

# Ordinary Meeting of Council

Pannawonica



## Attachments (Public Document)

27 September 2016

Mayu Maya Centre  
Pannawonica  
1.00pm



The Shire of Ashburton 10 year Community Strategic Plan (2012-2022) provides focus, direction and represents the hopes and aspirations of the Shire.

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## Our Vision

The Shire of Ashburton will be a vibrant and prosperous place for work, leisure and living



## Our Mission

Working together, enhancing lifestyle and economic vitality



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### Community Goals

- Vibrant and Active Communities
- Economic Prosperity
- Unique Heritage and Environment
- Distinctive and Well-services Places
- Inspiring Governance

### Future Focus

The next four years will see a strong focus on:

1. Community inclusion and participation
2. Provision of infrastructure that enables economic strength
3. Economic strength
4. Organisation stability
5. Staying ahead of the game
6. Development of our governance

## Governance &amp; Executive Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	08/2016	17.2	Notice Of Motion – Request A Report On How Shire Of Ashburton Towns Can Become “RV Friendly”	Request a report to Council on how Shire of Ashburton towns can become “RV Friendly Towns” to encourage further tourism and associated benefits to our towns. RV Friendly Towns scheme is an initiative of the Campervan and Motorhome Club of Australia and is a helpful way for caravans’ and campers to help identify friendly towns for stop overs. Further information can be found at <a href="https://www.cmca.net.au/">https://www.cmca.net.au/</a>	<b>Completed</b> Report presented to September Council Meeting. (August 2016)
2	08/2016	19.1	Confidential Item – Industrial Relations Advice <b>MINUTE: 23</b>	That Council authorise the Shire President and the Deputy Shire President to seek industrial relations advice from WALGA.	<b>Ongoing</b> Council direction yet to be decided. (August 2016)
3	07/2016	19.1	Confidential Item – Sale of Lot 9500 Onslow Road, Onslow <b>MINUTE: 14</b>	That Council: 1. Proceed with the course of action recommended in the 5 July 2016 Kyle & Company legal advice, and that a further report be presented to Council once the necessary information has been sought and collected by Kyle & Company. 2. Prior to the Council Meeting referred to in (1) above a second opinion be secured from a contractual lawyer to advise if there are any alternative courses of action that Council could consider.	<b>Completed</b> Report presented to September Council Meeting. (August 2016)
4	11/2015	11.6	Proposal for Agenda Items for Pilbara Regional Council Meeting in Regards to the Pilbara Flight Costs <b>MINUTE: 12026</b>	That Council request that the Pilbara Regional Council to conduct a study into the issue of prices of Pilbara air fares to/from Perth, with the view to ascertaining options as to how these prices might be lowered whilst still maintain airline and airport sustainability, and reasonable service levels to the Pilbara communities.	<b>Ongoing</b> PRC at its 23 November 2015 Council Meeting agreed to progress discussions with relevant parties.

## Governance &amp; Executive Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
5	09/2015	11.3	Onslow Staff Housing Options Recommendations 2015-2016 <b>MINUTE: 11999</b>	That Council: 1. Authorise the Chief Executive Officer to investigate the construction or purchase of new or existing housing within Onslow to a maximum combined expenditure of \$2.2M for the purpose of staff housing relief; 2. Authorise the Chief Executive Officer, with the written approval of the Shire President, to enter into a contract of sale for the acquisition of any appropriate dwellings, to a maximum combined expenditure of \$2.2M; 3. Authorise investigations into the cost of dwelling construction on Shire land in Onslow for consideration in next year's budget; 4. Quarantines any operational savings from decreased expenditure on staff housing leases in the 2015/2016 year (if any) for further purchase or construction of dwellings;	The February 2016 PRC Meeting resolved that it continues using flight watch and asks that the CEO formalise a strategy for an advocacy initiative. (February 2016)  Still progressing (August 2016)  <b>Progressing</b> 1. Completed. 2. Progressing. Tenders for Barrarda house construction to be presented to September OCM. Commencement of Barrarda houses anticipated to commence approximately November 2016. Completion will depend on the construction type/method but likely to be ready for habitation before the end of the 2016/17 financial year. 3. Completed. 4. Completed. All available funds utilised within 2016/17 budget.

## Governance &amp; Executive Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>5. Request the Minister for Lands to;</p> <ol style="list-style-type: none"> <li>Revoke the current Management Order for Reserve 42094;</li> <li>Change the purpose of Reserve 42094 from "Drainage" to "Staff Housing"; and</li> <li>Issue a Management Order to the Shire of Ashburton for the purpose of "Staff Housing" for Reserve 42094 with power to lease.</li> </ol>	<p>5. Completed (August 2016)</p>
6	05/2015	11.3	<p>Notice of Motion - Local Indigenous Communities and State Government Consultation</p> <p><b>MINUTE: 11955</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>Engages with the WA State Government's proposed consultation process so as to contribute to the WA State Government's planning for remote Indigenous communities in the Shire of Ashburton;</li> <li>Monitor the State Government consultation process to ensure the views of the several local Indigenous communities are adequately invited; and</li> <li>Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained.</li> </ol>	<p><b>Progressing</b></p> <p>The State Government released its 'road map' for remote indigenous communities on 14 July 2016 (<a href="http://regionalservicesreform.wa.gov.au/p/roadmap">http://regionalservicesreform.wa.gov.au/p/roadmap</a>).</p> <p>The \$20 million allocation is towards the eight town-based reserves in the Pilbara, and will be a joint initiative between the Pilbara Development Commission and Regional Services Reform Unit (this is the \$20m that was allocated several years ago to the Pilbara Development Commission but not yet spent and it is hoped that \$5m of that will be programmed towards Bindi Bindi).</p>

## Governance &amp; Executive Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
7	04/2015	11.4	Fuel Watch Proposal for Ashburton District <b>MINUTE: 11937</b>	That Council:  1. Lodge with the Department of Consumer Protection – FuelWatch, a formal request to amend Schedule 1 of the Petroleum Products Pricing Regulations to include the Shire of Ashburton within the FuelWatch boundary.  2. Authorises that public consultation be conducted to determine whether there is support from the general public to include the Shire of Ashburton in the FuelWatch boundary, should FuelWatch advise that it has received the necessary support from the fuel retailers within the Shire of Ashburton.	Officers will study the report and revisit the Council resolution of May 2015 (Local Indigenous Communities and State Government Consultation) to ascertain what action the Shire should now take (if any). A report should be available by October 2016.  (August 2016).  <b>Completed</b> Advice received 8 March 2016 that the review of retail site's responses has been completed. Overall the retailers did not support the proposal to be included in the FuelWatch boundaries. The issue has been referred to the Minister for his consideration and advice.  (March 2015)  Advice received from FuelWatch that the proposal has been forwarded to the Commissioner for his consideration, an official response should be received in July.

## Governance &amp; Executive Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
8	07/2014	16.2	<p>In Principle Support for a Joint Development Between the Shire and the Department of Housing for Staff Housing in Onslow</p> <p><b>MINUTE:</b> 11831</p>	<p>The officer recommendation be adopted and that Council:</p> <ol style="list-style-type: none"> <li>1. Provide in-principle support for a joint development partnership between the Department of Housing and the Shire of Ashburton for the development of Service Worker and Staff Accommodation across Lots 396, 397 on Reserve 41970 and Lots 398, 399 and 400 Third Avenue Onslow;</li> <li>2. Delegate authority to the Chief Executive officer to progress the proposal and negotiate the financial terms, project management arrangements and design concepts of the proposed joint development partnership; and</li> <li>3. Request a final report to be presented to Council at a later date that details the particulars of the project before commencement of the proposed partnership.</li> </ol>	<p>(July 2016)</p> <p>Fuelwatch did not receive support from all fuel retailers in the locality in order to support a recommendation to extend the FuelWatch boundary. They are reviewing the policy for adding individual fuel retailers.</p> <p>(August 2016)</p> <p><b>On Hold</b></p> <p>Awaiting Department of Housing to provide a firm position for the Shire's consideration. Joint Venture proposal "temporarily stalled" due to insufficient demand for service worker accommodation.</p> <p>Shire progressing its own housing supply options in the interim (11.4 – 20 May 2015).</p> <p>Next progress on this item is expected to be late in 2016.</p> <p>(May 2015)</p>

## Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	08/2016	17.6	Notice Of Motion - Planting of Trees	Cr Thomas - Planting of Trees – Shire Town site / Communities tree planting programme over a 3 year programme. Staff to propose planting areas. No. trees sought. Costs of plants / planting projects / community club activity. School projects. Purchase of plants locally. Purchase of fertiliser locally.	<b>Progressing</b> Item to September Council meeting (September 2016) <b>(COMPLETED).</b>
2	08/2016	17.7	Notice Of Motion – Annual Town Site Residential Garden Competition	Annual Town site Residential Garden Competition for Tom Price, Paraburdoo, Pannawonica and Onslow, to be announced now for the judging to be completed within month of September 2016. Suggested awards to consist of plants suitable for planting within. Staff to provide organisation, costing and procedures.	<b>Progressing</b> Item to September Council (September 2016) <b>(COMPLETED).</b>
3	07/2016	11.3	Aboriginal Committee – 21 June 2016 <b>MINUTE: 3</b>	That Council endorse the recommendations of the Aboriginal Reference Committee held on 21 June 2016, namely, that Council:  7.1 OBJECTIVES AND BUDGET IMPLICATIONS OF THE ABORIGINAL REFERENCE COMMITTEE  Note the officer's report and ask that Councillors submit to the Committee their suggestions on what projects and activities are desired in order to establish an appropriate budget allocation.  7.2 REVIEW OF ELM19 RECOGNITION OF ABORIGINAL CULTURE AND HISTORY; AND COUNCILLOR DECLARATION POLICY  7.3 REQUEST FOR DONATION – CLEAN-UP OF “WESTSIDE CAMP” –	<b>Progressing</b>  7.1 No suggestions have been received.  7.2 Agenda item being progressed to September Council meeting. <b>(COMPLETED).</b>  7.3 The donation has



## Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				YINHAWANGKA CORPORATION Agrees to make a donation to the Yinhawangka group for refuse site tip fees for the clean-up of the "Westside Camp" of \$17,723.14 from account 040282 Donations from Council account, acknowledging it as over- budget expenditure. 7.4 REQUEST FOR DONATION – EMERGENCY SERVICES LEVY – BINDI BINDI COMMUNITY ONSLOW AND REFUSE COLLECTION CHARGES Alters policy REC08 Community Donations, Grants and Funding as per ATTACHMENT 11.3B. Note that the Committee deferred consideration of this agenda item until the next Committee Meeting.	been processed by Finance. <b>(COMPLETED).</b>  7.4 Application has been made for grant, with item for consideration at September Council meeting  (September 2016) <b>(COMPLETED).</b>
4	07/2016	12.1	Notice of Motion – Request for Donation to Bindi Bindi Aboriginal Community  <b>MINUTE: 5</b>	That Council agrees to consider an application by Bindi Bindi Aboriginal Community, should one be made, as per Section 5 of Policy RECO8 Community Donations, Grants and Funding for a cash donation for the purchase and construction of a new playground, provided funding from other third party sources (e.g. Lotteries Commission) has also been sought and ongoing maintenance responsibility remains with the Bindi Bindi Aboriginal Community.	No action required until an application is received.  (September 2016) <b>(COMPLETED).</b>
5	04/2016	12.3	Notice of Motion – Tom Price Swimming Pool Opening Hours  <b>MINUTE: 12079</b>	That Council seek to partner, on equal financial terms, with the Tom Price Amateur Swimming Club in commissioning the production of a detailed report, at a cost of \$17,500 each, addressing all the capital and ongoing operational costs that would be associated with the purchase and installation of a solar powered pool heating system and extending the swimming season at the Vic Hayton Memorial Swimming Pool. The Shire's portion of the costs to be accessed from the Office of the CEO Consultant/Project Costs Budget – GL 040056.	<b>Ongoing</b>  Club notified of outcome at April Council meeting Council Meeting April Tom Price Amateur Swimming club is

## Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
6	12/2015	12.1	Onslow Community Garden – Management <b>MINUTE: 12036</b>	That Council authorise the Chief Executive Officer to seek formal comments from the Department of Education in regard to the potential of a Lease (including the primary conditions) of the land containing the Onslow Community Garden, for Council's further consideration.	currently out of season and no decision has been made. (May 2016) <b>Ongoing</b> Ongoing negotiation with Education Department drafting terms of agreement and next steps required. (July 2016)
7	12/2014	12.1	Youth Engagement Strategy <b>MINUTE: 11889</b>	That Council: 1. Endorse the development of a Youth Engagement Strategy to replace Policy REC11 (Youth Advisory Council) for Council's future consideration; and 2. Require, the Youth Engagement Strategy to be referred back to Council for its consideration.	<b>Progressing</b> Shire has successfully accessed a \$10,000 grant (January 2016) to assist with the further development of the youth strategy. Plan for proposed youth training being developed by Community Development,

## Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
8	01/2014	11.1	<p>Entry Statements Onslow, Paraburdo And Tom Price, And Anzac Park Redevelopment For Paraburdo.</p> <p><b>MINUTE: 11730</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Acknowledges Smith Sculptors as providing a unique service as per Local government (functions and General) Regulations 1996 Part 4 Division 2 11 (2) (f) and appoints them as the designers, constructor's and installers of the Tom Price, Onslow and Paraburdo Entry statements and the Tom Price and Paraburdo Anzac Parks;</li> <li>2. Accepts the design concepts for the Onslow Entry Statement (attachment 11.1A), the Paraburdo Entry Statement (attachment 11.1B), the Paraburdo Anzac Park (attachment 11.1D) and the Tom Price Anzac Park (attachment 11.1E);</li> <li>3. Allocates priority to the Tom Price and Paraburdo Anzac Parks and authorises the CEO to apply his best endeavors to identify and source external funding opportunities for these projects; and</li> <li>4. Considers a contribution to the costs of these projects as part of its 2014/15 budget deliberations.</li> </ol>	<p>Community and Capacity Development team (March 2016)</p> <p>Progressing plan strategy development (August 2016)</p> <p><b>Ongoing</b></p> <p>Attempts to identify external funding ongoing and Council contribution will be reconsidered as part of 2016/17 budget. (January 2016)</p> <p>8.1 Capital allocation in the 2016/17 budget \$10k Tom Price Entry Statement (September 2016)</p>

## Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	08/2016	17.1	Notice Of Motion - Review Of Council Policy EMP24 - Corporate Credit Card	Request a report to Council on review of Council Policy EMP24 Corporate Credit Card on including a requirement that staff credit card statements be lodged as attachments in the Schedule of Accounts & Credit Card purchases section in the monthly financial report to Council at each monthly Ordinary Meeting of Council.	<b>Completed</b> Item in September 2016 OCM Agenda. (September 2016)
2	08/2016	17.4	Notice Of Motion - Review Of Council Policy EMP02 - Prohibited Areas - Wittenoom And Yampire Gorge	Request a report to Council on review of Council Policy EMP02 Prohibited Areas – Wittenoom and Yampire Gorge. The State Government has recently updated its' information on this prohibited area including map and current conditions. The new map and conditions may need to be added to the current Council policy. The updated State Government policy is on <a href="http://www.lands.wa.gov.au/Crown-Land/Contaminated-Site/Pages/Wittenoom">www.lands.wa.gov.au/Crown-Land/Contaminated-Site/Pages/Wittenoom</a>	<b>Completed</b> Item in September 2016 OCM Agenda. (September 2016)
3	08/2016	17.5	Notice Of Motion - Request A Report On The Formulation Of A Policy On 'Greening Ashburton'	Request a report to Council on the formulation of a policy on "Greening Ashburton" or something similar. As a guide Council Policy LPP14 "Percent for Public Art" policy. The Shire of Ashburton is experiencing rapid growth, particular in Onslow with new infrastructure with housing, of which appears to be a lack of trees and gardening, or "greening" in these areas. Similarly existing development – in particular Tom Price and Paraburdoo, trees are being removed, seemingly without permission, at the detriment of the townscape. Recent example is that the Rio Tinto owned properties in North Road in Tom Price all had trees removed on North Road, creating a barren landscape. The policy would need to take into consideration "greening" new infrastructure. That Council:	<b>Completed</b> Item in September 2016 OCM Agenda. (September 2016)
4	07/2016	13.5	Notice of motion – changes to FIN04 Buy Local – Regional Price Preference Policy <b>MINUTE: 9</b>	1. Adopts FIN04 Buy Local – Regional Price Preference Policy as per ATTACHMENT 13.5; 2. Approves to advertise the adopted Policy FIN04: "Buy Local Regional Price Preference Policy" in accordance with Section 24F of the Local Government (Functions and General) Regulations 1996;	<b>Ongoing</b> Policy advertised on 30/7/2016. Submissions close 27 August 2016.

## Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
5	07/2016	13.3	Extraordinary Election Tom Price Ward <b>MINUTE: 7</b>	<p>3. Adopts FIN04 Buy Local Regional Price Preference Policy following the advertising period should no submissions be received;</p> <p>4. Notes that in regard to purchases below the tender threshold, the CEO has addressed this matter by issuing a Directive to staff with purchasing ability to use all reasonable avenues to source local pricing, prior to accessing quotes or prices from outside district sources.</p> <p>5. Notes that Officers are collecting product price comparisons for distribution to Councillors under separate cover.</p> <p>That Council note that an extraordinary election will be held for one vacancy for the Tom Price Ward on Thursday, 20 October 2016 and -</p> <p>(a) declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election; and</p> <p>(b) decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.</p>	<p>No submissions were received and policy has been updated to AIMS (September 2016)</p> <p><b>Ongoing</b> Nominations closed on 14 September 2016, with 3 nominations received. An extraordinary election via postal ballot will be held on 20 October 2016. (September 2016)</p>

## Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
6	04/2015	13.4	Award of Tender RFT 31/14 – Design and Construction Onslow Shire Complex <b>MINUTE:</b> 11940	That Council:  3. Authorises the Chief Executive Officer to deal with any variations to the Tender to a maximum of 10% of the contract value, providing an appropriate budget variation is identified for any increases to the overall budget for the project.	<b>Ongoing</b> Ongoing until building completed. Site-works continuing. Official opening scheduled for 28 October 2016. (September 2016)
7	03/2015	13.3	Adjustment to the Onslow Townsite Boundary <b>MINUTE:</b> 11917	That Council requests the Minister for Lands to amend the Onslow townsite boundary in accordance with the attached plan ATTACHMENT 13.3 Onslow townsite Proposed Town Site Boundary dated March 2015 to accurately reflect the town's urban growth.	<b>Ongoing</b> Town Planning Schemes Amendments 21 & 22 have now been Gazetted. Project will now commence. (August 2016)
8	03/2015	13.5	Shire of Ashburton Long Term Financial Plan <b>MINUTE:</b> 11917	That Council:  2. Sets aside time for a Councillor Workshops (in the afternoon of Tuesday 14 April 2015) to discuss the Long Term Financial Plan and how it interacts with the Corporate Business Plan Review and the 2015/16 Annual Budget.	<b>Ongoing</b> Work has commenced to review the Long Term Financial Plan with

**Corporate Services Decision Status Report**

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
9	06/2013	11.4	Financial Management Audit  <b>MINUTE: 11545</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives the Financial Management Review as per Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996;</li> <li>2. Directs the Chief Executive Officer to take action on the recommendations contained in the report.</li> </ol>	<p>workshops planned.  (June 2016)</p> <p><b>Ongoing</b> Financial Management Review 2013 95% of issues now addressed.  Remaining issue relates to Business Continuity. A tender has been awarded for new equipment and is currently being installed.  (September 2016)</p>

## Development and Regulatory Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	09/2015	18.1	Control of Leucaena Trees <b>MINUTE: 12007</b>	<p>That the Shire of Ashburton requests the Pilbara Regional Council:</p> <ol style="list-style-type: none"> <li>To progress the formation of a Leucaena Management Group from member Councils and environmental organisations; and</li> <li>To approach WALGA for assistance to develop a Local Law to classify Leucaena as a "declared" weed in the Pilbara.</li> </ol>	<p><b>Ongoing</b></p> <p>PRC has written to member Council's to gauge interest in a regional response.</p> <p>Will await outcome of PRC survey prior to approaching WALGA re: request to assist with drafting a Local Law.</p> <p>Awaiting advice from PRC re: interest in regional response.</p> <p>(January 2016)</p>
2	07/2015	4.2.1	Shane Roulstone (Tom Price)	<p>Q1. Has Council considered implementing 5 minute parking zones between 7am and 4pm on school days for the 170m stretch of Tamarind St - outside the Tom Price Primary School? This would allow parents to safely drop off and pick their children, which is not possible when the parking area outside the school is taken up by other vehicles, which causes parents to double park or park on the other side of the street, which significantly increases the risk of a child being hurt on the road at drop off and pick up times. The "P5min - Drop off &amp; Pick up only during school days" is widely used by many councils to help keep children safe.</p>	<p><b>Ongoing</b></p> <p>The Senior Ranger has commenced a Shire-wide parking review and will work with Infrastructure Services to draft a strategy that will potentially need to</p>



## Development and Regulatory Services Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
3	12/2013	14.8	Onslow Rodeo Grounds (Reserve 39070) <b>MINUTE: 11718</b>	<p>There may be some merit in introducing restricted parking in front of the school on Tamarind Street however the matter needs some prior investigation. As such, it is suggested that the Shire engage in consultation with the school and any other relevant parties, to facilitate an investigation of the cause and severity of the parking problems in this location, and the best way of addressing the concerns raised regarding congestion and safety.</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Authorise the Chief Executive Officer to undertake an independent environmental 'audit' and detailed site investigation of Reserve 39070 to: <ul style="list-style-type: none"> <li>• determine what has been disposed of on the site;</li> <li>• address the classification as 'Possibly contaminated - investigation required'</li> <li>• whether the site is safe for use from any contaminants on or within the site; and;</li> <li>• any other matter relevant to the Council and the Department of Environment Regulation that would enable the withdrawal of Memorial M400302.</li> </ul> </li> <li>2. In relation to 1. above, Directs investigate if the audit is able to be conducted using current staff resources and expertise, and if not, direct funding, of up to \$50,000, for the environment audit and detailed site investigation of Reserve 39070 be taken from account 140114 (consultant/project costs) of up to \$50,000 and that it be recognised as over budget expenditure.</li> </ol>	<p>be endorsed by Council later in the year. (March 2016)</p>
				<p><b>Ongoing</b></p> <p>The changes to the Title have been lodged with Landgate by SED and the matter has been referred to DER for comment. DER have requested further information which Environmental Health are investigating / responding to. (August 2016)</p> <p>A full survey of lot 127 Onslow (that</p>	

**Development and Regulatory Services Status Report**

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
					<p>the rodeo grounds are on) was completed by MNG last month.</p> <p>Work was carried out on the rodeo grounds to cover all asbestos that was exposed to the environment in order to minimise the risk to public who attend events there.</p> <p>In August the rodeo event was held with no EH issues arising.</p> <p>Work still to be carried out in September; preparation of a management plan for the memorial site – to be submitted to DER.</p>

**Development and Regulatory Services Status Report**

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
					Testing of the topsoil held at the shire quarry (adjacent to the Rodeo grounds). If suitable, this soil is proposed to be used to provide a 500mm cover to the contaminated memorial site.  (August 2016)

