mt Magnet Post and Lotteries	Reimbursement of cash component for F/E 23/7/2019	7		3,150.00
EFT7093	19/07/2019	Magabala Books Aboriginal Corporation	6 x Elephants in the Bush books	7		83.81
EFT7094	25/07/2019	WA Hino	Hino 5540 Service Truck	7		105,041.30

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
7	BankWest Muni Account	362,017.69
TOTAL		362,017.69

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
205106	15/07/2019	Department Of Transport	INT 29951-29952	2		214.00
205107	24/07/2019	Department Of Transport	INT 29953-29956	2		697.80

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Trust Bank	911.80
TOTAL		911.80

Shire of Sandstone Business Credit Card Reconciliation - July 2019

10.2.2 D

Business Credit Card - CEO Harry Hawkins
CREDITOR 20725

Date	Description	GL Accounts	Item Description	GST	Amount
22/06/2019	Shire of Sandstone	PL001C	Fuel	\$0.91	\$ 10.00
					\$ 10.00

	\$ 10.00
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Business Credit Card - Works Supervisor David Holland

Date	Description	Accounts	Account Description	Amount
7/06/2019	Shire of Sandstone	PM001A	Remake damaged license plate	\$0.00 \$ 17.70
8/06/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00 \$ 80.00
8/06/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00 \$ 100.00
17/06/2019	Shire of Sandstone	PS013A	Fuel	\$1.82 \$ 20.00
20/06/2019	Shire of Sandstone	11307	ULP for shire mowers	\$10.91 \$ 120.00
25/06/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00 \$ 50.00
25/06/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00 \$ 18.00
28/06/2019	Shire of Sandstone	13610	ULP sale	\$5.11 \$ 56.21
1/07/2019	Bunnings	12209	Torch head light	\$2.45 \$ 27.00
4/07/2019	Shire of Sandstone	13610	ULP sale	\$3.01 \$ 33.09
5/07/2019	Shire of Sandstone	13610	ULP sale	\$8.79 \$ 96.65
				\$ 618.65

	\$ 618.65
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Total Credit Card Purchases

1301000	Municipal Cash at Bank GEN	\$ 628.65
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Authorised by Shire President: _____

Authorised By CEO: _____

Alice Atkinson Caravan Park

(A/c 1134010)

10.2.2E

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/2019	2019/2020
Jul	\$16,395.00	\$21,930.19	\$32,654.00	\$24,435.55	\$22,536.91	\$19,140.02	\$ 19,252.29
Aug	\$16,260.00	\$22,489.10	\$18,679.57	\$22,676.78	\$17,235.90	\$18,144.07	\$ 18,793.65
Sep	\$16,157.00	\$15,325.47	\$13,046.20	\$18,496.61	\$16,588.18	\$18,384.53	
Oct	\$7,457.00	\$7,707.52	\$5,653.00	\$11,461.64	\$9,411.81	\$9,243.66	
Nov	\$2,201.00	\$3,224.55	\$3,508.27	\$4,323.23	\$4,633.83	\$4,270.90	
Dec	\$2,343.00	\$2,392.74	\$2,672.00	\$1,236.92	\$3,036.34	\$2,126.37	
Jan	\$3,059.00	\$1,520.92	\$3,263.00	\$1,634.42	\$3,043.18	\$3,903.65	
Feb	\$2,449.00	\$3,515.47	\$3,297.00	\$3,066.37	\$2,439.08	\$2,910.02	
Mar	\$6,139.46	\$6,141.39	\$5,952.00	\$4,913.24	\$5,027.25	\$3,356.64	
Apr	\$10,522.00	\$12,376.00	\$15,063.17	\$13,257.30	\$11,116.32	\$9,514.10	
May	\$19,512.00	\$16,026.83	\$23,453.90	\$14,765.26	\$14,088.65	\$15,029.57	
Jun	\$9,776.00	\$21,345.00	\$26,212.65	\$16,198.18	\$17,354.29	\$17,029.77	
TOTALS	\$112,270.46	\$133,995.18	\$153,454.76	\$136,465.50	\$126,511.74	\$123,053.30	\$38,045.94