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	08/2016	14.1	Proposed Recommendation Not to Proceed with Scheme Amendment No. 16 to the Shire of Ashburton Town Planning Scheme No. 7 – Rezoning of Precinct 2 as Outlined in the Old Onslow Airport Master Plan  <b>MINUTE: 18</b>	That Council:  Resolves in pursuance with Section 75 of the <i>Planning and Development Act 2005 (as amended)</i> , that it does not proceed with Scheme Amendment 16 to the <i>Shire of Ashburton Town Planning Scheme No. 7</i> by:  1. Advising the Western Australian Planning Commission and Minister for Planning of its decision not to proceed with the Amendment; and  2. Removes Scheme Amendment No. 16 from the Shire's list of active Scheme Amendments.	<b>PROGRESSING</b>  Minister advised of Council's resolution.  (August 2016)
2	05/2016	14.1	Proposed Scheme Amendment NO.31 to the Shire of Ashburton Town Planning Scheme No.7 to rezone lot 26 on Deposited Plan 216556 (Killawarra Drive, Area W) from Local Scheme Reserve 'Parks, Recreation and Drainage' to 'Residential R20'  <b>MINUTE: 12097</b>	That Council resolve that:  3. in pursuance of Section 75 of the Planning and Development Act 2005 (as amended), initiate Scheme Amendment 31 (Standard Amendment) to the Shire of Ashburton Town Planning Scheme No. 7 by:  a. Rezoning Lot 26 on Deposited Plan 216556 from 'Parks, Recreation and Drainage' to 'Residential R20' as shown on the Amendment Map;  b. Amending the Scheme Map Accordingly; and  4. the Amendment is a "Standard Amendment" under Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:  a. The amendment has minimal impact on land in the	<b>Progressing</b>  Report for final adoption for September OM.  (August 2016)

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
3	12/2015	14.1	Review of Shire of Ashburton Planning Scheme NO.7 as required for the 'Planning Health Check' per Planning and Development (Local Planning Schemes) Regulations 2015 <b>MINUTE: 12034</b>	<p>scheme area that is not the subject of the amendment; and</p> <p>b. The amendment does not result in any significant environmental, social, economic or governance impacts in the scheme area.</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the contents of the attached 'health check' report as per ATTACHMENT 14.1.</li> <li>Pursuant to Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 recommend to the Western Australian Planning Commission that:           <ol style="list-style-type: none"> <li>the Shire of Ashburton Town Planning Scheme No. 7 be amended to comply with the Planning and Development (Local Planning Schemes) Regulations 2015, and that this amendment be undertaken within six months; and</li> <li>that following the preparation and endorsement of a Local Planning Strategy by the Western Australian Planning Commission the Shire commence the preparation of a new Local Planning Scheme to replace the Shire of Ashburton Town Planning Scheme No. 7.</li> </ol> </li> </ol>	<p><b>Progressing</b></p> <p>DoP has agreed to the Shire's 'Deemed Scheme', that provides the basis for an omnibus scheme amendment to bring TPS7 into the new Model Scheme Text format.  (August 2016)</p>
4	11/2015	14.1	Reconsideration of Final Adoption of Amendment 29 to Rezone Portion of Lot 500 on Deposited Plan 401881 (Reserve 19291) Being the Site for the Onslow Waste	<p>That Council:</p> <ol style="list-style-type: none"> <li>Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 29; and</li> </ol>	<p><b>Complete</b></p> <p>Scheme map updated.  (August 2016)</p>

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			Transfer Station from 'Rural' to 'Public Purposes - Waste Disposal and Treatment'  <b>MINUTE: 12024</b>	<ol style="list-style-type: none"> <li>2. Pursuant to Part V of the Planning and Development Act 2005 and having considered the submissions lodged during the advertising period, adopts for final approval Amendment 29 to the Shire of Ashburton Local Planning Scheme No. 7 for the purpose of:               <ol style="list-style-type: none"> <li>a. Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as shown on the Amendment Map; and</li> <li>b. Amending the Scheme Map Accordingly;</li> </ol> </li> <li>3. Authorise the Shire President and the Chief Executive Officer to execute and affix the common seal of the Shire of Ashburton to the relevant documentation; and</li> <li>4. Refers Amendment No. 29 to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.</li> </ol>	
5	08/2015	19.1	Confidential Item - Carbone Report - Final Report (Nameless Valley and Onslow Airport Camps Fees and Charges; and Onslow Camp Continuation)  <b>MINUTE: 11992</b>	<ol style="list-style-type: none"> <li>4. Note that the matter of the Onslow Airport Camp accommodations/associated facilities tender is being dealt with through a Town Planning Scheme amendment proposal, which will be followed by a tender for the supply/hire of these facilities.</li> </ol>	<b>Ongoing</b>  Amendment 30 approved and waiting Minister's final signoff and gazettal.  (August 2016)

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
6	08/2015	17.2	Notice of Motion in regards to a review of the Transient Worker Accommodation Policy	CEO to initiate a review of LPP13 transient worker accommodation policies and any other related planning in light of other related Councilors opposition to double bunking. Councilors have expressed concerns as Chevron's intentions to double bunk at their Wheatstone Project.	<b>Ongoing</b> Need to undertake review of LPP13 in early 2016 and address Council concerns regarding double bunking.  Comprehensive review of all Local Planning Policies underway with workshop proposed for elected members July 2016  (June 2016)
7	04/2015	14.3	Final Adoption of Amendment 29 to Rezone Portion of Lot 500 on Deposited Plan 401881 (Reserve 19291) being the site for The Onslow Waste Transfer Station From 'Rural' to 'Public Purposes - Waste Disposal and Treatment'	That Council:  1. Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 29; and  2. Pursuant to Part V of the Planning and Development Act 2005 and having considered the submissions lodged during the advertising period, adopts for final approval Amendment 29 to the Shire of Ashburton Local Planning Scheme No. 7 for the purpose of:	<b>Complete</b>  Scheme map updated.  (August 2016)

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status								
8	02/2015	14.1	Proposed amendment to the Shire of Ashburton Town Planning Scheme NO. 7 to re-zone lot 111 Tom Price – Paraburdoo road, Tom Price 'Rural' to 'Special Use'	<p>a. Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as shown on the Amendment Map; and</p> <p>b. Amending the Scheme Map Accordingly;</p> <p>3. Authorise the Shire President and the Chief Executive Officer to execute and affix the common seal of the Shire of Ashburton to the relevant documentation; and</p> <p>4. Refers Amendment No. 29 to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.</p>									
8	02/2015	14.1	Proposed amendment to the Shire of Ashburton Town Planning Scheme NO. 7 to re-zone lot 111 Tom Price – Paraburdoo road, Tom Price 'Rural' to 'Special Use'	<p>That Council:</p> <p>1. In pursuance of Section 75 of the Planning and Development Act 2005 ("Act"), initiate Scheme Amendment No. 28 to the Shire of Ashburton Local Planning Scheme No. 7 ("Scheme") by:</p> <p>a) Rezoning Lot 111 Tom Price – Paraburdoo Road from 'Rural' to "Special Use" zone;</p> <p>b) Inserting the following provisions into Appendix 3 to the Scheme:</p> <table border="1" data-bbox="1117 465 1380 1330"> <thead> <tr> <th data-bbox="1117 1256 1187 1330">No.</th> <th data-bbox="1117 1066 1187 1256">Description of Land</th> <th data-bbox="1117 712 1187 1066">Special Use</th> <th data-bbox="1117 465 1187 712">Conditions</th> </tr> </thead> <tbody> <tr> <td data-bbox="1187 1256 1380 1330">3</td> <td data-bbox="1187 1066 1380 1256">Lot 111 Tom Price – Paraburdoo Road, Tom Price</td> <td data-bbox="1187 712 1380 1066">Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation</td> <td data-bbox="1187 465 1380 712">The use of the land shall generally be in accordance with a Local Government</td> </tr> </tbody> </table>	No.	Description of Land	Special Use	Conditions	3	Lot 111 Tom Price – Paraburdoo Road, Tom Price	Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation	The use of the land shall generally be in accordance with a Local Government	<p><b>Complete</b></p> <p>Amendment approved and published in Government Gazette. Scheme maps still to be updated by DoP. (August 2016)</p>
No.	Description of Land	Special Use	Conditions										
3	Lot 111 Tom Price – Paraburdoo Road, Tom Price	Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation	The use of the land shall generally be in accordance with a Local Government										



## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>Industry – extractive (bottled water) Reception Centre (amphitheater) Restaurant Storage facility/depot/laydown area Training Centre Transient Workforce Accommodation Visitor Centre Warehouse (food and beverage distribution) Workshop (housing maintenance and construction)</p> <p>approved masterplan that addresses but not be limited to land use, urban design, carparking, landscaping and integration within the site</p>	
9	02/2015	14.2	Proposed change of purpose for reserve 42467 from 'Recreation – Model Aircraft' to "Cultural Purposes" to allow for the use of the land	<p>c) Amending the Scheme Maps accordingly; and</p> <p>2. Advise the proponent accordingly and request the preparation of sufficient documentation to support the submission of Amendment 28 to the Environmental Protection Authority for assessment and subsequent public advertising.</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Request the Minister for Lands to;           <ol style="list-style-type: none"> <li>a) Amend the purpose of Reserve 42467 from 'Recreation to 'Cultural purposes';</li> <li>b) Issue a Management Order to the Shire of Ashburton</li> </ol> </li> </ol>	<p><b>Progressing</b></p> <p>Ongoing liason with Minister for Lands regarding request to modify reserve.</p>

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			for Aboriginal Arts and Cultural Tours	<p>with power to lease Reserve 42467; and</p> <p>2. Authorise the CEO to negotiate the terms of and execute a lease agreement between the Shire of Ashburton and Mr. Stevens or his nominated corporate identity for use of Reserve 42467.</p>	<p>Proponent with Native Title holders.</p> <p>(November 2015)</p> <p><b>Complete</b></p> <p>See item 4 above.</p> <p>(August 2016)</p>
10	11/2014	18.1	Proposed Amendment to the Shire of Ashburton Town Planning Scheme No. 7 to Reserve Portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes - Waste Disposal and Treatment'	<p>RESOLVED that the Council, in pursuance of Section 75 of the <i>Planning and Development Act 2005 (as amended)</i>, initiate Scheme Amendment 29 to the <i>Shire of Ashburton Town Planning Scheme No. 7</i> by:</p> <p>5. Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as shown on the Amendment Map; and</p> <p>6. Amending the Scheme Map Accordingly.</p>	<p><b>Complete</b></p> <p>See item 4 above.</p> <p>(August 2016)</p>
11	10/2014	14.2	Proposed Scheme Amendment to Rezone Part Lot 271 and Part Lot 277 Killawarra Drive, Tom Price from 'Parks, Recreation and Drainage' to 'Residential R20'	<p>That Council in pursuance of Section 75 of the <i>Planning and Development Act 2005</i> initiate Amendment 28 to the Shire of Ashburton Town Planning Scheme No. 7 by:</p> <p>1. Rezoning the following land parcels from 'Parks, Recreation and Drainage' reserve to 'Residential R20' as depicted on the amendment map:</p> <p>a. Portion Lot 277 Killawarra Drive and Amaroo Place, Tom Price  b. Portion Lot 271 Killawarra Drive and Jabbarup Place, Tom Price  c. Portion Lot 277 Killawarra Drive and Ceron Street, Tom Price</p>	<p><b>Ongoing</b></p> <p>Report prepared for final approval September OM (July 2016)</p>

## Development and Regulatory Services Status Report – Planning Services

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				2. Amending the Shire of Ashburton Town Planning Scheme No. 7 Scheme Map accordingly.	

## Active Scheme Amendments - Status

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
16	Rezone certain portions of Lot 16 on Deposited Plan 161140, Onslow Road, Onslow (Onslow Airport) to 'Mixed Business' Zone. (Stage 2)	16 March 2011	Rezone certain portions of Lot 16 on Deposited Plan 161140, Onslow Road, Onslow (Onslow Airport) from Public Purposes 'Airport' Reserve to 'Mixed Business' Zone. (Stage 2)	Minister for Planning advised that Council does not wish to proceed with the amendment. (August 2016)
23	New Provision in the Shire of Ashburton Local Planning Scheme No. 7 – Clause Height of Buildings in the 'Commercial and Civic' Zone, Onslow	21 March 2012	New Provision in the Shire of Ashburton Local Planning Scheme No. 7 – Clause Height of Buildings in the 'Commercial and Civic' Zone, Onslow.	Report to September 2016 OCM to recommend discontinuing amendment. (May 2016)
25	Revised in the Shire of Ashburton Local Planning Scheme No. 7 – Onslow	19 September 2012	Revised in the Shire of Ashburton Local Planning Scheme No. 7 – Onslow	Report to September 2016 OCM to recommend discontinuing amendment.

## Development and Regulatory Services Status Report – Planning Services

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
	Aerodrome Environs Area Special Control Area'		Aerodrome Environs Area Special Control Area'	(May 2016)
27	Reclassifying the land parcels from the 'Parks Recreation and Drainage' to 'Residential R20' part Lot 277 Killawarra Dr and Amaroo Pl, part Lot 271 Killwarra Dr and Jabbarup Pl, part Lot 277 Killawarra Dr and Ceron St			Report to Setember OCM to consider final approval
30	Airport TWA not zoned appropriately for ongoing use	15 July 2015	Proposed Amendment to the Shire of Ashburton Town Planning Scheme no. 7 to Rezone Portion of lot 16 Onslow Road from 'Public Purposes - Airport' reserve to 'Special Use 5' Zone	Amendment approved and awaiting gazettal. (July 2016)

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	08/2016	15.1	RFT 15/16 Onslow Waste Transfer Station Intersection Upgrade <b>MINUTE: 19</b>	<p>That Council notes that these works are a requirement of Main Roads WA, and:</p> <ol style="list-style-type: none"> <li>1. Accepts the Lump Sum Tender of \$292,785.88 (GST exclusive) from NTC Contracting for RFT1516 Construction of Sealed Intersection for Waste Transfer Station, Onslow in accordance with its Tender submission;</li> <li>2. Authorises the Chief Executive Officer to negotiate the final terms and execute the Contract documentation; and</li> <li>3. Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.</li> </ol>	<p><b>Progressing.</b> August Council meeting approved works. Contractor has advised start date mid September subject to approval from Shire  (September 2016)</p>
2	08/2016	17.3	Notice Of Motion – Review of Council Policy ENG02 – Access to Pastoral Properties	<p>Request a report to Council on review of Council Policy ENG02 Access to Pastoral Properties as to whether the policy is still relevant (Last reviewed in 2003); whether roads named in the policy are still appropriate; whether any changes are needed to modernise this policy including reference to pastoral station airstrips, and finally whether Council wishes to continue to support this policy, or revoke it. That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the Strategic Asset Management Plan 2016-2020 as a component of the Shire's Integrated Strategic Planning and Reporting Framework and in particular, for consideration as part of the ongoing annual and long term financial plans;</li> </ol>	<p><b>Progressing</b> Workshop planned for September Council Meeting  (September 2016)</p>
3	03/2016	15.1	Strategic Asset Management Plan <b>MINUTE: 12064</b>	<p>1. Endorses the Strategic Asset Management Plan 2016-2020 as a component of the Shire's Integrated Strategic Planning and Reporting Framework and in particular, for consideration as part of the ongoing annual and long term financial plans;</p>	<p><b>Progressing</b> Successful in securing a program to have our building assets audited with improved component data.</p>

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>2. Acknowledges that levels of service and whether or not to rationalise the Shire's asset network will need to be considered as part of the forthcoming review of the Corporate Business Plan and the Long Term Financial Plan; and</p> <p>3. Notes that officers are continuing to –</p> <ol style="list-style-type: none"> <li>a. collect and improve asset management data and systems to increase confidence in this Plan;</li> <li>b. undertake cyclic condition audits of all asset classes and review modelling to confirm required renewal expenditure;</li> <li>c. collect asset data for minor assets (currently excluded from the modelling) so it can be available for future plan updates;</li> <li>d. develop asset design and construction standards as part of ongoing budget considerations for future assets; and</li> <li>e. endeavor to provide whole of life costs as part of future asset provision reports to Council.</li> </ol>	<p>As part of the annual Fair Value process, plant and equipment is being audited and will be integrated into the Asset Management System. (May 2016)</p> <p>Staff Housing audits completed. Other buildings to follow.</p> <p>Road AMP commencing. (September 2016)</p>
4	12/2015	15.1	Strategic Waste Management Plan	That Council endorse the Strategic Waste Management Plan as a guide to ongoing waste management in the Shire of Ashburton.	<b>Progressing</b>

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			<b>MINUTE: 12034</b>		Operations Manager is reviewing the Waste Strategy in conjunction with staff which has delayed the preparation of monthly updates. However, a Tender has been called for the installation of a weighbridge at Tom Price and a Request for Quote has been issued for the provision of software to complement the weighbridge. Concept development plans are being prepared for the long term use of Tom Price and Paraburdoo landfill sites and will be available in September 2016.
5	10/2015	15.2	Agreement with Main Roads WA for the Handover of a Section of Onslow Road <b>MINUTE: 12018</b>	That Council:  1. Agree to the Main Roads WA proposal to hand over the section of Onslow Road, north of the new Onslow Ring Road upon completion of pavement rectification works to the satisfaction of the Chief Executive Officer; and	(August 2016) <b>Progressing</b>  Handover inspection with Main Roads WA undertaken on 02/05/2016.

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>2. Correspond with Ashburton's state government representatives to seek their assistance in securing complimentary state government grant funds to improve drainage at Shanks Road (as an immediate priority) with the opportunity for road train access to Beadon Creek to be considered as part of the 2016/17 budget deliberations (on the basis it can secure joint MRWA/Shire of Ashburton funding allocations).</p>	<p>(May 2016)</p> <p><u>Point 1</u> An exchange of letters between Main Roads WA and the Shire has occurred in respect of the Shire now being responsible for the road.</p> <p><u>Point 2</u> Funding has been received for the Shanks Road Drainage and the final design is being reviewed</p> <p>(September 2016)</p>
6	06/2015	15.1	Karratha / Tom Price - Lobbying Proposal for Funding <b>MINUTE: 11972</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>Note that there are multiple economic and social benefits to sealing the Karratha-Tom Price route, that this project sits comfortably with the original aims and objectives of RfR and that it also delivers on all six policy objectives of the RfR Program;</li> <li>Note that any contribution from the private sector and the Shire should be "gifted" to the State Government for the specific purpose of constructing the road and on this</li> </ol>	<p><b>Progressing</b></p> <p>Application for funding for the Karratha-Tom Price Rd was submitted for Phase 2 of the Commonwealth Stronger Regions Fund, but it was unsuccessful. An application was submitted for Round 3, with</p>



## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>basis would attract a higher (dollar for dollar) matched funding from the Commonwealth;</p> <p>3. Proceed to discuss with stakeholders their support for the Shire to submit an application to the RfR Program for staged funding to complete the Karratha-Tom Price route and authorise the President and CEO to promote the grant application at both state and federal political levels as required (conditional though, that within the eventual grant approval process, the Shire's two policies applicable to Asset Management (ENG09) and Financial Sustainability(ELM10), and its Long Term Financial Plan, must suitably accommodate the road construction schedule and its long term road maintenance program.</p>	<p>announcements expected in July 2016.</p> <p>The Lobbying Plan is now available. Copies of the Plan have been provided to PDC who has already indicated support for the project. PDC has allocated \$50,000 to expand on the Shire's existing study. Ongoing lobbying will be undertaken in conjunction with PRD and other stakeholders. Plan has been provided to Main Roads WA, who will liaise with PDC.</p> <p>(June 2016)</p> <p>Ongoing. No further update.</p> <p>(September 2016)</p>
7	11/2014	15.2	Request to Excise a Portion of Reserve 19291 to Facilitate the Rehabilitation of the Existing Onslow Landfill	That Council request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Area B' and 'Area C' in ATTACHMENT 15.2 and amalgamate with Reserve 38336.	<p><b>Progressing</b></p> <p>Department of Lands have gained in-principle support from various State</p>

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			<b>MINUTE: 11874</b>		Government departments and have updated the reserve boundaries.  (June 2016)  No further update.  (September 2016)
8	11/2014	15.3	Request to Excise a Portion of Reserve 19291 to Create a New Reserve Vested in the Shire of Ashburton for the Proposed Onslow Waste Transfer Station  <b>MINUTE: 11874</b>	That Council:  1. Request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Waste Transfer Site' in ATTACHMENT 15.3; and  2. Reserve the excised portion for the purpose of 'Waste Transfer Station' with a Management Order to the Shire of Ashburton.	<b>Progressing</b>  Department of Lands have gained in-principle support from various State Government departments and are updating the reserve boundaries.  (June 2016)  No further update.  (September 2016)
9	10/2014	15.1	Request for the Excise and Dedication of a Portion of Reserve 19291 Onslow for the Creation of an Access Road to the	That Council:  1. Request the Minister for Lands to excise from Reserve 19291 that portion of land depicted as 'Road' on ATTACHMENT 15.1B;  2. Request that the Minister of Lands dedicate the land depicted as 'Road' on ATTACHMENT 15.1B as a public road in	<b>Progressing</b>  Department of Lands have gained in-principle support from various State

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			Proposed Waste Transfer Station <b>MINUTE: 11868</b>	accordance with Section 56 of the Land Administration Act 1997; and  3. In accordance with Section 56 (4) of the Land Administration Act indemnifies the Minister against all costs reasonably incurred in granting this request.	Government departments and are updating the reserve boundaries.  (June 2016)  No further update.  (September 2016)
10	08/2014	15.1	Site Selection and Feasibility Study for the proposed Onslow Waste Management Facility Lot 150 Onslow Road - August 2014 <b>MINUTE: 11837</b>	That Council: 2. Authorise the Chief Executive Officer to proceed with the necessary site investigation, planning, approval, consultation and design works required to develop the Waste Management Facility at the Preferred Site ('Site10') in Onslow to a Class IV standard; and 3. Request that the Chief Executive Officer reports back to Council the results of (2) for further Council consideration on the eventual proposed design and business delivery model of the Waste Management Facility.	<b>Progressing</b>  Contract modelling and market sounding currently underway and expected to be completed by December 2016.  (June 2016)  No further update.  (September 2016)
11	06/2014	15.1	Road Closure - Road No 1644 From Mount Florence Homestead To Hamersley Homestead <b>MINUTE: 11817</b>	That Council: 1. In accordance with Section 58 of the Land Administration Act 1997 publishes the public notice of intention to close in entirety Road Number 1644 as defined in the Government Gazette notice of April 1904 for amalgamation into adjoining properties, in a newspaper circulating in its district, and invite representations on the proposed closure within a period of 35 days from the publication; and	<b>Progressing</b>  The Shire has contacted the Department of Lands and asked for this to be closed off as soon as possible.

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>2. Delegate to the Chief Executive Officer the power to resolve to make a request to the Minister to close the road, should no objections be received.</p>	<p>Rio Tinto has now issued the Shire with a letter titled 'Discontinuation of the proposed closure for ROAD 1644 from Mount Florence Homestead to Hamersley Homestead' which now needs to be assessed.</p> <p>Shire is currently reviewing all original documentation and correspondence due to staff changes in RTIO contact.</p> <p>(March 2016)</p> <p>No further update.</p> <p>(August 2016)</p>
12	10/2012	18.3	Tom Price Royal Flying Doctor Air Strip <b>MINUTE: 11336</b>	<p>That Council:</p> <p>1. Rescinds previous decision from August 2012 Meeting (Minute 11272)</p>	<p><b>Progressing</b> Business Case has been finalised.</p>

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>i. Council will support the development of a RFDS air strip for Tom Price if owned and operated by others and;</p> <p>ii. Direct the CEO to lobby resource companies, state government departments etc to construct own and operate an RFDS air strip in Tom Price."</p> <p>Alternate Motion:</p> <ol style="list-style-type: none"> <li>1. Council supports, without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Air Strip, for which to service their needs.</li> <li>2. Council authorises the Chief Executive Office to source the required capital funding for the Royal Flying Doctor Air Strip and investigate means to offset maintenance costs.</li> <li>3. On the basis of 2. above and should capital funds be located, then Council agree in principle to accept ownership responsibility of the airstrip.</li> <li>4. A Business Plan is to be brought back to Council for approval.</li> </ol>	<p>The Shire and HQ Management are in discussions with Rio Tinto to confirm the use of the preferred site, the provision of site information and Rio Tinto's position on forming a partnership for the project.</p> <p>Department of Lands has been consulted and a land tenure proposal is with Perth RTIO management to determine their position. RTIO has requested documented evidence of all site assessments undertaken that target their site as the preferred/only option for a Tom Price RFDS strip.</p> <p>(June 2016)</p> <p>No further update</p> <p>(August 2016)</p>

## Infrastructure Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
13	08/2012	13.4	Mine Road Tom Price – Dedication of road. <b>MINUTE:11261</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. That Council resolves to make a request to the Minister under section 56(1)(a) of the Land Administration Act 1997 to dedicate Lot 356 of DP 216348 as a road.</li> <li>2. Council resolves to advise Department of Regional Development and Lands that it would also be prepared to accept a road reserve to continue to the entry to the Tom Price LIA.</li> </ol>	<p><b>Progressing</b></p> <p>Rio Tinto are investigating concerns that it has with this amalgamation, even though it was originally its request for the amalgamation and transfer of ownership to the Shire.</p> <p>Emailed for follow up, awaiting response letter from Rio.</p> <p>(August 2015)</p> <p>No further update.</p> <p>(September 2016)</p>

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	07/2016	16.1	Notice of Motion – Review of Onslow Airport Camp <b>MINUTE: 12</b>	That Council: 1. Delegate authority to the Chief Executive Officer to; a. Terminate all contracts in relation to the ongoing hire and operation of the Onslow Airport Camp; b. Procure appropriate contractors to demobilise the camp and reinstate its grounds; c. Secure alternative accommodation for the ongoing needs of the Shire in Onslow; and 2. Review net costs for the Camp as part of the 2016/17 mid-year budget review.	<b>Ongoing</b> Planning underway for the demobilisation of the camp, notice of cancellation of contracts issued to ESS (camp management) and Royal Wolf (facility hire). Aiming for end of October/November. (September 2016)
2	06/2016	16.1	Lease Agreement between Shire of Ashburton and Hammersley Iron Pty Ltd for Lot 492 Coolibah Street (SES Premises), Tom Price and Lot 2003 Boonderoo Road (BFB Premises), Tom Price <b>MINUTE: 12107</b>	That Council Delegate Authority to the Chief Executive Officer to arrange preparation and execution of the lease agreements between the Shire of Ashburton and Hammersley Iron Pty Ltd for Lot 492 Coolibah Street and Lot 2003 Boonderoo Road, Tom Price for a term of five years commencing 10 November 2015 and expiring on 9 November 2020 for \$0 rental per annum.	<b>Ongoing</b> SoA executed. Forwarded to Lessor for execution. (September 2016)
3	06/2016	18.1	Design and Construction of the Onslow Skate Park <b>MINUTE: 12108</b>	That Council: 1. Accepts the Lump Sum Tender of \$1,000,000 (GST Exclusive) from CONVIC for RFT 16/14 Design and Construction of the Onslow Skate Park;	<b>Ongoing</b> Contract with CONVIC executed. Detailed design has been issued and

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
4	06/2016	18.2	Affixing the Common Seal to the Paraburdoo Community Hub building Financial Assistance with Department of Regional Development  <b>MINUTE:</b> 12109	<p>2. Approves the proposed increase in the project budget from \$1 million to \$1.3 million, subject to approval from the Onslow Macedon Infrastructure Working Group;</p> <p>3. Authorises the CEO to negotiate/execute Contract documentation upon approval of the funding outlined in (2) above, and manage the Contract including variations to the design specifications and contract value (providing this does not exceed the project budget or reduce the overall scope).</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Notes that the Department of Regional Development has advised that the Cabinet has recently approved the Shire's application for a \$5m Royalties for Regions Grant to assist in the construction of the Paraburdoo Community Hub;</li> <li>As per Council Policy ELM13, endorses the Shire President and CEO to sign the Financial Assistance Agreement for the \$5m grant and apply the Shire's Common Seal.</li> </ol>	contractor is mobilising to site mid-September.  (September 2016)
5	05/2016	18.1	Proposal to vary the Onslow Shire Complex Design  <b>MINUTE:</b> 12101	That Council delegates the CEO authority to negotiate the estimated cost and program for the Council Chambers extension for the Onslow Shire Complex with Woollam Constructions (to ensure it is of a fit for purpose size), and enter into a variation of contract for the works to be completed providing it does not exceed the project's existing budget.	<p><b>Complete</b></p> <p>Funding agreement now fully executed and funds in Treasury Account; funding agreement with Rio Tinto for \$6 million to be presented to September Council Meeting.  (September 2016)</p> <p><b>Ongoing</b></p> <p>Variation issued to Woollam Constructions; works on target to be completed by end September.</p>



## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
6	05/2016	16.3	Proposal to Lease the Paraburdoo Child Care Facility <b>MINUTE: 12100</b>	That Council: <ol style="list-style-type: none"> <li>1. Receives the Offer from One Tree Community Services Inc to lease and operate the Paraburdoo Child Care Facility upon its completion;</li> <li>2. Authorises the CEO to finalise the terms of the proposed Lease and advertise the proposal for public comment for a period of not less than two weeks; and</li> <li>3. Should no adverse comment be received, execute the Lease Agreement with One Tree Community Services Inc.</li> </ol>	(September 2016) <b>Complete</b> Lease executed. Date of commencement 21 September 2016.  (September 2016)
7	05/2016	16.2	Authorisation to affix Common Seal – Transfer of Land documents for acquisition of Lot 314 Poinsettia Street, Tom Price <b>MINUTE: 12099</b>	That Council: <ol style="list-style-type: none"> <li>1. Authorise the Chief Executive Officer and Shire President to execute the contract of sale for Lot 314 Poinsettia Street, Tom Price for \$300,000 plus GST; and</li> <li>2. Authorise the Chief Executive Officer and Shire President to apply the Common Seal to the Transfer of Land documents.</li> </ol>	<b>Ongoing</b> Transfer of Land documents executed. Sale amount paid to Department of Lands.  Department of Lands awaiting approval from Rio Tinto to excise the portion from its lease.  (September 2016)

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
8	03/2016	18.1	RFT 01/16 Design and Construction of Onslow Aquatic and Recreation Centre, Onslow <b>MINUTE: 12071</b>	That Council: <ol style="list-style-type: none"> <li>Accepts the Lump Sum Tender of \$5,927,334 (GST exclusive) from Pindan Contracting Pty Ltd for RFT 01/16 Design and Construction of Onslow Aquatic and Recreation Facility including provisional sums;</li> <li>Authorises the Chief Executive Officer to negotiate the final terms and execute the Contract documentation;</li> <li>Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the facility's overall scope.</li> </ol>	<b>Ongoing</b> Contract has been executed with Pindan, construction underway and expected to be completed by end 2016/Jan 2017  (September 2016)
9	11/2015	16.2	Authorisation to Affix Common Seal – Application for a New/Balance Title for Lot 16 Onslow Road, Onslow <b>MINUTE: 12024</b>	That Council approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the Application for a New/Balance Title form for lodgment to Landgate.	<b>Ongoing</b> Common Seal applied. Document forwarded to Settlement Agent 23 November 2015. Lodgement cannot take place until the Deed of Surrender and new Deed of Easement documents are received from Water Corporation.

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
10	11/2015	16.1	Relinquishment of Lot 46 South Road, Tom Price by Hamersley Iron for Acquisition by the Shire of Ashburton <b>MINUTE: 12032</b>	That Council: 1. Endorses the acquisition of Lot 46 South Road, Tom Price; and 2. Approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the transfer of land documents for lodgment to Landgate.	Negotiations continue between Water Corporation and Onslow Salt.  (September 2016) <b>Ongoing</b>  Leadership changes have resulted in delays to the internal approvals required by Rio Tinto.  (September 2016) <b>Ongoing</b>
11	10/2015	16.5	Request for Creation of Reserve with Management by Shire of Ashburton – Unallocated Crown Land being Lot 330 on Deposited Plan 66635 and Portions of unallocated Crown Land between Lots 330 and 414 for the Purpose of “Recreation”, Onslow <b>MINUTE: 12022</b>	That Council: 1. Request the Minister for Lands to: a. Reserve Lot 330 and portions of Unallocated Crown Land from Lot 330 to Lot 414 as described on Plan Onslow Boardwalk - 01 and dated April 2015 for the purpose “Recreation”; and b. Issue a Management Order to the Shire of Ashburton.  2. Advise Department of Lands in writing of the Shire's commitment to indemnify the Minister against any claim for compensation.	<b>Ongoing</b>  Council's decision and letter of indemnification was forwarded to Department of Lands to commence NOITT actions.  Deposited Plan placed In Order For Dealings at Landgate. NOITT actions to commence.

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
12	10/2015	18.1	Confidential Item – Proposal from Onslow Marine Support Base for the acquisition of Lot 9500 Onslow Road, Onslow <b>MINUTE: 12023</b>	That Council:  3. Accept Onslow Marine Support Base Pty Ltd's proposal for acquisition of Lot 9500 Onslow Road, Onslow; and 4. Delegate authority to the Chief Executive Officer to finalise and execute a contract of sale with Onslow Marine Support Base Pty Ltd, generally in accordance with the contents of this report.	(September 2016) <b>Ongoing</b>  Contract of sale executed. Due Diligence satisfied. Deposit is currently held with LJ Hooker Settlements.  Special conditions (new titles and Deed of Easement for road access) being satisfied.  Legal advice being sought in regard to company names/structures to ensure compliance with Council's original sale of land resolution. Refer Confidential Agenda Item Minute No. 14 Agenda 19.1 OCM 19 July 2016.

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
13	07/2015	16.2	Ocean View Caravan Park - Realignment of Boundary <b>MINUTE: 11975</b>	That Council endorses the proposed realignment of the boundary to Lot 3001 on Plan 48469, Reserve 24405, Onslow (Ocean View Caravan Park), and authorises the necessary application to be made to Minister for Lands.	Matter to be represented to Council in September 2016.  (September 2016) <b>Ongoing</b>  Requested boundary realignment forwarded to Department of Lands. Mandatory referral process completed.  Deposited Plan placed In Order For Dealings at Landgate July 2016.  (September 2016)

## Strategic and Economic Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
14	09/2014	16.1	Proposed Memorandum of Understanding for Pilbara Regional Council to Undertake Conservation Works at Old Onslow <b>MINUTE: 11859</b>	That Council: 1. Endorse the proposal by the Pilbara Regional Council to undertake conservation works at the Old Onslow Townsite in accordance with its proposal and \$1 million budget provided in the Onslow Social Infrastructure Fund; and	<b>Ongoing</b> PRC has completed temporary stabilisation works (January). Interpretive signage design underway and quotations received for further stabilisation of buildings.  (September 2016)

**Actions Performed Under Delegated Authority for the Month of August 2016.**

**The Use of the Common Seal**

Seal No.	Date Seal Applied	Council Decision	Parties Involved	Document Details
630	08/08/2016	Ordinary Meeting of Council 24 May 2016 Minute No: 12099	State of Western Australia Shire of Ashburton	Document Prepared By: State of Western Australia Details: Transfer of Mortgage Charge or Lease – Lot 400 on deposited plan 409078

**Consultation:**

Chief Executive Officer

**Financial Implications:**

There are no financial implications related to this matter.

**Certain Planning Functions Relating to Shire of Ashburton Town Planning Scheme No. 7 (DA08-1)**

A, B, C	Advertising and Determining Applications for, Planning Approval, Draft Development Plans, or Extension for Town Planning Scheme Amendments and Development Plans				
	Adv or Det. App.	Date	Applicant	Description	Development location
	16-31	11/08/2016	Burgess Design Group	Earthworks – Lazy Lands	Lot 314 Poinsettia St, Tom Price

<b>H</b>	<b>Directions regarding unauthorised development</b>
	<ul style="list-style-type: none"> <li>• Towera Station Extractive industry</li> <li>• Lot 886 Mine Road Tom Price</li> <li>• Lot 681 Cornish Way Onslow</li> </ul>

**Report of Delegation Activities - Delegated Authority Register 2016**

Approval Date	Delegation No.	File Ref	Title	Decision
<b>Delegation of Powers and Duties of the Local Government Act to the CEO (DA02-4)</b>				
16/08/2016	DA02-4	GV01.16	Fit out of goods for the Paraburdoo Child Care	Approval for the purchase of fit out goods for the Paraburdoo Child Care - provision \$80,000, as notified to Councillors on Council Meeting day 16 August 2016.

**Consultation:**

Executive Manager, Strategic & Economic Development

**Financial Implications:**

Goods purchased in accordance with 2016/17 Budget.



**Tenders (Accepted and Executed Associated Contract) (Delegation DA06-6)**

Approval Date	File Ref	Title	Tenderer	Total Score (/100)	\$
15/08/2016	CM02 CM24.14	Extension of Contract 24/14 Waste Consultancy Services.	The CEO has delegated his authority to exercise the option to extend the contract for a further 12 month period expiring on 15 August 2017. Their hourly rates range from \$81 - \$234 depending on what services they are providing. The service rates have remained the same as those of the previous contract except for 2 services where the increase was by \$1.00.	N/A	Cost is per allocation in each Departments budget.

**Consultation:**

Executive Manager, Infrastructure Services

**Financial Implications:**

Goods purchased in accordance with 2016/17 Budget.

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016**



**SHIRE OF ASHBURTON  
ABORIGINAL REFERENCE COMMITTEE  
MEETING**

**MINUTES**

**Onslow Multi-Purpose Centre, Cnr McGrath  
Rd and Hooley Ave, Onslow  
16 August 2016  
3.00 pm**

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016****SHIRE OF ASHBURTON  
ABORIGINAL REFERENCE COMMITTEE MEETING**

Dear Councillor

Notice is hereby given that an Aboriginal Reference Committee Meeting of the Shire of Ashburton will be held on 16 August 2016 at Onslow Multi-Purpose Centre, Cnr McGrath Rd and Hooley Ave, Onslow commencing at 3:00 pm.

The business to be transacted is shown in the Agenda.

Neil Hartley  
**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

*The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.*

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016**

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**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016****1. DECLARATION OF OPENING**

In the absence of a Chairperson (Cr Fernandez has notified of her resignation at today's earlier Council Meeting) the Chief Executive Officer declared the meeting open at 2.50 pm.

**1.1 ELECTION OF CHAIRPERSON**

The Meeting agreed that in as per Standing Orders Local Law 5.1, a replacement Chairperson should be elected. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3 of the Local Government Act 1995 (S5.12 Local Government Act 1995).

The CEO invited nominations for the position of Chairperson. Only one nomination was received, Cr Foster, and he was subsequently declared the Chairperson of the Aboriginal Reference Committee (until the annual election day in 2017).

**1.2 ACKNOWLEDGEMENT OF COUNTRY**

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders both past and present.

**2. ATTENDANCE****2.1 PRESENT**

Cr L Thomas	Tableland Ward
Cr P Foster	Tom Price Ward (Chairperson)
Mr N Hartley	Chief Executive Officer
Ms L O'Reilly	Executive Manager, Community Development
Ms J Smith	Executive Officer
Mrs D Walkington	Executive Assistant, Community Development

**2.2 APOLOGIES**

Cr C Fernandez	Tom Price Ward
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**2.3 APPROVED LEAVE OF ABSENCE**

There were no Councillors on approved leave of absence.

**3. ANNOUNCEMENT OF VISITORS**

There were no visitors in attendance.

**4. DECLARATION BY MEMBERS****4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

That Councillors Thomas and Foster have given due consideration to all matters contained in the Agenda presently before the meeting.

**4.2 DECLARATIONS OF INTEREST**

**Councillors to Note**

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016**

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting  
or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

**NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016**

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest
There were no declarations of interest submitted.		

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 ABORIGINAL REFERENCE COMMITTEE MEETING HELD ON 21 JUNE 2016****Committee Decision****MOVED: Cr L Thomas****SECONDED: Cr P Foster**

**That the Minutes of the Aboriginal Reference Committee Meeting held on 21 June 2016, be confirmed as a true and accurate record.**

**CARRIED 2/0**  
**Crs Foster & Thomas voted for the motion**

**6.0 REFERENCE****6.1 TERMS OF REFERENCE****OBJECTIVES**

To be a conduit and provide a forum for Aboriginal people and their communities living within the Shire of Ashburton to raise issues with the Shire on the Shire's of Ashburton business and affairs that relate to them.

To advise Council/Councillors on suggested actions the Council should consider to address relevant issues raised with and by the Committee.

**ROLES AND RESPONSIBILITIES**

To liaise with Aboriginal people and communities located within the Shire of Ashburton to identify Local Government issues (i.e. issues within the parameters of the Shire of Ashburton's authority and responsibilities) that may affect local Aboriginal people, and to collaborate with them on the development of strategies to address those identified needs, issues and interests.

To advise and recommend to Council/Councillors on the above identified needs, issues and interests of local Aboriginal people and the most appropriate strategies to address them.

## MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016

### **MEETINGS**

#### **Membership**

Membership of the Shire of Ashburton Aboriginal Reference Committee will be:

- Three Elected Members of the Shire of Ashburton (one of whom shall be elected Chairperson);
- Other interested individuals may attend meetings as guests/observers, with the prior approval of the Chairperson.

#### **Authority**

The Committee has no delegated authority and the Shire President is to be the Shire's Spokesperson on issues under the Committee's consideration (irrespective of Committee Membership) unless otherwise authorised by the Shire President.

#### **Budget and Organisational Support**

- A dedicated Budget allocation outlining the levels and parameters of support for the Aboriginal Reference Committee is to be decided by Council;
- A relevant Shire employee will attend meetings to provide administrative support including:
  - Preparation and provision of committee agendas and minutes; and
  - Preparation of committee meeting venue, as required.

#### **Term**

The term of membership for committee members is to coincide with bi-annual Local Government Councillor Elections.

#### **Frequency**

Meetings are to be held as required and wherever practical, correspond with Shire of Ashburton Ordinary Council Meeting dates and locations.

## **6.2 STATUTORY ENVIRONMENT**

Maybe applicable depending on actions to be pursued.



**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016****7. AGENDA ITEMS****7.1 REVIEW OF ELM19 RECOGNITION OF ABORIGINAL CULTURE AND HISTORY; AND COUNCILLOR DECLARATION POLICY**

MINUTE: 2

<b>FILE REFERENCE:</b>	GV20
<b>AUTHOR'S NAME AND POSITION:</b>	Leanne Lind Governance and Policy Consultant
<b>NAME OF APPLICANT/RESPONDENT:</b>	Cr Peter Foster
<b>DATE REPORT WRITTEN:</b>	1 June 2016
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest.

**Summary**

At the Ordinary Meeting of Council on 20 April 2016 Cr Peter Foster tabled the following Notice of Motion:

*“Request that the CEO write a report on reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material.”*

At the Ordinary Meeting of Council on 24 May 2016 Council resolved:

*“That Council forward the Notice of Motion proposal (vis. reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material) to the Aboriginal Reference Committee for consideration and a recommendation to Council.”*

Whilst on its face the suggestion sounds reasonably simple to accommodate, due consideration and respect needs to be shown to every Aboriginal cultural and heritage question and it is likely there will be as yet unknown and complex issues encountered. The purpose of this report is to refer policy ELM19 Recognition of Aboriginal Culture & History; and Council Declaration to the Aboriginal Reference Committee for a recommendation.

**Background**

At the Ordinary Meeting of Council on 20 April 2016 Cr Peter Foster tabled the following Notice of Motion:

*“Request that the CEO write a report on reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material.”*

## MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016

At the Ordinary Meeting of Council held on 19 January 2016 Council adopted the Policy ELM19 *Recognition of Aboriginal Culture and History; and Councillor Declaration Policy* a policy designed to capture the recognition of Aboriginal Cultural and History, including incorporating welcoming and acknowledgement protocols into official meetings and events to recognise Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

Prior to this, at the 20 May 2015 Council Meeting, it was resolved as part of considerations around service levels for Aboriginal communities in Ashburton, that Council “3. Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained.”

### ATTACHMENT 7.1A

#### Comment

The current ELM19 policy does not include any reference to the Shire's website. A peer review of other WA shire websites has found numerous inclusions of Aboriginal history amongst them and these all vary in the way they deal with their Aboriginal history information.

An appropriate level of respect needs to be afforded to the way the proposal might be implemented and it is therefore suggested that the Aboriginal Reference Committee might be the best group to at least provide preliminary thoughts on the matter. In regard to the web page inclusion for example, the Committee could review some or all of the below example sites to gain a better understanding of what could potentially be added to the Shire of Ashburton's website (should it be agreed to progress this notice of motion further).

Shire of Gin Gin	<a href="http://www.gingin.wa.gov.au/index.php/tourism-and-information/history/historical-information">http://www.gingin.wa.gov.au/index.php/tourism-and-information/history/historical-information</a>
Shire of Harvey	<a href="http://www.harvey.wa.gov.au/history-and-statistics/#Harvey">http://www.harvey.wa.gov.au/history-and-statistics/#Harvey</a>
Shire of Derby	<a href="http://www.sdwk.wa.gov.au/community/aboutourcommunity.html">http://www.sdwk.wa.gov.au/community/aboutourcommunity.html</a>
Shire of Halls Creek	<a href="http://www.halls creek.wa.gov.au/history.aspx">http://www.halls creek.wa.gov.au/history.aspx</a>
Shire of Augusta and Margaret River	<a href="http://www.amrshire.wa.gov.au/region/local-history">http://www.amrshire.wa.gov.au/region/local-history</a>
Shire of Woodanilling	<a href="http://www.woodanilling.wa.gov.au/history.aspx">http://www.woodanilling.wa.gov.au/history.aspx</a>

### ATTACHMENT 7.1B

It is envisaged that the Reference Committee could consider the necessary protocols and offer a recommendation to Council as to for example; whether any specialist research is required; if any additional budget requirements are necessary to research, compose, monitor and review the content; and what content should be contained for inclusion on the website.

In regard to the 20 May 2016 Council Meeting resolution (to temporarily defer any further policies on Aboriginal issues) whilst the resolution is clear, Council could consider that the intent of that resolution was centered around considerations of service levels for Aboriginal communities in Ashburton, and therefore not designed to impact on a consideration of the current proposal.

## MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016

### Consultation

Chief Executive Officer  
Other Local Government policies and practices

### Statutory Environment

Local Government Act S3.1. (General function) outlines at subsection (1) the general function of a local government is to provide for the good government of persons in its district and at subsection (3) that a liberal approach is to be taken to the construction of the scope of the general function of a local government. Many local governments have Welcome to Country statement/ceremonies and Council Meeting Prayers. A local government is quite within its rights therefore, to involve itself in this activity.

There is likely to be other legislation or policies of third parties that will need to be considered, but these are not known at this point in time.

### Financial Implications

Whilst some Shire web modifications can be made at officer level, more significant work will require the use of the Shire's web consultants. Charges for these services depend on the volume and complexity of the project, but the Shire does have a budget allocation to undertake a reasonable amount of Web modifications per year. Costs can be secured if required, once the extent of the proposed Web modifications are understood.

### Strategic Implications

Goal 03 – Unique Heritage and Environment

Objective 03 – Celebration of History and Heritage

Shire of Ashburton Corporate Business Plan 2013-2017 (*Living Life – Making it Happen*) outlines several initiatives relevant to the Shire's Aboriginal communities and their health and cultures. Relevant to this particular item, is the proposal to promote the Shire's Aboriginal and European heritage and facilitate increased access for the local community and tourism.

### Risk Management

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be a "Medium/High" (generally centred around stakeholder communications/management) and can be managed through specific monitoring and or response procedures, and individual actions as required.

### Policy Implications

Policy amendment may be proposed.

### Voting Requirement

Simple Majority Required

### Recommendation

That the Committee recommend to Council to seek a quote from appropriate qualified third party to review in consultation with the Committee ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include recognition of aboriginal culture on the Shire of Ashburton's website and promotional material.