10.2.2F

Fuel Income - Council ULP & Diesel Bowsers (A/cs 13610 & 13620)

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Jul	\$41,263.96	\$50,940.00	\$39,075.10	\$60,551.45	\$48,979.12	\$56,116.95
Aug	\$37,407.46	\$38,632.96	\$44,613.64	\$61,955.12	\$45,682.83	
Sep	\$25,910.32	\$23,186.43	\$47,618.57	\$76,240.49	\$54,266.51	
Oct	\$18,971.46	\$20,692.00	\$32,569.00	\$41,844.12	\$39,110.50	
Nov	\$11,392.14	\$15,434.05	\$24,804.85	\$54,568.74	\$18,652.83	
Dec	\$10,397.28	\$16,511.00	\$21,542.96	\$33,328.07	\$14,660.87	
Jan	\$6,037.49	\$8,748.00	\$19,604.18	\$19,899.18	\$14,010.36	
Feb	\$8,228.65	\$9,674.00	\$14,865.81	\$18,041.82	\$17,779.41	
Mar	\$9,058.38	\$16,670.00	\$19,912.57	\$27,745.89	\$19,029.69	
Apr	\$24,081.02	\$23,719.17	\$32,477.99	\$41,489.51	\$29,127.88	
May	\$32,577.22	\$32,980.86	\$49,949.19	\$41,510.43	\$42,613.52	
Jun	\$31,479.00	\$34,996.72	\$47,983.40	\$41,564.04	\$37,991.35	
TOTALS	\$256,804.38	\$292,185.19	\$395,017.26	\$518,738.86	\$381,904.87	\$56,116.95

OUTSTANDING Rates Report

OUTSTANDING RATES REPORT
31/07/2019

Total Rates Outstanding	\$	9,906.86
Comprising:		
Rates (Current & Arrears)	\$	8,769.23
Rates (Pensioners)	-\$	99.75
Refuse collection	\$	-
ESL	\$	1,237.38
TOTAL	\$	9,906.86
Outstanding Rates 31/07/2018		
		\$720,331.85

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Shire of Sandstone

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10.2.2A

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
105325	01/08/2019	Department Of Transport	Int receipt 29958 - J Starr S610	7		699.25
105326	02/08/2019	Horizon Power	Streetlights from 1/7/2019 - 31/7/2019	7		693.03
105327	02/08/2019	Department Of Transport	12 months registration for S774	7		24.00
105328	16/08/2019	Department Of Transport	Int Receipt 29955 J Starr renewal 1TPP140 Caravan registration 12 months	7		134.75
105329	20/08/2019	Telstra Corporation Ltd	Satellite phone account August 19	7		296.37
105330	20/08/2019	Water Corporation	House at 6 Hack St Sandstone Lot 86	7		4,781.51
105331	29/08/2019	Water Corporation	House at 16 Green St Sandstone	7		93.12
105332	29/08/2019	Telstra Corporation Ltd	Telstra account usage charges to 10 Aug. service & equip rental to 10 Sept	7		1,350.74
105333	29/08/2019	Department Of Transport	Plate Change for PC011B	7		16.75

REPORT TOTALS

Bank Code	Bank Name	TOTAL
7	BankWest Muni Account	8,089.52
TOTAL		8,089.52

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102.2B.