**MINUTES - ABORIGINAL REFERENCE COMMITTEE MEETING 16 AUGUST 2016****Committee Decision****MOVED: Cr L Thomas****SECONDED: Cr P Foster**

Request the CEO to progress a modification to ELM19 Recognition of Aboriginal Culture and History; And Council Declaration, to include the following statement on all relevant Shire of Ashburton communications (eg. website, letterheads, Council agendas, public building signage, etc)

"The Shire of Ashburton respectfully acknowledges the traditional custodians of this place."

**CARRIED 2/0****Crs Foster and Thomas voted for the motion****Reason for change of recommendation:**

The committee acknowledged the extensive difficulties of deciphering the entire Ashburton District Aboriginal Communities and believed that a nonspecific approach, which provides for broader usage, was preferred at this point of time.

**8. NEXT MEETING**

The next Aboriginal Reference Committee is to be determined.

**9. CLOSURE OF MEETING**

The Chairperson closed the meeting at 3.24 pm.



# RV Friendly Town™ Assessment Form

## Outline of Proposed RV Friendly Town™

1. This document is confidential when completed. Information contained herein will be used for initial assessment by the Campervan & Motorhome Club of Australia Limited (CMCA). More in-depth details may be required to complete the process.
2. The designation as an RV Friendly Town™ refers to a town that is friendly toward all travellers in recreational vehicles, where large and small vehicles have equal access to town facilities such as parking, a dump point and potable water.
3. Vehicle combinations can range from 5 metres to 19.5 metres in length.
4. RV refers to all recreational vehicles. This includes motorhomes, caravans, campervans and camper trailers. This does not include tent camping.
5. Completion of this document does not commit CMCA to designating the above mentioned town as an RV Friendly Town™.

## RV Friendly Town™

Name of Town: \_\_\_\_\_

Name of City/Council/Shire offices: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact's name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Council depot (for delivery of signs): \_\_\_\_\_

\_\_\_\_\_

Name of depot contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Give a brief description of the town** (e.g. wide tree lined streets; historic buildings; proximity to a river, lake etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Give a brief history of the town and its main industries** (e.g. established as a mining town, primary rural industries). Indicate any new or unusual initiatives undertaken by the local government or community:

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**Recreational Vehicle Friendly Facilities**

**This section is essential for assessment. Please answer all questions carefully.**

1. A self-contained recreational vehicle is one that has the ability to retain all waste within the confines of the vehicle, including black and grey water.
2. Parking bays for all sized recreational vehicles within a kilometre of the Post Office or Post Office Agency is highly desirable.
3. Low cost, short term overnight parking no more than 5 kilometres from the Post Office or Post Office Agency is considered an essential factor in the RV Friendly Town™ designation.
4. Longer term parking for a minimum of three days for self-contained vehicles is a desirable factor in the RV Friendly Town™ designation.
5. As the RV Friendly Town™ program may bring extra vehicles through the town, the local caravan park(s) will be encouraged to join the CMCA Friendly Caravan Park Listing. For an application form, please contact CMCA National Headquarters.
6. A dump point is essential for the safe disposal of black and grey water waste. If the town does not have a dump point, please refer to the CMCA Dump Point Subsidy program.
7. Potable water for refilling fresh water tanks is also essential.

**In Town Casual Parking**

Is there parking for all RV tourists within a kilometre of the Post Office or Post Office Agency?

*(This parking needs to only be short term, e.g. long enough to allow for grocery shopping, and needs to be clearly signposted as being for all recreational vehicles. It should read 'RV Parking Only' as opposed to 'Caravan Parking Only' or 'Motorhome Parking Only'. See size requirements below)*

Yes  No  Address/Location: \_\_\_\_\_

Describe access (e.g. how to get there, if it is easy to find, if it is well sign posted, road condition): \_\_\_\_\_

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What size recreational vehicles can the area accommodate?  <11 metres  >11 metres

No. of vehicle units provided for: \_\_\_\_\_

Are there parking limits? Yes  No  Hours: \_\_\_\_\_

Location of nearest public toilet? \_\_\_\_\_

Comments: \_\_\_\_\_

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**Short Term Parking**

Is there provision for low cost, short term overnight stays, close to the CBD (24 hours+)? Yes  No

Distance from town centre in kilometres: \_\_\_\_\_

Location/Name (as the locals know it): \_\_\_\_\_

Latitude (mandatory): \_\_\_\_\_ Longitude (mandatory): \_\_\_\_\_

Address (include nearest cross street): \_\_\_\_\_

What size recreational vehicles can the area accommodate? (Allow for full turning circle if necessary, up to 35 metres for big rigs.)

<11 metres  >11 metres

**Facilities**

**Self-contained only**  Yes  No **Cost:**

**Length of stay**  24hrs  48hrs  72hrs  96hrs  Other

**Pets permitted**  Yes  No  Conditional

**Mobile phone service**  Yes  No

**Parking permit required**  Yes  No

**Services**  Showers  Rubbish bins  Toilets  Covered seating  
 Power  BBQ  Water

**Long Term Parking (for self-contained vehicles)**

Is there provision for longer term overnight stays? (e.g. bush camp, minimum of three nights.) Yes  No

Distance from town centre in kilometres: \_\_\_\_\_

Location/Name (as the locals know it): \_\_\_\_\_

Latitude (mandatory): \_\_\_\_\_ Longitude (mandatory): \_\_\_\_\_

Address (include nearest cross street): \_\_\_\_\_

What size recreational vehicles can the area accommodate? (Allow for full turning circle if necessary, up to 35 metres for big rigs.)

<11 metres  >11 metres

**Facilities**

**Self-contained only**  Yes  No **Cost:**

**Length of stay**  24hrs  48hrs  72hrs  96hrs  Other

**Pets permitted**  Yes  No  Conditional

**Mobile phone service**  Yes  No

**Parking permit required**  Yes  No

**Services**  Showers  Rubbish bins  Toilets  Covered seating  
 Power  BBQ  Water

**Local Caravan Park**

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the caravan park willing to join the CMCA Friendly Caravan Park Listing? Yes  No  (See attached CMCA Caravan Park Listing Forms)

**Water**

Is potable water available? Yes  No  Location: \_\_\_\_\_

Latitude (mandatory): \_\_\_\_\_ Longitude (mandatory): \_\_\_\_\_

**Dump Point**

Is a free dump point available close to town? Yes  No

Location: \_\_\_\_\_

Latitude (mandatory): \_\_\_\_\_ Longitude (mandatory): \_\_\_\_\_

Is this dump point suitable for access by big rigs? Yes  No

Access Restrictions (e.g. turning restrictions, height/weight restrictions, wheelchair access): \_\_\_\_\_

Size Restrictions (keep in mind that a 19.5m vehicle requires a 35m turning circle): \_\_\_\_\_

<11 metres  >11 metres

**Tourist Information**

1. Information about your town should be available at the Visitor Information Centre or equivalent.
2. Each RV Friendly Town™ is allocated a page on CMCA's website, featuring a link to the town's own website. This allows members to discover what is happening in the area.

**Visitor Information Centre (VIC)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Is there a document containing a town map showing the location of medical facilities, shopping areas and tourist attractions etc.? Yes  No  (If yes, please attach).

**VIC Accessibility and Parking**

What size recreational vehicles can the VIC car park accommodate?

<11 metres  >11 metres

**Other Services**

Does the VIC provide other services such as bookings, conducted tours, internet for visitors, etc.? Yes  No

If yes, please detail: \_\_\_\_\_

**Visitor Attractions**

Please list any regular/annual/occasional visitor attractions the town has to offer: \_\_\_\_\_

\_\_\_\_\_

Please list the date of any regular events: \_\_\_\_\_

\_\_\_\_\_

**Town Traders**

Is there a supermarket? Yes  No  Phone: \_\_\_\_\_

Address: \_\_\_\_\_



**Medical Services**

Is there a doctor's surgery?      Yes       No       Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Provide details of services available (*surgery hours or special arrangements etc.*): \_\_\_\_\_

Is there a hospital?      Yes       No       Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Is there a 24hr clinic?      Yes       No       Phone: \_\_\_\_\_

Address: \_\_\_\_\_

If there are no 24hr medical facilities, please describe the emergency service for injured or ill patients (*e.g. local ambulance vehicle based in the town*):

Is there a pharmacy?      Yes       No       Phone: \_\_\_\_\_

Address: \_\_\_\_\_

If no pharmacy, what procedure is in place to obtain pharmaceutical products? \_\_\_\_\_

Is there a dentist?      Yes       No       Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**RV Friendly Town™ Agreements**

1. CMCA publishes a monthly Club magazine, *The Wanderer*, which is distributed to over 66,000 members.
2. CMCA will publish a complimentary article based on information provided by council or an authorised tourism promotion person, to promote your RV Friendly Town™. You may use the article to promote the region, any upcoming significant events, etc.
3. If required, CMCA National Headquarters can provide contact details to obtain rates for regular advertising in *The Wanderer* and on the CMCA website.
4. Free listing on the CMCA website and an announcement on the CMCA Facebook page will be provided.
5. Each month a complimentary copy of *The Wanderer* will be sent to a designated location such as the VIC or council offices.
6. CMCA can provide various promotional signs for dump points, RV access and high impact RV Friendly Town™ signs.
7. Following this preliminary assessment, CMCA will contact the contact person listed on page one to finalise further details.

**Article in *The Wanderer***

Will the council/tourism office supply editorial and photographs for one free feature article?      Yes       No

Would the council/tourism office want to place an advertisement in conjunction with the article?      Yes       No

**Any additional comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RV Friendly Town™ Signage**

RVFT signs can be erected or placed on an existing town welcome sign as per the examples below.



CMCA will supply two (2) RVFT signs free of charge. Additional signage is available for purchase at \$145.00 each, or two (2) for \$260.00.

Would the council like to order any extra signs? Yes  No  Quantity: \_\_\_\_\_

Or council may wish to have custom signage made as illustrated below.



**Please return completed form to**

PO Box 254 HRMC, NSW 2310

F: 02 4978 8799

E: memberbenefits@cmca.net.au

**CMCA Office Use Only**

Final recommendation: Yes  No

Comments: \_\_\_\_\_



# RV Friendly Town™ Program

## What is it?

The RV Friendly Town™ program is a Campervan and Motorhome Club of Australia Limited (CMCA) initiative aimed at assisting recreational vehicle (RV) consumers as they journey throughout this wonderful country. This includes motorhomers, campervaners and caravanners.

An RV Friendly Town™ is one that has met a set of guidelines to ensure they provide a certain amount of amenities, and a certain level of services for these travellers. When RV tourists enter a town displaying the RV Friendly Town™ sign, they know they will be welcome, certain services will be provided for them that may not be available in other centres, and they will have access to a safe place to stay overnight, and possibly for a longer period.

CMCA will promote the RV Friendly Town™ by dedicating one page to the town on the Club website, publishing a one-off article on the town in the Club's monthly magazine, *The Wanderer*, and listing the town in each edition of the magazine.

CMCA will also offer the council 2 x 600mm x 690mm roadside 'RV Friendly' signs free of charge. These signs will display the abbreviated 'RV' symbol, followed by the words 'Friendly Town™' and 'Supported by' written underneath, with the CMCA logo sitting at the bottom of the sign.

## How does a town qualify?

Before any town can be appointed to the program, there is a set of guidelines that must be met, which includes:

### Essential Criteria

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
- Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.
- Access to potable water.
- Access to a free dump point at an appropriate location.

### Desirable Criteria

- Provision of long term parking for self-contained recreational vehicles.
- Access to medical facilities or an appropriate emergency service.
- Access to a pharmacy or a procedure to obtain pharmaceutical products.
- Visitor Information Centre (VIC) with appropriate parking facilities.
- VIC to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.
- RV Friendly Town™ signs to be erected within the town precinct.

We also look at the general attitude of the council and the business people. After all, it is called the RV 'Friendly' Town™ program. These programs offer town business owners the opportunity to be innovative in meeting the needs of RV tourists, while at the same time growing their businesses.



**What are the benefits?**

- There are many economic benefits to the local businesses due to increased dwell time; the RV community spends an average of \$100 per day whilst travelling (Queensland Drive Tourism Strategy 2013 - 2015).
- There is an increased patronage of the tourist attractions in and around the town.
- Travellers will be able to park adjacent to the shopping precinct while they top up with supplies. They can do their banking in comfort, post their mail, and check out the restaurants and clubs for food and entertainment.
- They will find a dump point in the town.
- They may be able to have mechanical work done on their vehicle as well as fill up with fuel and gas.
- The VIC should have a map showing them all local attractions, the location of emergency services and their contact numbers, attractions that are RV suitable and where internet services are available.
- They will be able to park in a comfortable layover area, while they sit back and decide which tourist attractions they would like to see during their visit.
- There may be toilet and shower facilities at or near the layover area, which will encourage dwell times.
- At the end of their visit, the RV traveller will be leaving only because they need to – not because they want to.

**RV Friendly Town™ Procedures**

- Complete an RV Friendly Town™ assessment form.
- Forward the assessment form to CMCA National Headquarters or to your local CMCA State Representative.
- When approved, CMCA will prepare a Letter of Understanding and forward it to council for signature.
- Once signed, the Letter of Understanding is returned to CMCA for execution. A copy is then returned to council for their records.
- CMCA then despatches the relevant signage to the council works depot or nominated location.
- CMCA lists the town on the Club's website and on the GeoWiki database.
- CMCA posts an article with the relevant details of the town and surrounding region on its website and in the Club's monthly magazine, *The Wanderer*.

**For more information contact:**

National Headquarters

P: 02 4978 8788

F: 02 4978 8799

E: memberbenefits@cmca.net.au



PILBARA  
REGIONAL  
COUNCIL

PILBARA RECREATIONAL  
VEHICLE FRIENDLY  
FEASIBILITY STUDY

Release Date: 20/01/2016

Status: Final

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## Pilbara RV Friendly Feasibility Study

### 1. Introduction

Tourism development across the Pilbara has atrophied as a result of the recent peak in mineral and resource activity. The region is currently undertaking a renewed focus on tourism investment as a component of supporting economic diversification as this development is important for the future sustainability of the region. Currently while the Pilbara attracts over 700,000 visitors annually, only 30% of these are leisure travellers (Pilbara Tourism Product Development Plan, 2014). This same report found that of these leisure tourists, 79% of visitors are reported to arrive by road. An opportunity therefore exists to develop this leisure tourism market by specifically targeting and enticing this self-drive audience. In particular with the renewed focus on the development and enhancement of the Warlu Way, a drive trail through the Pilbara, it is especially important to consider additional opportunities to support the development of this market.

Recent advancements in this self-drive market have seen Recreations Vehicles (RVs) that include a wide range of on-board facilities. With these changes, many studies report the evolution of traditional accommodation market; those that travel to a destination and require a broader range of facilities, compare to those that travel for an extended period of time and are generally self-equip (Understanding the Caravan Park Industry in WA, 2007) (Proposal for Caravan Park and Camp Ground Legislation, 2014). For this reason it has been suggested that a 'no-frills' niche market has evolved with the need for basic low cost accommodation with few facilities for these 'self-contained' travellers.

However it has been noticed that there is a distinct lack of 'RV Friendly' towns in northern WA (specifically none in the Pilbara), which represents a percentage of the tourism market that may be being missed. RV Friendly Towns™ and Destinations is an initiative run by the Campervan and Motorhome Club of Australia (CMCA). An RV Friendly Town™ is one that happily provides basic amenities and services to these mobile travellers. By promoting the partnership between RV tourists and Pilbara towns, it is anticipated to encourage the expansion of tourism related infrastructure and services, and promote economic incentives to towns that attract these RV tourist. In addition to this, it is important to note that this initiative does not intend to take away from the caravan park industry, rather provide alternative options for self-contained RVs and encourage additional visitation from those that may not be attracted to stay in the Pilbara as part of their journey. It is targeted at those self-contained travellers that rather than pay for facilities they do not use, they simply avoid the town meaning their contribution is not felt in the local economy.

Based on these factors the four LGAs in the Pilbara felt the need to investigate the feasibility of making the Pilbara an RV Friendly Region with an aim to understand the requirements, costs and benefits for implementing such a scheme. This document will focus on one major town in each LGA (Karratha, Port Hedland, Tom Price and Newman) in order to develop the Pilbara as an RV Friendly Region. This consideration was based on the existing Welcome Rest Stops contributing to the RV 'Friendless' of the Pilbara (see Appendix 4) as stated by CMCA. However it is worth noting that the information could be transferable to other towns in the Pilbara should they wish to implement a similar scheme.

### 2. Summary

The initiative run by the CMCA details a list of criteria in order for an area to be advertised as an RV Friendly Town™. Below is the list of criteria and an indication of whether the four Pilbara towns meet each requirement:

		Karratha	Port Hedland	Tom Price	Newman
Essential criteria	1. Provision of appropriate parking in town centre	✓	✓	✓	✓
	2. Provision of short term, low cost parking for self contained vehicles	✗	✓	✗	✓
	3. Access to potable water	✓	✓	✗	✓
	4. Access to dump point	✓	✓	✓	✓
Desirable criteria	5. Provision of long term parking for RVs	✓	✗	✗	✗
	6. Access to medical facilities and/or emergency services	✓	✓	✓	✓
	7. Access to a pharmacy or ways to obtain pharmaceutical products	✓	✓	✓	✓
	8. Visitor Centre with appropriate parking and map with essential features	✓	✓	✓	✓

#	Recommendation	Implementation		
		Time	Cost	Complexity
All LGAs				
R1	That all LGAs consider implementing short term (for definition see Appendix 1), low cost parking restricts this facility to only self-contained vehicles (for definition see Appendix 1).	On-going	Low	Medium
R2	That the low cost, short-term parking be made available to these self-contained travellers for a maximum cost of \$10 per night per vehicle.	On-going	Low	Low
Karratha				
R3	That the City of Karratha explores and identifies areas suitable for providing low cost short-term parking.	2-3 months	Medium	High
R4	That the City of Karratha explores the possibility to creating specific long vehicle parking bays within the town centre.	2-3 months	Medium	Medium
Port Hedland				
R5	That the Town of Port Hedland should consider following the steps outlined in Appendix 6 to become an RV Friendly Town™.	2-3 months	Medium	Medium
Tom Price				
R6	That the Shire of Ashburton explores and identifies areas suitable for providing low cost, short-term parking.	2-3 months	Medium	High
R7	That the Shire explores the possibility for providing additional dump points in suitable locations. See Appendix 5 for more details.	3-6 months	High	High
R8	That the Shire investigates the access point to potable water at the town oval and put the necessary health systems in place. Alternatively a new access point could be constructed at a suitable location with the necessary health systems and pricing in place (see Appendix 5 for an example).	3-6 months	High	High
Newman				
R19	That the Shire of East Pilbara consider contacting CMCA's WA State	Under 1		



	Representative in order to receive the necessary documentation to become registered.	month		
R10	That the Shire considers suitable locations at the entrance and exits of the town to erect the suggested signage.	1-2 months	Low	Medium
R11	That the Shire of East Pilbara explore the possibility of providing additional essential criteria where possible in the town.	1-2 months	Medium	Low

### 3. Costs and Resources Required

This section is in relation to the implementation of essential criteria (items 1-4). Those listed under desirable criteria (items 5-8) are not requirements of the CMCA scheme and therefore up to the individual local government if they should wish to employ them, however CMCA recommends they be adopted where possible.

Listed under each town is a summary of the recommendations in order to meet the four essential criteria to become a registered RV Friendly Town™. Details on time, cost and complexity to implement each item can be viewed in the summary table above. The following two recommendation apply to all the town that wish to implement short term parking i.e. Essential Criteria 2:

R1	That all LGAs considering implementing low cost, short-term parking restrict this facility to only self contained vehicles (for definition see Appendix 1).
R2	That the low cost, self-contained parking be made available to these self-contained travellers for a maximum cost of \$10 per night per vehicle.

Note: these recommendations (r1 and r2) require on-going management. Previous towns that have implemented this criterion have worked with local Visitor Centres to accommodate the assessment and collection of money for these items. This works to reduce the local governments on-going management while encouraging additional visitation to the local Visitor Centre, should they choose to participate.

#### 3.1 Karratha

Karratha has numerous facilities that would contribute to its achievement of an RV Friendly Status. Pull through bays are available in the main shopping centre car park, the Karratha Visitor Centre has access to dump points, potable water and additional parking for long vehicles (see Appendix 2 for full list).

In order to become RV Friendly™ Karratha has one criterion it must meet; the provision of low cost short-term parking. This could be achieved through the suggestions below:

- Opening of unused or infrequently used Council areas of land such as racecourses, ovals or parks
- Offering private businesses the opportunity to allow low cost short-term parking in suitable locations such as yacht and boat clubs
- Offering caravan parks the opportunity to set aside areas of land for this parking
- Developing a range of suitable sites that host a smaller number of RVs across different areas in town

R3	That the City of Karratha explores and identifies areas suitable for providing short-term parking.
R4	That the City of Karratha explores the possibility to creating specific long vehicle parking bays within the town centre.

### 3.2 Port Hedland

Port Hedland also has numerous facilities that contribute to its achievement of an RV Friendly status. Long vehicle parking, a free dump point and access to potable water are available in town (see Appendix 2 for full list).

Mid way through the contraction of this report, it is understood that the Town of Port Hedland provided the approval for a short term RV Friendly facility on the western end of Reserve 8214 McGregor Street in Port Hedland. Official endorsement of this site means that Port Hedland now meets all the necessary criteria in order to register as an RV Friendly Town™. The town of Port Hedland is now undertaking the steps outlined in Appendix 6 to register the town.

R5	That the Town of Port Hedland should consider the steps outlined in Appendix 6 to become an RV Friendly Town™.
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### 3.3 Tom Price

Tom Price has numerous facilities that contribute to achieving an RV Friendly status. Long vehicle pull-through bays are available near the town centre and Tom Price Tourist Park has a dump point (\$3). It is reported that potable water is available from the town oval (see Appendix 2 for full list) however this facility needs further assessment and consideration. Therefore the town has numerous criteria to consider before being able to register as an RV Friendly Town™.

It must allocate low cost short-term parking, which could be achieved through the suggestions below:

- Opening of unused or infrequently used Council areas of land such as racecourses, ovals or parks
- Offering private businesses the opportunity to allow low cost short-term parking in suitable locations such as yacht and boat clubs
- Offering caravan parks the opportunity to set aside areas of land for this parking
- Developing a range of suitable sites that host a smaller number of RVs across different areas in town

In addition to this, careful consideration must be given to the access to potable water through the town oval. This facility could contribute to the RV Friendly status of the town however it is suggested that this facility be closely monitored and other options considered before approving its use to meet this criterion. Similarly, should the Shire wish to implement an additional dump point that is free of charge, guidance can be obtain through the CMCA (refer to Appendix 5).

R6	That the Shire of Ashburton explores and identifies areas suitable for providing short-term parking.
R7	That the Shire explores the possibility for providing additional dump points in suitable locations. See Appendix 5 for more details
R8	That the Shire investigates the access point to potable water at the town oval and consider putting the necessary health systems in place. Alternatively a new access point could be constructed at a suitable location with the necessary health systems and pricing in place (see Appendix 5 for an example).

### 3.4 Newman

Newman has all the necessary criteria in order to be able to further its application as a RV Friendly Town™. The Newman Visitor Centre provides overnight parking, a dump point and access to potable water while long vehicle

parking is available in the town centre in the form of pull through bays. As a result Newman meets all the necessary criteria from CMCA and can apply to become an RV Friendly Town™ (see Appendix 2 for full list).

R9	That the Shire of East Pilbara consider contacting CMCA's WA State Representative in order to receive the necessary documentation to become registered.
R10	That the Shire find suitable locations at the entrance and exits of the town to erect the suggested signage.
R11	That the Shire of East Pilbara explore the possibility of providing additional essential criteria were possible in the town.

For full details on the steps to follow after meeting the necessary criteria see Appendix 6.