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7095	02/08/2019	Blackwoods	Kit pump diesel wall mount	7		1,227.68
EFT7096	02/08/2019	Compac Sales Pty Ltd	Compac online monthly service charge, payment express monthly service charge	7		148.06
EFT7097	02/08/2019	Motorpass Wright Express Australia Pty Ltd - WEX	Fuel cards for July 2019	7		413.68
EFT7098	02/08/2019	Marg & Paul Dixon	Reimbursement for purchase of kettle and frypan for camp kitchen at Caravan Park.	7		83.00
EFT7099	02/08/2019	Major Motors	Filters and element kits for Isuzu trucks	7		1,428.19
EFT7100	02/08/2019	Sun City Batteries	6 x 6V 4.5AH Batteries	7		144.00
EFT7101	02/08/2019	Vicki McQuie	Sale of goods on consignment at Visitor Centre	7		4.25
EFT7102	02/08/2019	David Hadden Environmental Health & Building Services	Consulting/Administration, Building permit 01/19.	7		1,045.00
EFT7103	02/08/2019	Anna Johnson - Dingo Meeka	Sale of goods on consignment at Visitor Centre	7		22.02
EFT7104	02/08/2019	Toll Transport Pty Ltd	Freight from WINC and Curtis	7		173.40
EFT7105	02/08/2019	Perth Bowls Centre	Bowling balls 6 sets of various sizes	7		2,280.00
EFT7106	02/08/2019	Linear Hydraulic Services Pty Ltd	Repairs to hydraulic cylinder	7		1,800.98
EFT7107	02/08/2019	Beattie Haulage	Freight from Linear Hydraulics to Mt Magnet	7		84.70
EFT7108	02/08/2019	The Hanging Man	3 x Hanging system DIY kit, extra spring hooks.	7		475.61
EFT7109	02/08/2019	Outback Grave Markers Inc	Donation as per council resolution 46/19	7		5,000.00
EFT7110	02/08/2019	Bethell Lillian Walton	Wine, cheese, biscuits for Art Show, toaster for CVP.	7		249.84
EFT7111	02/08/2019	Market Creations Pty Ltd	Managed monthly service agreement - standard package	7		1,897.01

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Shire of Sandstone

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7112	02/08/2019	Canine Control	Ranger services	7		660.00
EFT7113	02/08/2019	Bobbie O'Brien	Sale of goods on consignment at Visitor Centre	7		24.65
EFT7114	02/08/2019	WesTrac Pty Ltd	Lube filter, filter, elements, air filters as per quote Q331959	7		1,207.31
EFT7115	02/08/2019	Ocean to Outback Design	Sale of goods on consignment at Visitor Centre	7		25.50
EFT7117	02/08/2019	Aus Record	Building license P/File 60mm x 50	7		184.25
EFT7118	02/08/2019	Landgate - Midland	Mining tenements schedule no M2019/7 dated 25/6/19 - 11/7/19	7		88.00
EFT7119	02/08/2019	Hema Maps Pty Ltd	Maps for resale in Visitor Centre	7		326.96
EFT7120	02/08/2019	Shire Of Meekatharra	Training Arthur Wainwright - Supervision part 3 3/7/19 - 5/7/19	7		650.00
EFT7121	02/08/2019	Jays Electrical Service	Electrical work as requested 23/7/2019 & 29/7/2019	7		627.00
EFT7122	02/08/2019	Mt Magnet Meat Supply	Meat for sausage sizzle at Bowling day	7		75.00
EFT7123	02/08/2019	Mt Magnet Post and Lotteries	Reimbursement of cash component for F/E 6/8/2019	7		3,100.00
EFT7124	02/08/2019	Helen Cavallaro	Sale of goods on consignment at Visitor Centre	7		27.20
EFT7125	02/08/2019	Rhonda Miles	Sale of goods on consignment at Visitor Centre	7		51.00
EFT7126	05/08/2019	Outback Gems	Assorted gems for resale in Visitor Centre	7		1,219.00
EFT7127	16/08/2019	Fuelfix Pty Ltd	Supply and fit Compac 50 meter on to the unleaded bowser.	7		3,626.70
EFT7128	16/08/2019	McMahon Burnett Transport	Freight from Aus record	7		73.15
EFT7129	16/08/2019	Moore Stephens	Compilation of Statement of Financial Activity and BAS for June 2019, Budget detail template.	7		7,345.80
EFT7130	16/08/2019	Seivy's Mechanical Services	Tyres and battery	7		1,070.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7131	16/08/2019	Toll Transport Pty Ltd	Freight to state library	7		70.00
EFT7132	16/08/2019	WINC Australia Pty Ltd	Metered charges on Lanier copier	7		1,197.03
EFT7133	16/08/2019	Refuel Australia - Geraldton Fuel - Caltex	Bulk fuel / oils purchased in July 2019	7		75,252.54
EFT7134	16/08/2019	BOC Limited	Container service daily tracking for period 28/6/19-28/7/19	7		98.90
EFT7135	16/08/2019	JR & A Hersey Pty Ltd	Outdoor crew uniform	7		288.50
EFT7136	16/08/2019	IT Vision Australia Pty Ltd	Monthly financial processing service July 2019	7		6,633.00
EFT7137	16/08/2019	Australia Post	Postage costs	7		30.22
EFT7138	16/08/2019	Jays Electrical Service	Electrical work as requested	7		550.00
EFT7139	16/08/2019	AIT Specialists Pty Ltd	Completion of fuel tax credits for July 2019	7		276.13
EFT7140	16/08/2019	Mt Magnet Post and Lotteries	Reimbursement of Cash component for F/E 20/8/2019	7		3,304.00
EFT7141	16/08/2019	Murchison Hardware	Water, hardware for July	7		211.35
EFT7142	29/08/2019	McMahon Burnett Transport	Freight from Wardrobe Man, Winc	7		129.11
EFT7143	29/08/2019	Major Motors	Oil filter, element, fuel filter, ACL filter	7		582.99
EFT7144	29/08/2019	Martin's Trailer Parts	Ringpull fixed 6T alko ADR couplings	7		397.34
EFT7145	29/08/2019	Bridgestone Welshpool	Tyres x 4 255/70R22.5	7		1,729.20
EFT7146	29/08/2019	WINC Australia Pty Ltd	Metered charges on Lanier copier 20/7/19 to 20/8/19	7		1,169.93
EFT7147	29/08/2019	Bunnings Building Supplies	Garden hose pipe, spray nozzle	7		71.18
EFT7148	29/08/2019	Market Creations Pty Ltd	Monthly managed service agreement-standard package	7		1,069.82
EFT7149	29/08/2019	Lock, Stock & Farrell Locksmith Pty Ltd	Carbine 201 Cylinder 6 pin lock for laundry door 8 Griffith St	7		107.75

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT7150	29/08/2019	State Library of WA	Annual fee for lost and damaged public library materials 2019-20	7		220.00
EFT7151	29/08/2019	Metal Artwork Creations	Dyna gold name badges for H Hawkins, M Duhig	7		25.30
EFT7152	29/08/2019	Jays Electrical Service	Electrical work as requested 27/8/19	7		429.00
EFT7153	29/08/2019	Mt Magnet Post and Lotteries	Reimbursement of Cash component F/E 3/9/2019	7		3,150.00
EFT7154	29/08/2019	WA Hino	Lube Kit, Filters, Element	7		837.90

REPORT TOTALS

Bank Code	Bank Name	TOTAL
7	Bank West Muni Account	134,690.13
TOTAL		134,690.13

Shire of Sandstone Business Credit Card Reconciliation - August 2019

Business Credit Card - CEO Harry Hawkins
CREDITOR 20725

10.2.2D

Date	Description	GL Accounts	Item Description	GST	Amount
8/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 30.00
12/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 25.00
18/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 20.00
18/07/2019	Shire of Sandstone	S006	Plate change	\$2.52	\$ 27.70
19/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 30.00
21/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 50.00
23/07/2019	Shire of Sandstone	136310	Calibration of bowsers	\$0.91	\$ 10.00
23/07/2019	Shire of Sandstone	136310	Calibration of bowsers	\$1.36	\$ 15.00
23/07/2019	Shire of Sandstone	136310	Calibration of bowsers	\$1.82	\$ 20.00
23/07/2019	Shire of Sandstone	136310	Calibration of bowsers	\$2.73	\$ 30.00
23/07/2019	Shire of Sandstone	136310	Calibration of bowsers	\$2.73	\$ 30.00
31/07/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00	\$ 50.00
2/08/2019	Murchinson Jandamarra	1041040	Bread for Bowls opening	\$0.00	\$ 10.50

\$ 348.20

Business Credit Card - Works Supervisor David Holland

Date	Description	Accounts	Account Description	Amount
31/07/2019	Diesel Motors	PL009	Mercedes Ambulance	\$33.24
6/08/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00
6/08/2019	Shire of Sandstone	13638	Cash fuel sale	\$0.00