#### 4. Benefits

With regards to specific benefits such a scheme would bring to the region, it has previously been mentioned that 79% of all leisure travellers to the Pilbara are reported to arrive by road. The fundamental intention of this project would be to play to this strength, and attract and delay these travellers as they traverse across Northern WA. Providing infrastructure and services that enhances or improve the development of this drive market would enable a quick win for tourism in the Pilbara. It would create additional exposure for tourism by catering for this existing drive market, a market that is known to traverse through the Pilbara however due to lack of space and expensive facilities, currently spends little time in the region. On top of this the scheme ties local tourism initiatives in with a range of state schemes such as the Caravan and Camping Action Plan and the Pilbara Tourism Product Development Plan (2014). Taking advantage of the opportunities that this drive market presents will mean a vast array of additional benefits, as described below begin to flow into the region.

RV travellers navigating through a region are reported to spend money on a broad range of goods and services, including groceries, fuel, mechanical servicing and medical requirements. Towns that are available to provide these facilities incur numerous benefits through local business such as increased visitor numbers and therefore expenditure through these essential items. Attracting these visitors while also maintaining them in town for a short term, means that they will spend money on additional non-essential items such as restaurants, tourist activities etc. giving an added economic incentive for retaining them in town. According to Tourism Research Australia and Balfour Consulting (2010) touring RV travellers (defined as travelling for more than 3 weeks at a time), spend between \$500 and \$900 per week and approximate \$15,000 and \$20,000 over the course of their travels. This makes them the second largest spending domestic tourists in Australia (Tourism Research Australia and Balfour Consulting 2010).

Tourism dollars are important in the local economy. Whilst the economic value is small in comparison to the resource industry, tourism revenue tends to stay and circulate within the local economy, rather than flow out to national and international shareholders. For example, recent economic analysis by AECgroup (2014) suggested that \$100 spent at a local retailer provides a flow-on impact of \$89 in the local economy, which is five times higher than if the same \$100 was spent in a local iron ore mining industry (which produces \$18 flow-on in the local economy). Attracting a higher proportion of the RV market is seen as an additional contribution to increased visitation and in turn increased expenditure in the local economy.

Many of these tourists also look for volunteering opportunities in the local town they travel through. Balfour Consulting (2010) found that 35% of CMCA member are interested in undertaking volunteering activities on their travels. If the suggested towns resolve to adopt the RV Friendly Towns scheme, then each LGA could explore the

value of making volunteering opportunities available to these travellers to provide an additional benefit to the community.

More recent anecdotal evaluations of the scheme have shown that these benefits are indeed being felt in areas that open up to RV travellers. Port Hedland recently opened up its turf club to self-contained RV travellers for free short-term camping. In a recent comment by the Port Hedland Visitor Centre, they reported that Grey Nomads are spending up to \$50,000 a week this tourist season turning 2015 into one of the best in the past three years. Comments made by the Visitor Centre go on to suggest that this is a result of the opening of the short-term camping for RVs.

## 5. Appendices

### Appendix 1: Definitions

- RV: any recreational vehicles including motorhomes, campervans, caravans, fifth wheelers or camper trailers
- Short term: for a maximum 48-hour period
- Self contained RV: for the purpose of this study a self-contained vehicle is one that has grey and/or black water holding tanks. Most of these vehicles will also have on-board showers and cooking facilities
- Potable water: water that is safe for human consumption
- Dump point: (or Sullage point) is a facility for RVs to discharge waste water

### Appendix 2: List of current facilities

Dump Points: Note dump points annotated with (CP) refer to those found in Caravan Parks.

#### City of Karratha

- Roebourne Truck Bay, North West Coastal Highway
- The Cove Caravan Park, Point Samson (CP)
- Pilbara Holiday Park, Karratha (CP)
- Karratha Tourist Information Bay (approx. 7km from town)
- Balmoral Holiday Park, Karratha (CP)
- Dampier Transit Caravan Park, Dampier (CP)
- 40 Mile x2
- Cleaverville x5

#### Town of Port Hedland

- Port Hedland Caravan Park (CP)
- Cooke Point Holiday Park (CP)
- Blackrock Tourist Park (CP)
- Racecourse Lot, Port Hedland
- De Grey Rest Stop
- Great Northern Highway Dump Point

#### Shire of East Pilbara

- Nullagine
- Cape Keraudren, x2
- Newman Visitor Centre (gold coin donation)

#### Shire of Ashburton

- Onslow Public Dump Point
- Halfway Bridge, Bellary Creek
- Old Onslow
- Tom Price Tourist Park (\$3)

#### Long Vehicle Parking

City of Karratha

- Pull through bays at Centro Karratha car park

#### Town of Port Hedland

- Marapikurrinya Park

#### Shire of East Pilbara

- Newman Visitor Centre
- Pull through bays in town

#### Shire of Ashburton

- Near Tom Price Visitor Centre (online source)

#### Potable Water

#### City of Karratha

- Karratha Visitor Centre (fees apply)

#### Town of Port Hedland

- Pretty Pools

#### Shire of East Pilbara

- Newman Visitor Centre

#### Shire of Ashburton

- Taluna Park, Tom Price (online source)

#### Long term Parking

#### Karratha:

- Cleaverville
- 40 Mile

### Appendix 3: List of Caravan Parks

#### City of Karratha

- Pilbara Holiday Park, Karratha
- Dampier Transit Park, Dampier
- Harding River Caravan Park, Roebourne
- The Cove Caravan Park, Point Samson
- Balmoral Road Caravan Park, Karratha
- Karratha Caravan Park, Karratha Industrial Estate
- Samson Beach Tavern Caravan Park, Point Samson

#### Town of Port Hedland

- Kingslanding Caravan Park, Port Hedland
- Blackrock Caravan Park, Port Hedland
- Cooke Point Holiday Park, Port Hedland
- Pardoo Roadhouse, Port Hedland

#### Shire of East Pilbara

- Whaleback Village, Newman
- Marble Bar Holiday Park, Marble Bar
- Nullagine Caravan Park, Nullagine

#### Shire of Ashburton

- Discovery Holiday Park, Onslow
- Ocean View Caravan Park, Onslow
- Ashburton River Campsite, Nanutarra
- Karijini Eco Retreat
- Tom Price Tourist Park
- Nanutarra Roadhouse
- Dales Camp Ground, Karijini National Park (Camping only)
- Paraburdoo Caravan Park

### Appendix 4: List of Welcome Rest Stops and supporting facilities

#### City of Karratha

- Miaree Pool: allows 24 hour stopping
- 40 Mile: 2 dump points, 2 toilets, camping allowed by City of Karratha
- West Peawah: 24 hours stopping
- Cleaverville: 2 dump points, 2 toilets, Camping allowed through City of Karratha

#### Town of Port Hedland

- 6 Mile: day use only, Wi-Fi
- FMG Rail Lookout Area: day use only, Wi-Fi
- De Grey: 24 hour camping allowed, 1 dump point, 1 toilet, Wi-Fi
- Port Hedland Information: day use only, Wi-Fi

#### Shire of Ashburton

- Hamersley Gorge: 24 hour stopping, 1 toilet, Wi-Fi
- Halfway Bridge (Bellary Creek): 24 hour stopping, 1 dump point, 1 toilet, Wi-Fi
- Great Northern Highway/Karijini Drive: day rest area, unknown facilities, Wi-Fi
- Robe River: 24 hour rest area, Wi-Fi
- Old Onslow: day use only, 1 dump point, 1 toilet, Wi-Fi
- North West Coastal Highway/Onslow Road: day use only, Wi-Fi
- Yannarie Creek: 24 hour stopping area

#### Shire of East Pilbara

- Nullagine: day use rest area only, 1 dump point, 1 toilet, Wi-Fi
- Cape Keraudren: Wi-Fi, 2 dump points, 5 toilets, camping allowed by Shire of East Pilbara
- Bea Bea: 24 hour stopping area

### Appendix 5

#### Provision of additional dump points

Should an LGA resolve to put in an additional dump point, CMCA has a Subsidy Program, which provides a Gough Plastic Dump-Ezy dump point unit to the council free of charge. Council is then in charge of the installation

and maintenance. Installation of the dump point can cost between \$10,000-\$15,000 with maintenance cost varying hugely between individual sites. Three signs can also be provided with the dump point for a cost of \$313.00.

#### Example of potable water supply



Coin operated meter providing potable water in Southern Cross.

### Appendix 6: Process for becoming RV Friendly

Once a town has implemented all the necessary criteria, it may then apply to the CMCA to become a registered RV Friendly Town™. This involves:

- Completing an RV Friendly Town™ assessment form (available from CMCA regional manager or the PRC)
- Forward the assessment form to CMCA National Headquarters or to your local CMCA state representative (Bevin Martin State Representative for WA)
- When approved, CMCA will prepare a Letter of Understanding and forward it to council for signature
- Once signed, the Letter of Understanding is returned to CMCA for execution. A copy is then returned to council for their records
- CMCA then dispatches the relevant signage to the council works department of nominated location
- CMCA lists the town on the Clubs website and on the GeoWiki database
- CMCA posts an article with the relevant details of the town and its surrounding region on its website and in the Clubs monthly magazine, *The Wanderer*





## Shire of Ashburton: RV Friendly Summary Report

### Tom Price

In the Feasibility Study completed in January 2016, it was recommended that Tom Price undertake the following recommendations, in order to be able to register as an RV Friendly Town. Revised comments on each recommendation have been provided.

R6:	That the Shire of Ashburton explores and identified areas suitable for providing short-term parking (e.g. overnight camping).
R7:	That the Shire explore the possibility of providing additional dump points in suitable locations.
R8:	That the Shire investigated the access point to potable water at the town oval and considers putting the necessary health systems in place. Alternately a new access point could be constructed at a suitable location with the necessary health systems and pricing in place.

Through detailed consultation undertaken between 21<sup>st</sup> and 26<sup>th</sup> of April the following recommendations have been revised.

R6:	That the Shire of Ashburton explores and identified areas suitable for providing short-term parking (e.g. overnight camping).
R7:	That the Shire explores the possibility of providing an additional dump points in a suitable location.
R7.1:	Consider engaging in discussion with the Tom Price Tourist Park Management to ensure that they are happy with using their dump point facility to contribute towards RV Friendly Status.
R7.2:	That the Shire discusses internally the feasibility of providing an additional dump point in town, with the knowledge that installation dump points is priced at approximately \$10,000 - \$15,000 with maintenance costs varying hugely between individual sites.
R8:	That the Shire investigated the access point to potable water at the town oval and considers putting the necessary health systems in place. Alternately a new access point could be constructed at a suitable location with the necessary health systems and pricing in place. Note: through consultation with stakeholders it is understood that the current access point is already widely used by the RV community. Providing that Council has no issues with this point continuing to be utilised, it is recommended that this point does not need to be further investigated.

In the previous feasibility study, it was noted that the requirement for long vehicle parking was achieved through 'pull through' bays in the town centre. Through recent consultation it is understood that these bays are no longer available and therefore the following recommendations has been included.

R12:	That the Shire explores and identifies areas suitable for providing long vehicle parking in the town centre.
------	--

The following option are suggested in order to meet this criteria (R12):

- A car parking bay on Central Road with 'car only' signs: It is suggested that the signs be removed to allow long vehicles to park here as well.
- The Bus Bays at the Tom Price Visitor Centre: It is suggested that half of the bay could be used for bus parking while half the bays be used for long vehicle parking.
- Consider removing some of the newly develop bollards in the town centre preventing vehicles from 'pulling through' on end-to-end bays.

## Additional Towns

Below is a summary of the four key criteria required in order for all towns in the Shire of Ashburton to become a registered RV Friendly Towns.

		Tom Price	Onslow	Paraburdoo	Pannawonica
Essential criteria	1. Provision of appropriate parking in town centre	X	✓	✓	✓
	2. Provision of short term, low cost parking (camping) for self contained vehicles	X	X	X	X
	3. Access to potable water	✓	✓	X	X
	4. Access to dump point	✓	✓	X	X
Desirable criteria	5. Provision of long term camping for RVs	✓	✓	X	X
	6. Access to medical facilities and/or emergency services	✓	✓	✓	✓
	7. Access to a pharmacy or ways to obtain pharmaceutical products	✓	✓	✓	X
	8. Visitor Centre with appropriate parking and map with essential features	✓	✓	X	X

Shire of Ashburton

# Enterprise Agreement 2016



shire of Ashburton  
reef to range

# Why this Presentation?

- The Enterprise Agreement generally excludes contracted officers (like the CEO) and does not require Council approval, but annual budgets do and a significant part of any Enterprise Agreement involves wages/salaries and other remuneration.
- It is therefore good practice for Councils to be informed of staffing budget implications, for obvious reasons, so a workshop discussion item is warranted to ensure everyone is “on the same page” from a budget perspective.

# Background...

- The Shire's 2011 Collective Agreement has past its nominal expiry date of 2 October 2015, and does not contain provision for any further inflationary payment increases past that point in time. Further, whilst the salaries/wages were indexed against inflation, most allowances were not and have therefore been eroded by 5 years of inflation.
- Council has previously been briefed regarding staff turnover (the "Rumble Report") and endorsed changes to improve this and like all old agreements, it required some improvements to wording/interpretation/clarity as well as changes to accommodate contemporary practices, like *Remote* and *Split-Location Employees*; etc.
- Negotiations for the new Agreement formally commenced on 16 February 2016 with agreement reached in all areas with the exception that Employees felt that CPI does not adequately reflect wage-price increases.

# The (Draft) New Agreement ...

The CEO and Employees have agreed to a draft new document which addresses the shortcomings of the 2011 Agreement for both parties. The negotiations have been conducted in a manner that retained or increased harmony within the Shire's workforce via open group meetings/information sessions.

- The format has been re-organised to a more user-intuitive style, with added clarification and contradiction removed.
- References and clarification have been added regarding different employment categories (e.g. Residential, FIFO, Split Location, Remote), as well as housing/accommodation, and other entitlement-differences between these categories (but without impacting the budget bottom line).
- Conditions further aligned to be the same for all staff.

# The (Draft) New Agreement (cont...)

- Cross-LG comparisons have been conducted to ensure ‘equitable’ employment conditions and competitive recruitment practices. From this, SOA has been identified as “in the ball park” but often falls below its closest neighbours in terms remuneration packages for skilled positions.
- Both salaries and allowances have been realigned with inflation, using the Wage-Price Index (WPI) for annual review/increase. WPI (WA Public Sector sub-set) was agreed to be more reflective of public sector wages and more responsive to cost of living movements, but not to the same extreme as the non-government Pilbara employment cycle of recent decades.
- Bargained out the minimum 2.5% annual increase (or CPI, whichever is the higher) in exchange for straight Wage-Price indexation (WA Public Sector sub-group).
- West Australian Local Government Association has reviewed the document on the Shire’s behalf.

# Where to from here?

- If Council supports the budget provision for the draft Agreement, it will proceed to a staff ballot, and if supported by a majority of voters, it will be registered with the Fair Work Commission (FWC), subject to compliance with the *Better Off Overall Test (BOOT)*, which is conducted by FWC;
- If Council does not support the draft Agreement, the CEO will need to return to the negotiation table with employees;
- If the Agreement is not supported by a majority of voters at ballot, the CEO will need to return to the negotiation table to arrive at an alternative Agreement.



# What are the main proposed changes that have cost implications for the budget?

To reflect 5+years of inflation plus higher costs of living in the Pilbara, and to partly address staff turnover issues:

- Ashburton Allowance increased by \$1K (to \$4Kpa); and Annual Leave Travel Allowance increased by \$150 (to \$900)pa;
- Health and Wellbeing Allowance increased from \$200pa to \$250pa;
- Salaries re-indexed to Wage-Price Index (Public Sector in WA), includes a 3.4% increase for the 2016/17 year (as opposed to the 2.5% CPI\*/safety net increase that otherwise would have applied).

*\* CPI was 0.7% for the 12 months to March 2016.*

Note – when considering the above, it needs to be remembered that there is a long term benefit to the Shire in having the 2.5% safety net removed.

# Options for Consideration: (if the proposed 2016/17 WPI increase of 3.4% is unacceptable)

(1) no change to current increment system, that is - CPI or 2.5% safety net, whichever is the higher (which results in a slightly lower increment for 2016/17\*, namely  $0.7(\text{CPI}) + 1.8(\text{safety net}) = 2.5\%$ ; or

(2) offer a lesser amount just for the 2016/17 year. For example 2.0 or 2.5%, which offers a greater increase than straight CPI, to be followed by WPI for future years.

*\* No-one of course can predict if there will be a significant difference between WPI and CPI when measured over the initial four years of the agreement (and potentially beyond).*

*\* Note – when considering the above, it needs to be remembered that there is a long term benefit to the Shire in having the 2.5% safety net removed.*

# Thank You

## Any Questions?



shire of Ashburton  
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**6401.0 - Consumer Price Index, Australia, Mar 2016**  Quality Declaration  
Previous ISSUE Released at 11:30 AM (CANBERRA TIME) 27/04/2016

## EXPLANATORY NOTES

### BRIEF DESCRIPTION OF THE CPI

**1** The Consumer Price Index (CPI) measures quarterly changes in the price of a 'basket' of goods and services which account for a high proportion of expenditure by the CPI population group (i.e. metropolitan households). This 'basket' covers a wide range of goods and services, arranged in the following eleven groups:

- Food and non-alcoholic beverages
- Alcohol and tobacco
- Clothing and footwear
- Housing
- Furnishings, household equipment and services
- Health
- Transport
- Communication
- Recreation and culture
- Education
- Insurance and financial services.

**2** Capital city indexes used by the CPI are based on the 2006 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually. They do not measure differences in retail price levels between cities.

**3** Further information about the CPI is contained in Consumer Price Index: Concepts, Sources and Methods, 2011 (cat. no. 6461.0). An updated version reflecting the changes made during the 16th series review was released on 19 December 2011.

### PRICES

**4** The frequency of price collection by item varies as necessary to obtain reliable price measures. Prices of some items are volatile (i.e. their prices may vary many times each quarter) and for these items frequent price observations are necessary to obtain a reliable measure of the average price for the quarter. Each month prices are collected at regular intervals for goods such as milk, bread, fresh meat and seafood, fresh fruit and vegetables, alcohol, tobacco, women's outerwear, project homes, motor vehicles, petrol and holiday travel and accommodation. For most other items, price volatility is not a problem and prices are collected once a quarter. There are a few items where prices are changed at infrequent intervals, for example education fees where prices are set once a year. In these cases, the frequency of price collection is modified accordingly.

**5** In order to facilitate a more even spread of field collection workload, the number of items for which prices are collected quarterly is distributed roughly equally across each month of each quarter. In all cases, however, individual items are priced in the same month of each quarter. For example, items for which prices are collected in the first month of the September quarter, July, are also priced in the first month of subsequent quarters, namely October, January and April.

## **WEIGHTING PATTERN**

**6** There are 87 expenditure classes (that is, groupings of like items) in the 16th series CPI and each expenditure class has its own weight, or measure of relative importance. In calculating the index, price changes for the various expenditure classes are combined using these weights.

**7** Changes in the weighting pattern have been made at approximately six yearly intervals to take account of changes in household spending patterns. The CPI now comprises sixteen series of price indexes which have been linked to form a continuous series. The current and historical weighting patterns for the CPI for the weighted average of the eight capital cities are published in Consumer Price Index: Historical Weighting Patterns (1948 to 2011) (cat. no. 6431.0). The 16th series weighting pattern for the weighted average of eight capital cities and for each of the eight capital cities, as well as each city's percentage contribution to the weighted average, are also published in the Consumer Price Index: 16th Series Weighting Pattern (cat. no. 6471.0). Both publications are available on the ABS website <<http://www.abs.gov.au>>.

## **ANALYSIS OF CPI CHANGES**

**8** Movements in indexes from one period to another can be expressed either as changes in index points or as percentage changes. The following example illustrates the method of calculating changes in index points and percentage changes between any two periods:

All groups CPI: Weighted average of eight capital cities. Index numbers:  
 June Quarter 2012 100.4 (see Table 1)  
 less June Quarter 2011 99.2 (see Table 1)  
 Change in index points 1.2  
 Percentage change  $1.2/99.2 \times 100 = 1.2\%$  (see Table 2)

## **PERCENTAGE CHANGES ARE CALCULATED TO ILLUSTRATE THREE DIFFERENT KINDS OF MOVEMENTS IN INDEX NUMBERS:**

**9** Percentage changes are calculated to illustrate three different kinds of movements in index numbers:

- movements between consecutive financial years (where the index numbers for financial years are simple averages of the quarterly index numbers)
- movements between corresponding quarters of consecutive years
- movements between consecutive quarters.

**10** Table 7 provides a detailed analysis, for the weighted average of eight capital cities, of movements in the CPI since the previous quarter, including information on movements for groups, sub-groups and expenditure classes. It also shows the contribution which each makes to the total CPI. For instance, the dairy and related products sub-group contributed 1.13 index points to the total All groups index number of 100.4 for the June Quarter 2012. The final column shows contributions to the change in All Groups index points by each group, sub-group and expenditure class.

## ANALYTICAL SERIES

11 Various series are presented in Table 8 in this publication to assist users analyse the CPI. Some of the analytical series are compiled by taking subsets of the CPI basket, and most are self explanatory, such as 'All groups CPI excluding Food and non-alcoholic beverages'. (A complete list of CPI groups, sub-groups and expenditure classes is contained in Tables 6 and 7). Other series and their composition are described below:

- **All groups CPI, seasonally adjusted:** Comprises all components included in the All groups CPI, seasonally adjusted where seasonality has been identified at the weighted average of eight capital cities level. Seasonal adjustment factors are calculated using the history of price changes up to the current quarter CPI and are revised each quarter.
  - Where CPI expenditure classes are identified as having a seasonal pattern, quarterly price changes are estimated on a seasonally adjusted basis. At the introduction of the 16th series, 62 out of the 87 expenditure classes were classified as seasonal. A description of which series are currently seasonally adjusted is published in Appendix 1 of every September quarter issue of Consumer Price Index, Australia (cat. no. 6401.0), following the annual seasonal reanalysis.
- **Underlying trend series, 'Trimmed mean' and 'Weighted median':** These are two analytical measures of trend inflation calculated from the June quarter 2002 using standard ABS seasonal adjustment techniques. For more information see the Information Paper: Seasonal Adjustment of Consumer Price Indexes, 2011 (cat. no. 6401.0.55.003). The Trimmed mean and Weighted median are calculated using the distribution of expenditure classes each quarter derived as follows:
  - The CPI expenditure classes are ranked from lowest to highest according to the seasonally adjusted percentage change from the previous quarter.
  - The seasonally adjusted relative weight of each expenditure class is calculated based on its previous quarter contribution to the All groups CPI.
  - The 'Trimmed mean' is calculated by using a weighted average of percentage change from the previous quarter (seasonally adjusted) from the middle 70 per cent of the distribution.
  - The 'Weighted median' is calculated using the percentage change from the previous quarter (seasonally adjusted) expenditure class at the 50th percentile of the distribution.
- **International trade exposure series, Tradables component:** Comprises all items whose prices are largely determined on the world market. For more information, see paragraph 12 below.
- **International trade exposure series, Non-tradables component:** Comprises all items not included in the Tradables component.
- **All groups CPI, goods component:** Comprises the Food and non-alcoholic beverages group (except Restaurant meals); Alcohol and tobacco group; Clothing and footwear group (except Cleaning, repair and hire of clothing and footwear); Furnishings, household equipment and services group (except Domestic and household services sub-group); Utilities, Audio, visual and computing equipment and services, and Newspapers, books and stationery sub-groups; and New dwelling purchase by owner-occupiers, Pharmaceutical products, Motor vehicles, Automotive fuel, Spare parts and accessories for motor vehicles, Equipment for sports, camping and open-air recreation, Games, toys and hobbies and Pets and related products expenditure classes.
- **All groups CPI, services component:** Comprises all items not included in the 'All groups CPI, goods component'. A description of which series are goods or services is published in Appendix 1 of the September quarter 2011 issue of Consumer Price Index, Australia (cat. no 6401.0).
- **All groups CPI including Deposit and loan facilities (indirect charges):** One of the outcomes of the 16th series CPI Review was to remove the indirectly measured component of the Deposit and loan facilities index from the headline CPI but to include it in a new analytical

series. This index includes the 16th series All groups CPI plus the indirectly measured component of the Deposit and loan facilities index.

- **Market goods and services excluding 'volatile items':** in addition to the items excluded from the series 'All groups CPI excluding 'volatile items'', also excludes: Utilities, Property rates and charges, Child care, Health, Other services in respect of motor vehicles, Urban transport fares, Postal services, and Education.
- **All groups CPI excluding Insurance and financial services:** Reflecting the changing composition of the CPI, from the September quarter 1989 to the June quarter 1998, comprises the All groups CPI excluding house insurance, house contents insurance, vehicle insurance and mortgage interest charges and consumer credit charges; from the September quarter 1998 to the June quarter 2000 comprises the All groups CPI excluding house insurance, house contents insurance and vehicle insurance; from the September quarter 2000 to the June quarter 2005 comprises the All groups CPI excluding insurance services; from the September quarter 2005 to the June quarter 2011 comprises the All groups CPI excluding Financial and insurance services; from the September quarter 2011 comprises the All groups CPI excluding Insurance and financial services.
- **All groups CPI excluding Housing and Insurance and financial services:** Reflecting the changing composition of the CPI, from the September quarter 1989 to the June quarter 1998, comprises the All groups CPI excluding Housing, house contents insurance, vehicle insurance and consumer credit charges; from the September quarter 1998 to the June quarter 2000 comprises the All groups CPI excluding Housing, house insurance, house contents insurance and vehicle insurance; from the September quarter 2000 to the June quarter 2005 comprises the All groups CPI excluding Housing and insurance services; from the September quarter 2005 to the June quarter 2011 comprises the All groups CPI excluding Housing and Financial and insurance services; from the September quarter 2011 comprises the All groups CPI excluding Housing and Insurance and financial services.
- **All groups CPI excluding food and energy:** Comprises the All groups CPI excluding the Food and non-alcoholic beverages group (except Restaurant meals); Electricity, Gas and other household fuels; and Automotive fuel.
- **All groups CPI excluding 'volatile items':** Comprises the All groups CPI excluding Fruit and vegetables and Automotive fuel.

**12** The International trade exposure series was reviewed and updated for the 16th series. There were five changes of classification. 'Cakes and biscuits' and 'Jams, honey and spreads' were reclassified from non-tradable to tradable. 'Waters, soft drinks and juices', 'Newspapers, magazines and stationery' and 'Pets and related products' were reclassified from tradable to non-tradable. A description of which series are tradable or non-tradable is published in Appendix 1 of the September quarter 2011 issue of Consumer Price Index, Australia (cat. no 6401.0). These changes are included from the September quarter 2011. The historical tradable and non-tradable series will not be revised.

## ROUNDING

**13** Published index numbers, except for the underlying trend series, are rounded to one decimal place. Percentage change movements are calculated from the index numbers and then rounded to one decimal place. Rounding errors can occur, causing discrepancies (e.g. when calculating percentage changes of aggregates and their components). Underlying trend series, 'Trimmed mean' and 'Weighted median' index numbers are published to four decimal places. Percentage change movements are calculated from the published index numbers and rounded to one decimal place.

## SEASONALLY ADJUSTED INDEXES

**14** Seasonally adjusted estimates are derived by estimating and removing systematic calendar related effects from the original series. In most economic data these calendar related effects are a combination of the classical seasonal influences (e.g. the effect of the weather, social traditions or

administrative practices such as government charges increasing on 1 July each year) plus other kinds of calendar related variations, such as Easter or the proximity of significant days in the year (e.g. Christmas). In the seasonal adjustment process, both seasonal and other calendar related factors evolve over time to reflect changes in activity patterns. The seasonally adjusted estimates reflect the sampling and non-sampling errors to which the original estimates are subject.

**15** The CPI uses a concurrent seasonal adjustment methodology to derive the adjustment factors. This method uses the original time series available at each reference period to estimate seasonal factors for the current and previous quarters. Concurrent seasonal adjustment is technically superior to the more traditional method of reanalysing seasonal patterns once each year because it uses all available data to fine tune the estimates of the seasonal component each quarter. With concurrent analysis, the seasonally adjusted series are subject to revision each quarter as the estimates of the seasonal factors are improved. In most instances, the only significant revisions will be to the combined adjustment factors for the previous quarter and for the same quarter in the preceding year as the reference quarter (i.e. if the latest quarter is September quarter 2011 then the most significant revisions will be to June quarter 2011 and September quarter 2010). The seasonal patterns are also reanalysed on an annual basis or when there are known changes to regular events. This can lead to additional revisions.

**16** Autoregressive integrated moving average (ARIMA) modelling can improve the revision properties of the seasonally adjusted and trend estimates. ARIMA modelling relies on the characteristics of the series being analysed to project future period data. The projected values are temporary, intermediate values, that are only used internally to improve the estimation of the seasonal factors. The projected data do not affect the original estimates and are discarded at the end of the seasonal adjustment process. From the December quarter 2012, the Consumer Price Index uses ARIMA modelling where appropriate for individual time series. The ARIMA model is assessed as part of the annual reanalysis. For more information on ARIMA modelling see Feature article: Use of ARIMA modelling to reduce revisions in the October 2004 issue of Australian Economic Indicators (cat. no. 1350.0).

**17** The ABS applies seasonal adjustment to the expenditure class components of the CPI which are found to be seasonal, and then aggregates the seasonally adjusted and non-seasonally adjusted components to calculate the All groups CPI, seasonally adjusted, Trimmed mean and Weighted median estimates. The seasonally adjusted expenditure class components are available in Table 15 - CPI expenditure classes and selected analytical series, seasonally adjusted index numbers, weighted average of eight capital cities. The seasonal factors used to derive these seasonally adjusted indexes are available in Table 16 - CPI expenditure class, combined seasonal adjustment factors, weighted average of eight capital cities. For more information about seasonal adjustment of the CPI please refer to Information Paper: Seasonal Adjustment of Consumer Price Indexes, 2011 (cat. no. 6401.0.55.003).

## INTERNATIONAL COMPARISONS

**18** In analysing price movements in Australia, an important consideration is Australia's performance relative to other countries. However, a simple comparison of All groups (or headline) CPIs is often inappropriate because of the different measurement approaches used by countries for certain products, particularly housing and financial and insurance services. To provide a better basis for international comparisons, the 17th International Conference of Labour Statisticians adopted a resolution which called for countries to 'if possible, compile and provide for dissemination to the international community an index that excludes housing and financial services' in addition to the all-items index.

## REVISIONS

**19** CPI original indexes are revised only in exceptional circumstances, such as to correct a significant error. As is the case with all price indexes, the index reference period (i.e. the period in



which the index is set equal to 100.0) will be changed periodically. The index number levels for all periods will be changed by this process and it may also result in differences, due to rounding, between the percentage changes published on the old base and those on the new base. Seasonally adjusted indexes (including the Trimmed mean and Weighted median) for some quarters will be revised as extra quarters are included in the series analysed for seasonal influences (see paragraphs 14 to 17).

## RELATED PUBLICATIONS

**20** Current publications and other products released by the ABS are listed on the ABS website <<http://www.abs.gov.au>>. The ABS also issues a daily **Release Advice** on the website which details products to be released in the week ahead.

**21** Users may also wish to refer to the following publications and other data products that are available free of charge from the ABS website:

- A Guide to the Consumer Price Index, 16th Series (cat. no. 6440.0)
- Consumer Price Index: Concepts, Sources and Methods, 2011 (cat. no. 6461.0)
- Information Paper: Introduction of the 16th Series Australian Consumer Price Index, 2011 (cat. no. 6470.0)
- Information Paper: Outcome of the 16th Series Australian Consumer Price Index Review, Australia (cat. no. 6469.0)
- Consumer Price Index Commodity Classification, Australia, 16th Series, 2011 (cat. no. 6401.0.55.004)
- Consumer Price Index: 16th Series Weighting Pattern (cat. no. 6471.0)
- Consumer Price Index: Historical Weighting Patterns (1948-2011) (cat. no. 6431.0)
- Analytical Living Cost Indexes and Pensioner and Beneficiary Living Cost Index: 16th Series Weighting Patterns (cat. no. 6472.0)
- Consumer Price Index: Concordance with Household Expenditure Classification, Australia (cat. no. 6446.0.55.001)
- Information Paper: Seasonal Adjustment of Consumer Price Indexes, 2011 (cat. no. 6401.0.55.003)
- Information Paper: Experimental Price Indexes for Financial Services (cat. no. 6413.0)
- Information Paper: The Introduction of Hedonic Price Indexes for Personal Computers (cat. no. 6458.0)
- Analytical Living Cost Indexes for Selected Australian Household Types (cat. no. 6463.0)
- Selected Living Cost Indexes, Australia (cat. no. 6467.0)
- Residential Property Price Indexes: Eight Capital Cities (cat. no. 6416.0)
- Producer Price Indexes, Australia (cat. no. 6427.0)
- International Trade Price Indexes, Australia (cat. no. 6457.0)
- Wage Price Index, Australia (cat. no. 6345.0)

## DATA AVAILABLE

**22** As well as the statistics included in this publication, there is more detailed data for each capital city available on the ABS website. Inquiries should be made to the National Information and Referral Service on 1300 135 070.

This page last updated 26 July 2016

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## 6401.0 - Consumer Price Index, Australia, Mar 2016 Quality Declaration

Previous ISSUE Released at 11:30 AM (CANBERRA TIME) 27/04/2016

### 1 ALL GROUPS CPI, Index numbers (a)

Period	Sydney	Melbourne	Brisbane	Adelaide	Perth	Hobart	Darwin	Canberra	Weighted average of eight capital cities
2011-12	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
2012-13	102.6	102.2	102.0	102.1	102.2	101.2	103.1	101.9	102.3
2013-14	105.2	105.0	104.9	104.7	105.3	103.7	106.9	104.2	105.0
2014-15	107.3	106.5	106.8	106.3	107.2	104.9	108.4	105.3	106.8
2012									
March	99.9	99.9	99.9	99.9	100.0	100.3	99.9	99.7	99.9
June	100.5	100.4	100.5	100.2	100.5	99.9	100.7	100.3	100.4
September	102.2	101.6	101.6	101.7	101.6	100.6	102.0	101.4	101.8
December	102.3	102.0	101.9	102.1	101.9	101.0	102.0	101.8	102.0
2013									
March	102.7	102.4	102.0	102.1	102.4	101.3	103.7	101.9	102.4
June	103.1	102.6	102.5	102.3	103.0	101.7	104.6	102.5	102.8
September	104.3	104.0	103.8	103.7	104.2	102.6	105.5	103.1	104.0
December	105.0	104.8	104.6	104.4	104.9	103.6	106.5	104.1	104.8
2014									
March	105.6	105.3	105.2	105.1	105.6	104.1	107.4	104.6	105.4
June	106.0	105.9	105.8	105.5	106.4	104.5	108.1	104.8	105.9
September	106.6	106.1	106.5	105.9	106.9	104.6	108.3	105.2	106.4
December	106.8	106.3	106.7	106.2	107.0	104.7	108.5	105.3	106.6
2015									
March	107.3	106.4	106.7	106.3	107.1	105.0	108.3	105.2	106.8
June	108.3	107.1	107.4	106.8	107.7	105.1	108.3	105.6	107.5
September	108.6	107.6	108.1	107.1	108.1	105.7	108.7	105.8	108.0
December	108.9	108.3	108.5	107.3	108.6	106.6	109.0	106.0	108.4
2016									
March	108.7	108.2	108.5	107.0	107.9	106.4	108.0	106.2	108.2

(a) Unless otherwise specified, reference period of each index: 2011-12 = 100.0.

### 2 ALL GROUPS CPI, Percentage changes

Period	Sydney	Melbourne	Brisbane	Adelaide	Perth	Hobart	Darwin	Canberra	Weighted average of eight capital cities
Percentage Change (from Previous Financial Year)									
2011-12	2.5	2.4	1.9	2.6	2.1	2.2	2.1	2.5	2.4
2012-13	2.6	2.2	2.0	2.1	2.2	1.2	3.1	1.9	2.3
2013-14	2.5	2.7	2.8	2.5	3.0	2.5	3.7	2.3	2.6
2014-15	2.0	1.4	1.8	1.5	1.8	1.2	1.4	1.1	1.7
Percentage Change (from Corresponding Quarter of Previous Year)									

2012									
March	1.7	1.4	1.3	1.8	1.9	2.1	1.7	1.6	1.6
June	1.3	1.2	0.9	1.2	1.1	0.8	1.5	1.1	1.2
September	2.3	1.8	1.7	1.7	2.0	0.7	2.1	1.6	2.0
December	2.5	2.1	2.2	2.1	2.1	1.0	2.5	1.7	2.2
2013									
March	2.8	2.5	2.1	2.2	2.4	1.0	3.8	2.2	2.5
June	2.6	2.2	2.0	2.1	2.5	1.8	3.9	2.2	2.4
September	2.1	2.4	2.2	2.0	2.6	2.0	3.4	1.7	2.2
December	2.6	2.7	2.6	2.3	2.9	2.6	4.4	2.3	2.7
2014									
March	2.8	2.8	3.1	2.9	3.1	2.8	3.6	2.6	2.9
June	2.8	3.2	3.2	3.1	3.3	2.8	3.3	2.2	3.0
September	2.2	2.0	2.6	2.1	2.6	1.9	2.7	2.0	2.3
December	1.7	1.4	2.0	1.7	2.0	1.1	1.9	1.2	1.7
2015									
March	1.6	1.0	1.4	1.1	1.4	0.9	0.8	0.6	1.3
June	2.2	1.1	1.5	1.2	1.2	0.6	0.2	0.8	1.5
September	1.9	1.4	1.5	1.1	1.1	1.1	0.4	0.6	1.5
December	2.0	1.9	1.7	1.0	1.5	1.8	0.5	0.7	1.7
2016									
March	1.3	1.7	1.7	0.7	0.7	1.3	-0.3	1.0	1.3

Percentage Change (**From Previous quarter**)

2012									
March	0.1	0.0	0.2	-0.1	0.2	0.3	0.4	-0.4	0.1
June	0.6	0.5	0.6	0.3	0.5	-0.4	0.8	0.6	0.5
September	1.7	1.2	1.1	1.5	1.1	0.7	1.3	1.1	1.4
December	0.1	0.4	0.3	0.4	0.3	0.4	0.0	0.4	0.2
2013									
March	0.4	0.4	0.1	0.0	0.5	0.3	1.7	0.1	0.4
June	0.4	0.2	0.5	0.2	0.6	0.4	0.9	0.6	0.4
September	1.2	1.4	1.3	1.4	1.2	0.9	0.9	0.6	1.2
December	0.7	0.8	0.8	0.7	0.7	1.0	0.9	1.0	0.8
2014									
March	0.6	0.5	0.6	0.7	0.7	0.5	0.8	0.5	0.6
June	0.4	0.6	0.6	0.4	0.8	0.4	0.7	0.2	0.5
September	0.6	0.2	0.7	0.4	0.5	0.1	0.2	0.4	0.5
December	0.2	0.2	0.2	0.3	0.1	0.1	0.2	0.1	0.2
2015									
March	0.5	0.1	0.0	0.1	0.1	0.3	-0.2	-0.1	0.2
June	0.9	0.7	0.7	0.5	0.6	0.1	0.0	0.4	0.7
September	0.3	0.5	0.7	0.3	0.4	0.6	0.4	0.2	0.5
December	0.3	0.7	0.4	0.2	0.5	0.9	0.3	0.2	0.4
2016									
March	-0.2	-0.1	0.0	-0.3	-0.6	-0.2	-0.9	0.2	-0.2

**3 Longer term series: CPI All Groups, Weighted Average of Eight Capital Cities, Index Numbers (a)**

	31 March no.	30 June no.	30 September no.	31 December no.
1985	37.9	38.8	39.7	40.5
1986	41.4	42.1	43.2	44.4
1987	45.3	46.0	46.8	47.6
1988	48.4	49.3	50.2	51.2
1989	51.7	53.0	54.2	55.2
1990	56.2	57.1	57.5	59.0
1991	58.9	59.0	59.3	59.9
1992	59.9	59.7	59.8	60.1

1993	60.6	60.8	61.1	61.2
1994	61.5	61.9	62.3	62.8
1995	63.8	64.7	65.5	66.0
1996	66.2	66.7	66.9	67.0
1997	67.1	66.9	66.6	66.8
1998	67.0	67.4	67.5	67.8
1999	67.8	68.1	68.7	69.1
2000	69.7	70.2	72.9	73.1
2001	73.9	74.5	74.7	75.4
2002	76.1	76.6	77.1	77.6
2003	78.6	78.6	79.1	79.5
2004	80.2	80.6	80.9	81.5
2005	82.1	82.6	83.4	83.8
2006	84.5	85.9	86.7	86.6
2007	86.6	87.7	88.3	89.1
2008	90.3	91.6	92.7	92.4
2009	92.5	92.9	93.8	94.3
2010	95.2	95.8	96.5	96.9
2011	98.3	99.2	99.8	99.8
2012	99.9	100.4	101.8	102.0
2013	102.4	102.8	104.0	104.8
2014	105.4	105.9	106.4	106.6
2015	106.8	107.5	108.0	108.4
2016	108.2			

(a) Unless otherwise specified, reference period of each index: 2011-12 = 100.0.

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**6345.0 - Wage Price Index, Australia, Jun 2016**  [Quality Declaration](#)  
Latest ISSUE Released at 11:30 AM (CANBERRA TIME) 17/08/2016

## INSTITUTIONAL ENVIRONMENT

For information on the institutional environment of the Australian Bureau of Statistics (ABS), including the legislative obligations of the ABS, financing and governance arrangements, and mechanisms for scrutiny of ABS operations, please see [ABS Institutional Environment](#).

## RELEVANCE

The Wage Price Index measures changes over time in the price of labour services, unaffected by changes in the quality and quantity of work performed (that is, indexes are unaffected by compositional change). It enables analysts and policy makers to assess the impact of changes in wage costs on the labour market, the economy more generally, households and the community. The survey results are used in formulating industrial relations, wages policies and economic analysis.

Wages and salaries account for the majority of expenditure on labour costs by employers. The 'headline' measure of the wage price index is the total hourly rates of pay excluding bonuses index. Wage price indexes are released for state and territory; sector (private/public) and broad industry groups.

Industry is classified according to the *Australian and New Zealand Standard Industrial Classification (ANZSIC) 2006* (cat. no. 1292.0). Prior to the September quarter 2009, the ANZSIC 1993 version of the classification was used.

## TIMELINESS

Wage price indexes have been produced each quarter commencing from the September quarter 1997. The survey reference date is the last pay period ending on or before the third Friday of the middle month of the quarter, except for bonuses which are collected in respect to those paid during the three month period ending on the third Friday of the middle month of the quarter. Wage price indexes are released about three months after the reference date.

## ACCURACY

There are two principle sources of error in surveys, sampling error and non-sampling error. Non-sampling error arises from inaccuracies in collecting, recording and processing the data. Every effort has been made to reduce non-sampling error in the Wage Price Index by:

- careful design and testing of questionnaires and processing systems by providing instructions to businesses on how to select a sample of employee jobs
- detailed checking of completed survey forms
- instituting a range of procedures to ensure that jobs are priced to constant quality and quantity.

Sampling error occurs when a sample or subset of the population is surveyed rather than the entire population. One measure of the likely difference resulting from not including all of the population in the survey is given by the standard error. While the selection of employers and employee jobs are based on sampling techniques, standard errors are not available for the wage price index. While it is reasonably straightforward to calculate sampling errors for a level estimate such as the total number of employees jobs, it is not so straightforward to determine standard errors for the WPI which uses both sampling and index methodologies.

Original index numbers are released as final figures at the time they are first published. Revisions have never occurred and will only occur in exceptional circumstances. Trend and seasonally adjusted indexes are revised as extra quarters are included and seasonal factors are updated.

## COHERENCE

The methodology used to construct the WPI is similar to that used for other price indexes produced by the ABS such as the Consumer Price Index and the Producer Price Indexes. The sample for the WPI, is selected from the ABS Business Register which is primarily based on registrations to the Australian Taxation Office's Pay As You Go Withholding scheme.

Employers are classified to an industry using the *Australian and New Zealand Standard Industrial Classification (ANZSIC) 2006* (cat. no. 1292.0). Up until June quarter 2009, the content and format of tables containing industry data reflected the 1993 version. Indexes for previous periods have been reproduced on an ANZSIC 2006 basis by reclassifying the businesses that reported data in earlier periods to the appropriate industry division of ANZSIC 2006. Index movements for Australia, state/territory, sector and All industries original series were not affected by the introduction of the new industry classification. Details about the change to ANZSIC 2006 are outlined in *Information Paper: Update on ANZSIC 2006 Implementation for the Labour Price Index, Australia 2009* (cat. no. 6345.0.55.001).

The ABS conducts a number of sample surveys of businesses which collect information about wages and salaries. One of these series, Survey of Average Weekly Earnings (AWE), is designed to measure the level of average earnings in Australia at a point in time. Period to period movements for the AWE series are not comparable with those from the wage price index. The two series have different purposes. Consequently, they have different concepts, and use different sample selection and estimation methodologies.

## INTERPRETABILITY

The WPI publication (cat. no. 6345.0) contains Explanatory Notes, Appendices and a Glossary that provide information about data sources, terminology and other technical aspects of the series. More detailed information can also be found in the *Wages Price Index, Concepts, Sources and Methods* (cat. no. 6351.0.55.001).

The total hourly rates of pay excluding bonuses index Australia and sector level indexes are the only indexes of the WPI that are seasonally adjusted.

## ACCESSIBILITY

Additional wage price indexes are available on request. To make enquiries about such data, telephone WPI on Perth (08) 9360 5151 or email <wage.price.index@abs.gov.au>

This page last updated 16 August 2016

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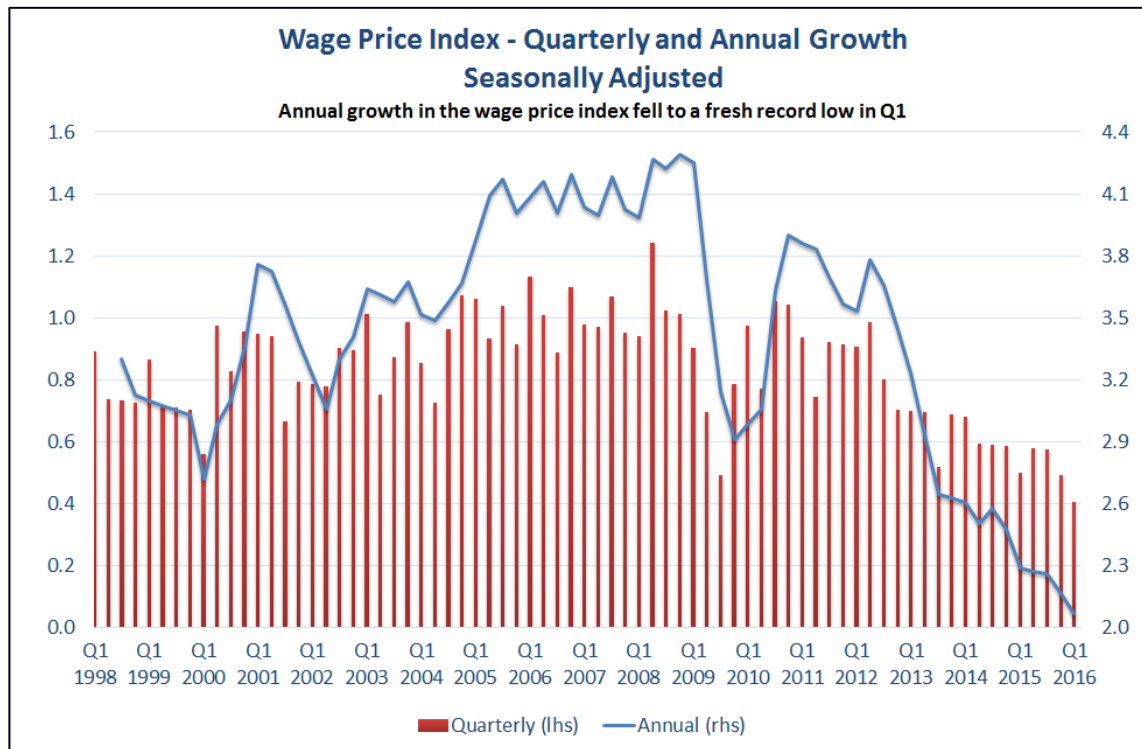
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The Wage Price Index, which measures total hourly rates of pay excluding bonuses, increased a seasonally adjusted 0.4% in Q1 (WATC +0.5%, market consensus +0.5%), following a 0.5% rise in Q4 2015. Annual growth fell back 0.1ppt to a fresh record low of 2.1%. The public sector wages growth fell to +0.5% in Q1, following +0.6% in Q4 (2.5% YOY), while private sector wages growth was +0.4%, following 0.5% in Q4 (1.9% YOY).