\$ 445.67

Total Credit Card Purchases

1301000 Municipal Cash at Bank GEN

\$ 793.87

Authorised by Shire President: _____

Authorised By CEO: _____

Alice Atkinson Caravan Park

(A/c 1134010)

10.2.2E

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/2019	2019/2020
Jul	\$16,395.00	\$21,930.19	\$32,654.00	\$24,435.55	\$22,536.91	\$19,140.02	\$ 19,252.29
Aug	\$16,260.00	\$22,489.10	\$18,679.57	\$22,676.78	\$17,235.90	\$18,144.07	\$ 18,793.65
Sep	\$16,157.00	\$15,325.47	\$13,046.20	\$18,496.61	\$16,588.18	\$18,384.53	
Oct	\$7,457.00	\$7,707.52	\$5,653.00	\$11,461.64	\$9,411.81	\$9,243.66	
Nov	\$2,201.00	\$3,224.55	\$3,508.27	\$4,323.23	\$4,633.83	\$4,270.90	
Dec	\$2,343.00	\$2,392.74	\$2,672.00	\$1,236.92	\$3,036.34	\$2,126.37	
Jan	\$3,059.00	\$1,520.92	\$3,263.00	\$1,634.42	\$3,043.18	\$3,903.65	
Feb	\$2,449.00	\$3,515.47	\$3,297.00	\$3,066.37	\$2,439.08	\$2,910.02	
Mar	\$6,139.46	\$6,141.39	\$5,952.00	\$4,913.24	\$5,027.25	\$3,356.64	
Apr	\$10,522.00	\$12,376.00	\$15,063.17	\$13,257.30	\$11,116.32	\$9,514.10	
May	\$19,512.00	\$16,026.83	\$23,453.90	\$14,765.26	\$14,088.65	\$15,029.57	
Jun	\$9,776.00	\$21,345.00	\$26,212.65	\$16,198.18	\$17,354.29	\$17,029.77	
TOTALS	\$112,270.46	\$133,995.18	\$153,454.76	\$136,465.50	\$126,511.74	\$123,053.30	\$38,045.94

10.2.2F

Fuel Income - Council ULP & Diesel Bowsers (A/cs 13610 & 13620)

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Jul	\$41,263.96	\$50,940.00	\$39,075.10	\$60,551.45	\$48,979.12	\$56,116.95
Aug	\$37,407.46	\$38,632.96	\$44,613.64	\$61,955.12	\$45,682.83	\$71,189.96
Sep	\$25,910.32	\$23,186.43	\$47,618.57	\$76,240.49	\$54,266.51	
Oct	\$18,971.46	\$20,692.00	\$32,569.00	\$41,844.12	\$39,110.50	
Nov	\$11,392.14	\$15,434.05	\$24,804.85	\$54,568.74	\$18,652.83	
Dec	\$10,397.28	\$16,511.00	\$21,542.96	\$33,328.07	\$14,660.87	
Jan	\$6,037.49	\$8,748.00	\$19,604.18	\$19,899.18	\$14,010.36	
Feb	\$8,228.65	\$9,674.00	\$14,865.81	\$18,041.82	\$17,779.41	
Mar	\$9,058.38	\$16,670.00	\$19,912.57	\$27,745.89	\$19,029.69	
Apr	\$24,081.02	\$23,719.17	\$32,477.99	\$41,489.51	\$29,127.88	
May	\$32,577.22	\$32,980.86	\$49,949.19	\$41,510.43	\$42,613.52	
Jun	\$31,479.00	\$34,996.72	\$47,983.40	\$41,564.04	\$37,991.35	
TOTALS	\$256,804.38	\$292,185.19	\$395,017.26	\$518,738.86	\$381,904.87	\$127,306.91

OUTSTANDING Rates Report

OUTSTANDING RATES REPORT
31/08/2019

Total Rates Outstanding	\$	7,732.93
Comprising:		
Rates (Current & Arrears)	\$	6,586.72
Rates (Pensioners)	\$	99.75
Refuse collection	\$	-
ESL	\$	1,245.96
TOTAL	\$	7,732.93
Outstanding Rates 31/08/2018		\$629,862.79