The industries to record the best wage outcomes in the quarter (not seasonally adjusted) were education and training (+1.0%), transport, postal and warehousing (+0.7%), followed by healthcare and social assistance and the other services category (+0.6%). Those industries seeing the smallest quarterly rise were information media and telecommunications, administrative and support services and rental hiring and real estate (+0.1%), and wholesale trade and accommodation and food services (+0.2%).

In annual terms, the largest increases were in financial and insurance services, healthcare and social assistance and education and training (+2.6%). Rental, hiring and real estate services (+1.3%), mining and administrative and support services (+1.4%) saw the slowest growth in wages.

Across the states (not seasonally adjusted), Tasmania saw the fastest increase with 0.7% in the quarter, followed by Western Australia (+0.5%) with the wage cost index in the remaining states rising 0.4%. In annual terms, Victoria led the way with 2.4%, followed by South Australia and Tasmania (+2.2%), New South Wales (+2.1%), Western Australia (2.0%) and Queensland (1.9%) brought up the rear.

#### COMMENT

Wage inflation continued to soften in Q1, falling to yet another record low in both quarterly and annual terms. The ongoing fall in wage inflation highlights the concerns the RBA has over the risk that persistent low inflation will become embedded in expectations, weigh on wages growth and further suppress household income. This would not be a good outcome given the huge amount of household debt that needs servicing.

We continue to expect the RBA to cut rates by a further 25pts in August, following the release of the Q2 CPI report in late July.

**18 MAY 2016**



## Wage Price Index, March 2016

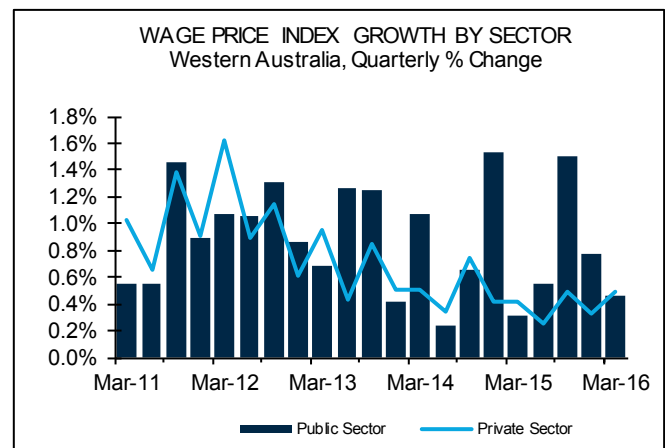
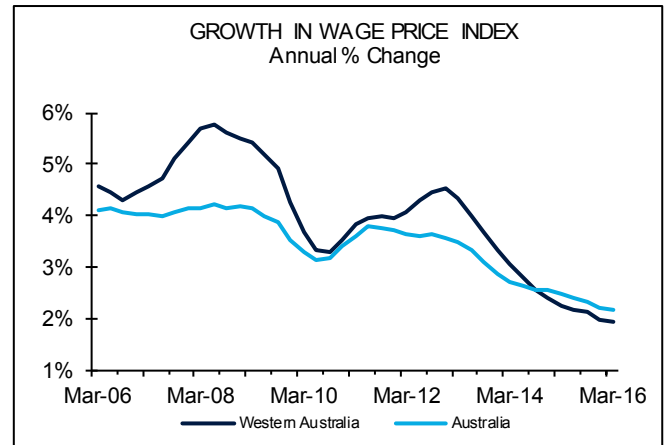
### Key Facts

#### Western Australia

- Western Australia's Wage Price Index increased by 0.5% over the quarter and rose by 2.0% in annual average terms to March 2016.
- The State's Public Sector Wage Price Index increased by 0.5% over the quarter and rose by 3.4% in annual average terms to March 2016.
- This compares with the State's Private Sector Wage Price Index, which increased by 0.5% over the quarter and rose by 1.6% over the year.

#### Australia

- Nationally, the Wage Price Index rose by 0.4% over the quarter and increased by 2.2% in annual average terms to March 2016.
- Over the year to March, the largest increase in Wage Price Index by State was 2.5% in Victoria. The smallest increase was 1.7% in the Australian Capital Territory.
- Australia's Public Sector Wage Price Index increased by 0.6% over the quarter and rose by 2.5% in annual average terms to March 2016.
- Comparatively, Australia's Private Sector Wage Price Index increased by 0.3% over the quarter and rose by 2.1% during the year.



### WAGE PRICE GROWTH BY STATE March 2016

	Private Sector			Public Sector			Total		
	Index	% Change Over:		Index	% Change Over:		Index	% Change Over:	
		Year	Quarter		Year	Quarter		Year	Quarter
New South Wales	122.1	2.1%	0.3%	124.1	2.3%	0.5%	122.6	2.1%	0.4%
Victoria	123.2	2.4%	0.4%	124.3	3.1%	0.5%	123.4	2.5%	0.4%
Queensland	122.6	1.9%	0.3%	125.2	2.3%	1.0%	123.1	2.0%	0.4%
South Australia	123.4	2.3%	0.5%	124.2	2.5%	0.2%	123.5	2.3%	0.4%
Western Australia	123.7	1.6%	0.5%	130.4	3.4%	0.5%	125.1	2.0%	0.5%
Tasmania	123.0	2.5%	0.4%	122.9	1.9%	1.0%	123.0	2.3%	0.7%
Northern Territory	123.3	1.9%	0.2%	126.3	3.1%	0.2%	124.3	2.3%	0.2%
Australian Capital Territory	121.5	2.1%	0.5%	122.1	1.4%	0.4%	122.0	1.7%	0.5%
Australia	122.7	2.1%	0.3%	125.0	2.5%	0.6%	123.2	2.2%	0.4%



# Enterprise Agreement 2016

# DRAFT – WITHOUT PREJUDICE

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## 2. – OPERATION OF AGREEMENT

### **2.1 Title & Nominal Expiry Date**

This Enterprise Agreement shall be known as the Shire of Ashburton Enterprise Agreement 2016 (the “Agreement”) and will nominally expire on 01 October 2020. However, this Agreement may continue to operate beyond the nominal expiry date until a replacement workplace Agreement is made or this Agreement is terminated in accordance with the Fair Work Act 2009 (Cth).

### **2.2 Variation of Agreement**

The parties to this Agreement acknowledge that this Agreement can be varied by consent of all parties, and subject to approval by the Fair Work Commission, at any time during its currency.

### **2.3 Parties to the Agreement**

The parties to this Agreement:

2.3.1 shall be the Shire of Ashburton of 246 Poinciana Street Tom Price (“Employer”);

2.3.2 shall be all Employees of the Shire of Ashburton (“Employees”), excluding those listed in subclause 2.3.4;

2.3.3 agree this Agreement includes all activities undertaken by the Shire of Ashburton including corporations controlled by the Shire of Ashburton;

2.3.4 shall not include:

- nurses engaged under the Nurses Award 2010;
- doctors engaged under the Medical Practitioners Award 2010;
- independent contractors and/or consultants engaged by the Shire;
- any employees employed by the Shire for a specific period associated with subsidized training or work schemes developed by the State or Federal Governments;
- early childhood teachers (university qualified) engaged in accordance with the Educational Services (Teachers) Award 2010; and
- employees who have chosen to accept maximum term contracts with higher negotiated remuneration packages, in preference to this (or preceding) Agreement(s).

### **2.4 Diversity and Anti-Discrimination**

The parties to this Agreement agree that:

2.4.1 it is their intention to respect and value the diversity of the work force by helping to prevent and eliminate discrimination at their enterprise on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; and

2.4.2 any dispute concerning these provisions and their operation will be progressed initially under the Dispute Resolution Procedure in this Agreement; and

2.4.3 nothing in these provisions allows any treatment that would otherwise be prohibited by anti-discrimination provisions in applicable Commonwealth, State or Territory legislation; and

2.4.4 the diversity of the Shire’s workforce is an important business resource. Managing the workplace diversity well means creating an inclusive environment which values the contributions of people of different backgrounds, experiences and perspectives;

2.4.5 the Shire will continue to provide equal employment opportunities and eliminate discriminatory practices through the continuous improvement of the Shire's Equal Employment Opportunity, Sexual Harassment, Workplace Discrimination, and Harassment related Policies and Directives; and

2.4.6 the initiatives in this Agreement will support Employees to develop their work skills and contribute their maximum potential, including the ability to balance work plus family responsibilities.

## **2.5 Validity of Agreement Following Challenge**

If any provision of this agreement is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this agreement shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this agreement.

This Agreement forms the basis for employment conditions. It is recognised that various documents such as the Local Government's Policy Manual, processes and procedures are referred to which may be varied from time to time. It is agreed that the most contemporary version of the referred to document at the time of question will be the source document (not the version at the time of the Agreement).

## **2.6 Exclusion of Industrial Instruments**

This Agreement supersedes all previous agreements, awards, and current awards applicable to the Employer, and the parties agree that previously protected or preserved terms are expressly excluded. .

## **2.7 Definitions**

For the purposes of this Agreement and unless a contrary intention appears, the definitions in Appendix A apply.

## **2.8 National Employment Standards**

The NES applies to all Employees in conjunction with this Agreement. To the extent of any inconsistency, the NES will prevail unless an Employee has a more beneficial entitlement under this Agreement.

# **3. – OBJECTIVES OF AGREEMENT**

## **3.1 Aims**

The aims of this Agreement are to:

- 3.1.1 Provide a framework for the Shire of Ashburton to operate in its most efficient form. The Employer and its employees will work together to ensure that individuals are able to develop their skills, knowledge and talents and that all areas of the Shire's operations are managed efficiently and result in high levels of customers service for the community and visitors to the Shire;
- 3.1.2 introduce employment conditions that are competitive with other local governments in order to attract and retain talented Employees;
- 3.1.3 create a set of employment conditions that reflect the needs of the Shire of Ashburton and improves upon those conditions laid out in the current Award;

- 3.1.4 create an environment where workplace practices will enhance skills, job satisfaction and equality of opportunity for all employees;
- 3.1.5 create a balanced working environment where productivity gains will underpin organisational development and culture;
- 3.1.6 promote an organisation wide focus on customer service; and
- 3.1.7 consider the welfare of the whole person and create opportunities for each individual to grow professionally, be recognised for their work while meeting his/her personal goals.

## **3.2 Intent & Commitments**

An integral part of this Agreement will include the Shire and its Employees working together to improve productivity across the organisation. Productivity improvements during the term of this Agreement will be based around Employees committing to the following:

- 3.2.1 Improving and maintaining excellent levels of internal and external customer service;
- 3.2.2 Implementation and maintenance of the Corporate Planning Process and supporting the strategic planning process across all business teams;
- 3.2.3 Undertaking bench marking activities to ensure that service standards are developed and maintained;
- 3.2.4 Implementation and adherence to the performance management system across all business units in the organisation;
- 3.2.5 More specific productivity improvement activities including:
  - A commitment to a single set of employment conditions for all Shire of Ashburton Employees;
  - Commitment to timely responses to customers;
  - A customer focus across all areas of the organisation;
  - Participation in customer satisfaction surveys and benchmarking activities;
  - Regular team meetings among all work groups;
  - Commitment to adhering to the Organisational Values and Code of Conduct;
  - A commitment to skills and knowledge retention through individual career development plans;
  - Agreement to a Christmas closedown;
  - Commitment to a smoke free workplace;
  - Commitment to life balance and continuous improvement;
  - The implementation of a team based culture and multi-skilling;
  - A commitment to reduce excessive levels of accrued leave;
  - A commitment to the speedy resolution of grievances;
  - A commitment to seven (7) day rosters in business units where there is a seven (7) day demand; and
  - A commitment to flexible working arrangements particularly with regard to hours of work and days off.
- 3.2.6 The Employees agree to the following initiatives as their commitment to this Agreement:-
  - Morning tea to be taken on the job;
  - Lunch to be taken on the job if working outside the town sites or campsite;
  - Multi skilling and multi-tasking – Employees agree to carryout tasks within their competency and skill level as directed by their supervisor whether the task appears in their position description or not;
  - Employees accept the annualising of the cash component of their salary package and payment for all hours worked at a single, base hourly rate with no penalty rates to apply;

- Employees commit to spend the maximum time on the job and ensure maximum productivity;
- Employees agree that the annual leave loading is incorporated in the annualised salary rate;
- All full-time employees agree to work a basic 40-hour week based on a 38 hour week with two additional hours per week factored into the salary; and
- Where appropriate, some workgroups may work some public holidays by mutual agreement, as ordinary days and accrue a corresponding number of days as time in lieu.

3.2.7 The Employer agrees to the following initiatives as its commitment to this Agreement:

- To provide competitive salary packages and to adequately remunerate employees for living and working in the Pilbara;
- To provide incentives and benefits, in addition to the salary packages to reward Employees' service;
- The Employer acknowledges that on occasions employees living in the Pilbara require to take leave at short notice and in short periods for a variety of reasons. The Employer undertakes that Employees will not have approval unreasonably withheld to take various types of leave in short periods, providing it does not have a detrimental effect on productivity;
- The Employer endorses the formalisation of flexible working hours to accommodate the requirements of various workgroups and individuals providing productivity and efficiency are not compromised;
- Provision is made for regular or ongoing additional hours for some workgroups where this arrangement is safe and mutually beneficial to both parties;
- The Employer agrees to provision within the Agreement whereby there is flexibility to allow adequate recognition of an Employee's performance;
- The Employer acknowledges the importance of ongoing training of Employees to increase the Employees' productivity and improve their ability to gain promotion.

3.2.8 The Employer is committed to, and understands the importance of, assisting all Employees to achieve life balance. The Employer will endeavour to apply continuous improvement principles to provide strategies which enable Employees to better manage their personal obligations with their employment duties. The Employer will engage in the strategies below to assist Employees develop life balance;

3.2.9 Full-time and part-time Employees are able to access eight (8) weeks paid maternity leave if they are the primary care giver. See paragraph 12.2.1 for further details;

3.2.10 Full-time and part-time Employees are able to negotiate compressed working weeks with their immediate Line Supervisor, pending continuity of service delivery. See subclause 6.11 for further details;

3.2.11 Upon written request by an Employee, the Employer may grant applications to cash in accrued annual leave. See subclause 10.2 for further details;

3.2.12 Employees may elect and are encouraged to, with the consent of their Line Supervisor, take annual leave in single day periods at a time or times agreed between them; and

3.2.13 Employees are encouraged to balance their family and personal commitments by negotiating flexible working arrangements, as outlined in subclause 6.13 of this Agreement, with their Line Supervisor. It is anticipated that some Employees might negotiate alternative working arrangements to provide opportunities for them to return to their place of residence and where possible and where services can be maintained, the Employer will accommodate these needs.

### **3.3 Employee Consultative Committee**

Where Employees or Employer have reason to be concerned about the progress of the initiatives within this Agreement or the health of the organisation, they may form an Employee Consultative Committee (ECC). Such a Committee may be comprised of up to six (6) Employee representatives, and three (3) Employer representatives. If an ECC is unable to be formed for the purpose of this Agreement, the CEO may at times nominate staff members or an independent consultant to carry out the functions of the ECC. The ECC may:

- 3.3.1 Work with Employees and the Employer to maintain the commitments and achieve the aspirations contained in this Agreement;
- 3.3.2 Provide a consultative forum on all workplace matters;
- 3.3.3 Recommend actions to assist the organisation in achieving operational and strategic plans; and
- 3.3.4 Report to Employees and the Employer on the progress of organisational plus Agreement strategies;

The matters on which the ECC may consult include, but are not be limited to:

- 3.3.5 Behaviour expectations such as the Code of Conduct and application of the organisational values;
- 3.3.6 Customer service;
- 3.3.7 Improved work practices and conditions;
- 3.3.8 Team based culture; and
- 3.3.9 Productivity improvements.

The Shire's ECC may monitor these initiatives and may submit for approval additional strategies during the life of this Agreement. The ECC will be a consultative group. Agreements reached by the ECC may be subject to agreement by a valid majority of ECC Employee representatives and may be referred to the CEO for approval at the CEO's discretion. Members of the ECC will abide by the Code of Conduct outlined in paragraph 24.1.4 (Dispute Resolution Process) and may be able to interchange membership as required.

## **4. – BEST PRACTICE**

### **4.1 A Consultative Workplace**

During the life of this Agreement, Employees will be encouraged to participate, through a consultative process, in the management of their work areas, in order to have input into the performance and goal setting of their work area and division.

#### *4.1.1 Commitment to Continuous Improvement*

The Parties are committed to continuous improvement processes and practices within the Employer's operations. Continuous improvement is a systematic method for improving processes to better meet stakeholder (customer) needs and expectations. Continuous improvement is constantly adapting by obtaining and using information, and by evaluating changes to make sure they were effective. It requires:

- Good information about the environment from a variety of sources, to evaluate outcomes (what you do) and processes (how you do it);
- The ability to pull people together from different levels and areas to freely discuss the information and issues involved, come up with ideas, evaluate them, choose some and carry them out; and
- Systematic ways to measure progress and the outcomes of changes using objective information and measures.

The success of continuous improvement is the responsibility of everyone in the organisation. Continuous improvement requires dedication and a willingness to be guided by objective information sources so that people work together towards a common goal. To achieve this:

- The Employer and Employees are committed to continually improving key organisational development strategies aimed at ensuring that the Shire meets current and future skill needs plus retains corporate knowledge;
- Structured Training Programs (Vocational Education Training) - The Employer and Employees are committed to identifying opportunities for structured training programs as a career pathway throughout the organisation. These opportunities may be available to people of all ages and may include, but not be limited to, traineeships, apprenticeships, cadetships and structured workplace learning placements as well as undertaking work experience placements. The ECC may monitor this program throughout the term of this Agreement;
- Learning and Development of all Employees - As part of ensuring that the Shire has appropriate levels of Employees with necessary skills and competencies to provide services, all Employees at the Shire are required to undergo learning and development. This may include appropriate national industry competencies as outlined in the Australian Qualifications Framework;
- Both Management and Employees are required to use the Shire's Performance Review Procedure to assist with the development of an appropriate Individual Development Plan (IDP) for each Employee;
- Learning opportunities will be negotiated within each service team and the process of learning will comply with the Shire's Education and Study Assistance Policy, processes and procedures;
- It is the Line Supervisor's responsibility to ensure that an Employee's performance review has been completed and the IDP is compiled and acted on within the timeframes set; and
- To facilitate learning and development, the Employer will allocate as a minimum an annual training budget of 2.5% of the Shire's annual wages/salary budget however this does not mean that every employee will receive 2.5 % of their individual salary for training costs. The relevant line supervisor will make decisions regarding who participates in what training;

#### 4.1.2 Team Culture

The Shire is committed to developing a 'one team' based culture as a strategy to attract and retain Employees. Employees in service teams will be encouraged to work together to develop their skills and competencies within the service area and to understand more about the wider organisation. The fundamental drivers for the organisation will be:

- Effective teamwork combined with Employee involvement;
- Shared vision and shared responsibilities; and
- Adopting the principles of a learning organisation.

#### 4.1.3 *Transparent Decision-Making & Service Delivery*

The Shire will promote transparent decision making processes so that all Employees understand how decisions are made and how they can become involved in this process to participate in the outcomes. The Shire will ensure that decisions are guided by the organisational values (See Appendix C for Organisational Values).

Employees will be encouraged to take responsibility for service delivery and will be supported by peers and Line Supervisors as they use their initiative.

#### 4.1.4 *Customer Service*

The Employer and Employees acknowledge that a fundamental role of Local Government is to provide high levels of customer service to both external and internal customers. In order to achieve this, the parties agree to the following:

- The Shire will provide initial and ongoing training in the delivery of 'best practice' customer service;
- A role of the service teams within the Shire includes continuous monitoring, evaluation and improvement to the combined delivery of customer service;
- Employees will commit to participating in annual customer service audits for the term of this Agreement.

## 5. –EMPLOYMENT CATEGORIES & CONTRACT

Employees may be employed in any of the following categories:

### **5.1 Ongoing**

“Ongoing” refers to an Employee whose employment is open-ended, as evident through a letter of appointment that contains a commencement date with no indication of a termination date. Ongoing Employees may be further categorised into:

#### 5.1.1 *Full-time*

A full-time Employee shall be employed for a total of 2080 ordinary hours per annum (inclusive of all categories of leave) resulting in an average of 40 hours per week, based on 38 hr week with two additional hours. Reasonable additional hours may be required, as defined in subclause 6.5.

#### 5.1.2 *Part-time*

A part-time Employee is an employee who:

- (a) Works for a minimum of one hour on any shift, and works an average of less than the full-time hours of 40 hours per week;
- (b) Has the number and pattern of work hours per fortnight agreed and recorded in his/her employment contract (including the start/finish times for each day) – exclusive of reasonable additional hours, as defined in subclause 6.5;
- (c) Has any ongoing agreed variation to his/her regular hours of work recorded in writing; and
- (c) Receives, on a pro-rata basis, equivalent pay and conditions to those full-time Employees who do the same kind of work, for all hours worked up to a maximum of 40 per week.

### 5.1.3 *Variable-hours Part-time*

A variable-hours part-time Employee is an Employee who:

- (a) Works for a minimum of one hour on any shift, and works an average of less than the full-time hours of 40 hours per week;
- (b) Has the minimum number and pattern of hours agreed and recorded in his/her employment contract, however there is also written agreement that there will be reasonable additional hours on a regular basis (up to a maximum of 40 per week);
- (c) Has any ongoing agreed variation to his/her minimum hours of work recorded in writing; and
- (c) Receives, on a pro-rata basis, equivalent pay and conditions to those full-time Employees who do the same kind of work, for all hours worked up to a maximum of 40 per week.

## **5.2 Casual**

Casual means an Employee is employed by the hour from time to time when work is offered. Work may be irregular and may not be available each week or work cycle. Casual Employees are not entitled to any form of paid leave (except where statutory provisions prevail) or public holidays and in lieu receive a 25% loading on the hourly rate for the classification for which they are employed.

## **5.3 Temporary/Maximum-Term/Seasonal/Task-Specific/Externally-Funded**

“Temporary”, “Maximum-term”, “Seasonal”, “Task-Specific”, and “Externally-Funded” refer to an Employee whose employment is specified between stated commencement and termination/completion dates, or dependent upon a specific project, program, task, or finite funding which the Employer and Employee agree to at the time of engagement, and is not ongoing. Further:

- 5.3.1 Employment shall automatically cease upon the termination of the term, season, task, or funding specified, or otherwise in accordance with the terms in the contract of employment;
- 5.3.2 The period of employment may be extended (in writing) by agreement between the Employer and the Employee;
- 5.3.3 An Employee in this category shall be advised of his/her period of employment, hours of work, salary and classification in writing prior to the commencement of employment. “Temporary/Maximum-Term/Seasonal/Task-Specific/Externally-Funded” employment may otherwise be further categorised under any of the definitions provided in Clauses 5.1 - 5.7 to the extent that they do not conflict with this subclause;
- 5.3.4 The Employer may re-appoint proven-performance Seasonal Employees in subsequent seasons without those Employees having to reapply through a competitive process;
- 5.3.5 “Season” has its ordinary meaning and covers a range of things, for example (but not limited to):
  - the part of a year when a product is best or available;
  - the part of a year characterised by particular conditions of weather or temperature; or
  - the part of a year marked by certain conditions, festivities or other activities.
- 5.3.6 For the purposes of Long Service Leave and other accrued entitlements, Employees employed under this subclause are not considered continuous/ongoing outside of their contract periods, except in the case where contracts are contiguous;



#### **5.4 Fly-in/Fly-out (FIFO) or Drive-in/Drive-out (DIDO)**

A FIFO/DIDO Employee maintains a primary residence outside of the Shire and commutes to his/her work-base within the Shire, carrying out all of his/her duties while on location in the Shire (i.e. s/he is not working when outside of the Shire's boundaries).

#### **5.5 Remote**

A Remote Employee maintains a primary residence and primary work-base outside of the Shire (working remotely) and completes more than half of his/her contracted annual work hours remotely from outside of the Shire's boundaries.

#### **5.6 Split-Location**

A Split Location Employee is a combination of FIFO/DIDO and remote arrangements in that s/he maintains a primary residence outside of the Shire and commutes to his/her work-base within the Shire, completing more than 50% or more than half of his/her contracted hours per year on location in the Shire, with the remainder of his/her hours being completed remotely from outside of the Shire's boundaries (i.e. – s/he never has an “off-swing” – just his/her location of work changes).

#### **5.7 Residential**

A Residential Employee is one who maintains a primary residence within the same Shire-location/base as where s/he works and is not provided with any commuter travel funded by the Employer.

#### **5.8 Probation Period**

Excluding casuals, for any Employee who is newly appointed to a given position, the Employer may require a probation period (inclusive of extensions) of up to six months. This will be documented in the Employee's contract. The purpose of such probation is to mutually determine the Employee's and Shire's compatibility for an ongoing employment relationship.

5.8.1 Subject to minimum notice periods contained in the NES and in clause 22 of this Agreement, during a probationary period, either the Shire or the Employee may terminate the employment relationship with the giving of one (1) weeks' notice, or payment in lieu of one (1) week's salary.

5.8.2 A probationary period may be extended by the Employer (up to a combined total of six months) if:

- a) the Employee has not had sufficient attendance at work during the initial probationary period; or
- b) the supervisor of the Employee has not had sufficient opportunity to adequately assess the Employee's performance; or
- c) performance within the initial probationary period is unsatisfactory.

The intention of this subclause is to enable the Employer, where mutually beneficial, to offer a longer period for the Employee to adjust to the Employer's expectations than the initially agreed probationary period.

## **5.9 Work Location**

An Employee may be required to work at any place of business operated or accessed by the Shire for business purposes. Whilst an Employee may be engaged initially to work at one (1) location, during his/her employment s/he may be directed on a temporary or permanent basis to work at any other location within the Local Government boundaries.

### ***5.9.1 Shire "Home Base"***

All Employees (including FIFO/DIDO, Remote, and Split-Location Employees) will have a Shire "home base" which will be used for the purpose of determining certain entitlements (e.g. allowances). The default home base for residential Employees would normally be the town in which they maintain their primary residences. For non-residential Employees, the default home base within the Shire would be the Town in which they are based for the majority of their days within the Shire's boundaries.

## **6. – HOURS OF WORK**

### **6.1 Ordinary Hours**

Except where otherwise provided in this Agreement, the ordinary hours of work will be 2080 per annum (inclusive of all categories of paid leave), within a 12-hour span between commencement and completion on any shift Monday to Sunday which shall include a minimum 30 minute unpaid meal break and not exceeding one hour's duration after every five hours (or less) of work, resulting in an average of 40 hours per week. The average hours of work can be worked on one of the following basis:

- 80 hours over fourteen consecutive days (aligning with the pay-period); or
- 160 hours over 28 consecutive days (aligning with two consecutive pay-periods); or
- such further extended cycles as agreed between Employer and Employee/s which produces an average 40 hours per week.

6.1.1 As a result of seasonal changes and service provision issues, the parties agree that start and finish times may vary accordingly. These start times may be varied for productivity benefits by Line Supervisors subject to providing two (2) weeks' forward notice of any start time and work hour changes;

6.1.2 If an Employee wishes to vary their working hours they can submit a written request to his/her Line Supervisor;

6.1.3 Line Supervisors will seek input from with Employees in relation to start and finish times;

6.1.4 Line Supervisors may approve start and finish times within operational requirements;

6.1.5 Accruals shall accumulate on hours worked to a maximum of 2080 per year;

6.1.6 Where operationally necessary, some positions may require split shifts, and rosters for such will be drafted, where viable, to accommodate Employees' preferences;

6.1.7 Other than in exceptional circumstances, work rosters will be arranged so that Employees will average eight days off per 28-day calendar period; and

6.1.8 Generally, work start times shall be determined by each work area to meet with major project timeframes, improve work safety and efficiency, and reduce the effects of heat (where applicable) during summer periods.

## **6.2 Swimming Pool Employees**

Subject to the prior approval of the Line Supervisor, the designated Swimming pool Employees may be allowed to exchange shifts or days off with other Employees.

### *6.2.1 01 October – 30 April (Open Season)*

- The ordinary hours of work will be 2080 per annum (inclusive of all categories of paid leave), within a 13-hour span between commencement and completion on any shift Monday to Sunday which shall include an unpaid meal break of between 30-60 minutes every five hours or more frequent, resulting in an average of 40 hours per week.
- The Employee can be required to work any hours that the swimming pool is open including working additional hours for private functions, as well as reasonable time for maintenance (defined as 30 minutes pre-and-post opening hours). Any hours worked outside of the opening hours (plus or minus the 30minutes for maintenance) must be approved by the Line Supervisor in advance.
- Other than in exceptional circumstances, work rosters will be arranged so that Employees will average *at least* four days off per 28-day calendar period. (For the purpose of this clause, examples of “exceptional” include, but are not limited to: resignations/vacancies; covering for sick or other leave for co-workers )
- In line with operational requirements Employees agree to work any hours required through the season as agreed with the CEO or direct supervisor in respect to the Christmas and Easter holidays;
- All hours worked will be at the base rate of pay;
- The Employee shall receive fortnightly payment based on up to 40 hours per week, with any additional time (except for casual Employees) accruing to be taken during the period described under subclause 6.2.2;
- Due to the seasonal nature of the Pools’ operations, non-casual Pool Employees will have their TOIL accrual capped at 150 hours per open season (plus any additional amount required to cover exceptional circumstances as listed in this subclause). This is based on a staffing roster consisting of two non-casual staff (per pool) over a seven-day period of no more than twelve (12) open hours per day. Should the opening hours of the Pools change, there will be corresponding decreases in TOIL accrual, or increases in staffing as necessary to address safety and health requirements.

### *6.2.2 01 May – 30 September (Off Season)*

During this period each year, a non-casual employee will receive, at his/her base rate, a combination of:

- Winter maintenance work (either at the Pool or assisting other Teams within Community Development, as directed by the Facilities Manager);
- Any accrued TOIL (at different times to the other staff at the Pool);
- All accrued annual leave (at different times to the other staff at the Pool);
- Unpaid leave, if necessary (i.e. in exceptional circumstances only – see unpaid leave subclause 10.9).

### **6.3 Visitor Centre Employees**

Subject to the prior approval of the Line Supervisor, the designated Visitor Centre Employees may be allowed to exchange shifts or days off with other Employees.

#### **6.3.1 01 May – 30 September (Tourist Season)**

Non-casual Employees who are authorised to work more than 80 ordinary hours per fortnight will be able to 'bank the hours' to take as Time in Lieu in a quieter tourist (off season) period.

- Other than in exceptional circumstances, work rosters will be arranged so that employees will average *at least* four days off per 28-day calendar period.
- In line with operational requirements Employees agree to work any hours required through the season as agreed with the CEO or direct supervisor in respect to the Christmas and Easter holidays.
- All hours worked will be at the base rate of pay.
- The Employee shall receive fortnightly payment based on up to 40 hours per week, with any additional time accruing to be taken during the period described under paragraph 6.3.2.

#### **6.3.2 01 October – 30 April (Off Season)**

During this period each year, a non-casual Employee will receive at his/her base rate a combination of:

- Ordinary work hours;
- Any accrued TOIL;
- All accrued annual leave.

### **6.4 Caravan Park Employees**

Caravan Park Employees accept that the following is an industry standard, subject to safety and health requirements:

#### **6.4.1 Park Operating Hours**

Unless agreed otherwise in the Employee's employment contract, the Park Managers accept that additional paid hours are normal and expected on an ongoing basis to a maximum of fifty (50) hours per week, which will be paid in full in addition to the ordinary 80 base hours per fortnight. Hours additional to this will otherwise be subject to the normal requirements outlined in subclauses 6.5-6.13.

#### **6.4.2 01 May – 30 September (Tourist Season)**

Caravan Park Employees acknowledge that customer demand will naturally be higher during the Tourist season and therefore understand that the hours they will be asked to work may be greater during this time of the year, and that leave or holidays should be planned for the off-peak season.

Non-casual Employees who are authorised to work hours additional to those specified in their contract will be able to 'bank the hours' to take as Time in Lieu in a quieter tourist (off season) period. Further:

- Other than in exceptional circumstances, work rosters will be arranged so that Employees will average *at least* four days off per 28-day calendar period;
- In line with operational requirements Employees agree to work any hours required through the season as agreed with the CEO or direct supervisor in respect to the Christmas and Easter holidays;
- All hours worked will be at the base rate of pay.

## **6.5 Reasonable Additional Hours**

The Employer and the Employees acknowledge that, on occasions due to unforeseen or unavoidable circumstances (e.g. special events), Employees may be required to work hours in addition to their ordinary hours. Reasonable additional hours are aimed at increasing an Employee's access to flexible working arrangements and maximising operational productivity of service teams. In some cases (e.g. Pool staff), demands may be seasonally based and foreseeable, but reasonable in the fact that it is an accepted industry/sector/field/discipline. Subject to these established reasonable circumstances, Employees can choose to accept or decline requests for additional hours on reasonable grounds. "Reasonable" factors that may be considered include (but are not limited to) the following examples:

- 6.5.1 Risk to Employee health and safety;
- 6.5.2 The Employee's personal circumstances including any family responsibilities;
- 6.5.3 The needs of the workplace or enterprise;
- 6.5.4 Whether the Employee could reasonably expect that the Employer might request him/her to work on a public holiday;
- 6.5.5 Whether the Employee is entitled to receive compensation for, or a level of remuneration that, reflects an expectation of work on the public holiday;
- 6.5.6 Whether the Employee's refusal to work additional hours is reasonable;
- 6.5.7 Whether the Employer's request to work additional hours is unreasonable;
- 6.5.8 The type of employment of the Employee (for example whether full-time, part-time, casual or shift work);
- 6.5.9 The amount of notice (if any) given by the Employer or Employee of the reasonable additional hours requested and by the Employee or the Employer of his/her intention to refuse it; and
- 6.5.10 Any other relevant matter.

Where an Employee completes additional hours without having first agreed with his/her supervisor whether the hours will be paid ("overtime") or banked ("time in lieu"), the default will be that the hours are banked.

## **6.6 Overtime/Additional Hours**

The following will be defined as overtime/additional hours:

- 6.6.1 Except as otherwise expressly provided in this Agreement, any hours worked over the ordinary 80 hours per fortnight or 160 hours per 4 week cycle by full-time Employees;
- 6.6.2 Any hours worked over the ordinary contracted hours for part-time Employees;
- 6.6.3 Any hours worked in excess of the agreed scheduled rostered hours per day;
- 6.6.4 Overtime/additional hours will be paid at the base rate of pay, or accrued hour-for-hour as time in lieu to be taken at some later point;
- 6.6.5 Overtime must be approved in advance and the Employee shall work a reasonable amount of overtime, when requested, in accordance with subclause 6.5 "Reasonable Additional Hours". No overtime shall be worked without the approval of the appropriate authorised Officer unless the urgency of the work is such that the approval cannot be gained until after the work is performed.

## **6.7 Time In Lieu (Banked Hours)**

This clause applies to non-casual staff only (due to casuals being paid by the hour, with each shift essentially being treated as a separate employment contract). Employees who are authorised to work additional hours may be able to bank the hours.

- 6.7.1 Banked hours are aimed at increasing an Employee's access to flexible working hours. Employees must have TOIL authorised prior to being worked.
- 6.7.2 Banked hours are additional hours that Employees work which they may 'save' to use as time off as approved leave (TOIL) at a later date.
- 6.7.3 If Employees work reasonable additional hours they can negotiate with their Line Supervisor whether they bank the hours. These hours must be noted on the Employee's time sheet as banked hours and calculated by the Payroll function.
- 6.7.4 Banked hours (TOIL) can be taken off in conjunction with other forms of leave.
- 6.7.5 Except where expressly provided elsewhere in this Agreement, banked hours (TOIL) will be capped at 40 hours.
- 6.7.6 Once the TOIL/banked hours accrual cap has been achieved, additional hours will be paid out at the Employee's base rate. A Line Supervisor may request in writing for an Employee to utilise some or all of the banked hours (TOIL) accrued.
- 6.7.7 The Employee and Line Supervisor are required to reach a mutual agreement about when the banked hours (TOIL) can be taken as leave.
- 6.7.8 Non-casual Employees whose workload is heavily influenced by seasons (e.g. Pool or Visitor Centre Staff) must take all accrued time off during the "off" season for his/her position and any residual TOIL must be paid-out in the first pay-period of the "on" season.

## **6.8 Exempted Employees**

Within this clause "Hours Of Work", subclauses 6.5 to 6.7 do not apply to positions classified, or Employees in receipt of, base hourly rates equal to or above Level 8/A. The reason for this is that there is a substantial gap between the salaries provided for at Level 7/F and Level 8/A, which is intended as annualised compensation for a reasonable number of additional hours that are typically associated with such positions.

## **6.9 On Call**

Unless otherwise arranged in writing from the supervisor, Casual Employees are excluded from this subclause "6.9 On Call".

- 6.9.1 An Employee designated by the Employer to be available for duty outside of the Employee's ordinary working hours will be on call. An Employee on call must be available to be contacted and immediately respond to a request to attend work.
- 6.9.2 On call differs from a "call out" where the Employee is called back to work to attend a duty See Clause 6.10 "Call Out" for more details.
- 6.9.3 The purpose of the on call allowance is to recognise and appropriately compensate nominated Employees who are required to remain on call by responding to telephone calls and (if necessary) attending the workplace, in order to maintain the effective operation of the Shire (i.e. merely receiving work-related enquiries does not qualify the Employee to be paid for "recall" because the "On Call" allowance already compensates the Employee for this).
- 6.9.4 Should an Employee be 'recalled to work' while he/she is on call he/she will become eligible for the recall payment detailed in Clause 6.10 "Call Out".

- 6.9.5 All On-Call payments must be verified and authorised by the relevant Line Supervisor via the timesheet, and on any given day, if the Employee is recalled, s/he will receive the greater of:
- a) the On-Call allowance outlined in Subclause 14.7; or
  - b) the Call-Out Payment detailed in Subclause 6.10.

## **6.10 Call Out**

An Employee who is recalled to work reasonable additional hours, unless notified before his/her shift's-end or after leaving the workplace, shall be paid a minimum of three (3) hours work at the ordinary rate.

- 6.10.1 If an Employee works for a lesser period, they are still paid for the full three (3) hours. This Clause does not apply to reasonable additional hours/overtime worked continuous at the commencement or completion of ordinary hours.
- 6.10.2 If an Employee is called out more than once within the period of the initial call out, the Employee shall not be entitled to any further payment for time worked within the three (3) hours.
- 6.10.3 All recall payments must be verified and authorised by the relevant Line Supervisor via the timesheet and are to be paid at the base rate.
- 6.10.4 If a recall occurs, time reasonably spent in getting to and from work shall be counted as time worked.
- 6.10.5 If a recall occurs, Employees should receive the break outlined under subclause 6.12.3.
- 6.10.6 "Call Out" actually requires the employee to physically attend the workplace. An employee who is able to resolve an issue simply over the phone does not qualify for payment under this subclause.

## **6.11 Rostered Day Off (Compressed Working Week)**

Compressed working weeks are a form of flexible working hours that enable an Employee to work, for example, a 40 hour week in four (4) 10 hour days rather than five (5) 8 hour days at a normal rate of pay. Employees have access to this program where their Line Supervisor agrees and provision of service is maintained. This program will be considered on a case by case basis and will be heavily dependent upon operational requirements. This may not be suitable for all service teams.

## **6.12 Breaks**

The following shall apply regarding entitlement to breaks during working hours:

- 6.12.1 An Employee shall not be compelled to work for more than five hours without a minimum 30 minute unpaid meal interval except where an alternative arrangement is entered into by mutual agreement with the Employer and is also compliant with Safety and Health requirements. The parties agree that, where the operation of a given work area is such that security, statutory compliance, safety/health, or business continuity may be compromised if the employee is absent, s/he may be required to have his/her unpaid meal break/s on premises (but not work for that period except where an emergency arises). In the event that his/her unpaid break is disturbed, s/he is entitled to take the remainder of the break as soon as the circumstances of the emergency/disturbance allow;

- 6.12.2 For full-time Employees, a rest period of ten minutes shall be allowed each morning. This rest period shall be counted as time off duty without deduction of pay and shall be arranged at a time and in a manner to suit the operational needs of the Employer. For Employees working at least eight ordinary hours per day at times other than in the morning, this rest break shall occur during the third hour of work (or as otherwise provided by the Employer), provided such a break concludes at least one hour before commencement of, or commences at least one hour following, any other break (e.g. a meal break);
- 6.12.3 Employees should receive at least a ten hour break after completing additional hours and commencing the next ordinary shift, or be paid at their base hourly rate until provided such a break.
- 6.12.4 Meal breaks may only be delayed past the five-hour minimum frequency specified in subclause 6.12.1 in the case of unforeseen and exceptional circumstances.

### **6.13 Flexible Working Arrangements**

The Shire aims, whenever practicable, to provide flexible working arrangements which balance service requirements with an Employee's personal needs. Upon request by an Employee, and with agreement from his/her direct Line Supervisor, the working arrangements outlined in this subclause may be available in addition to normal leave requirements. The legislated minimum criteria for individual flexibility arrangements are outlined below in subclauses 6.13.1 to 6.13.5.

Each proposal will be considered on its merits, and be negotiated at the service team level with the direct Line Supervisor and Executive Manager, recognising that not all positions lend themselves to these types of arrangements.

In each case, agreed arrangements may be considered to be on trial for the first (1st) six (6) months, after which continuation may be subject to a satisfactory annual review by the parties, for the duration of this Agreement.

- 6.13.1 Employees covered by this Agreement may agree with the Employer to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:
- (a) the Agreement deals with 1 or more of the following matters:
    - arrangements about when work is performed;
    - overtime rates;
    - penalty rates;
    - allowances;
    - leave loading; and
  - (b) the arrangement meets the genuine needs of the Employer and Employee in relation to 1 or more of the matters mentioned in paragraph (a); and
  - (c) the arrangement is genuinely agreed to by the Employer and Employee.
- 6.13.2 The Employer must ensure that the terms of the individual flexibility arrangement:
- are about permitted matters under section 172 of the *Fair Work Act 2009*; and
  - are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
  - result in the Employee being better off overall than the Employee would be if no arrangement was made.



- 6.13.3 The Employer must ensure that the individual flexibility arrangement:
- (a) is in writing; and
  - (b) includes the name of the Employer and Employee; and
  - (c) is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
  - (d) includes details of:
    - the terms of the enterprise agreement that will be varied by the arrangement; and
    - how the arrangement will vary the effect of the terms; and
    - how the Employee will be better off overall in relation to the terms and conditions of his or her Employment as a result of the arrangement; and
  - (e) states the day on which the arrangement commences.
- 6.13.4 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 6.13.5 Except where otherwise agreed and provided in an employment contract or this enterprise Agreement, the Employer or Employee may terminate the individual flexibility arrangement:
- by giving no more than 28 days written notice to the other party to the arrangement; or
  - if the Employer and Employee agree in writing—at any time.

#### 6.13.6 *Working From Home*

An Employee may request or be requested, in writing, to work from home. Any request by an Employee must be made to the direct Line Supervisor. Any such arrangement must be by mutual agreement and must not negatively impact delivery of services. Please refer to the relevant Directive and Procedure for further conditions of this arrangement.

#### 6.13.7 *Job Sharing*

Job sharing is an arrangement where two (2) Employees, by mutual agreement with their Line Supervisor, share all the duties and responsibilities of a permanent full-time position. It is a flexible work arrangement which can be utilised by both Managers and Employees as an alternative to full-time arrangements, and as a means of balancing work and personal needs.

- Anyone seeking job share opportunities are to register their interest with HR, who will investigate. Job share may be available by agreement between the direct Line Supervisor and the Employees concerned. Employees participating in job share arrangements will have access to all Shire benefits and programs, as dictated by their position in the organisation, in line with any part-time Employee.
- Employees participating in job share, in conjunction with the appropriate Line Supervisor, may reach mutual agreement on how the job is to be split and agree the hours for each participating Employee.
- In the case of short term unanticipated absence such as sickness and emergency leave of one of the job sharers, the remaining job sharer may volunteer to relieve. In the case of a planned or structured absence, the job sharers may elect to take leave contiguously. Where business needs dictate that the absence of the job sharer be covered, the remaining job sharer be prepared to relieve before the first job-sharer's leave will be approved.

### 6.13.8 Changing Employment Category

In some cases, it may be possible for existing residential Employees to change their employment status to one of those outlined in subclauses 5.4-5.6. The purpose of offering this option is reserved for cases where:

- The Employee has performed to a very high standard with a reasonable period of prior service in a residential capacity has been completed (as judged by the CEO), and/or;
- Corporate knowledge loss from the position would otherwise negatively impact on the performance of the employee's team and/or;
- The Employee has a particular set of skills that has been proven to be extremely difficult to recruit from the local pool of candidates and/or;
- Service delivery is not negatively impacted and the Shire does not incur unnecessary additional costs.

In such cases, the change is at the CEO's complete discretion and is never to be considered permanent or ongoing. The Shire reserves the right at any time (with at least one month's notice) to require the position to return to a fully residential status. This is not to be confused with a situation of genuine redundancy, where the Shire would otherwise no longer require the role to be done by anyone.

## 7. – SALARY

### 7.1 Pay Scales

Employee salaries/wages shall be based on the scales listed in Appendix D which are affective 13 July 2016. While this Agreement remains in effect, these salaries/wages will be increased annually thereafter by the Annual Wage-Price Index (Public Sector in Western Australia as reported by the WA Department of Treasury for the 12 months to March) from the first pay-period commencing on or after 01 July.

- 7.1.1 The increases in subclause 7.1 will not automatically apply to amounts granted above the formal classification level/step entitlement, unless this is expressly stated in writing to the Employee by the Employer's authorised officer.
- 7.1.2 Casual Employees at all levels receive a 25% loading on their respective base hourly rate in lieu of paid leave and public holiday benefits.

### 7.2 Junior Employees/Trainees/Apprentices

The salary for Junior Employees, Trainees and Apprentices shall be based on the base step the level of position classification as outlined in Appendix D and with regard to the relevant percentage as outlined below:

<b>Age</b>	<b>%</b>
At 16 years of age or under	67
At 17 years of age	72
At 18 years of age	80
At 19 years of age	87
At 20 years of age	95
At 21 years of age	Adult rate.

Adult apprentices shall be paid the base step and level of the appropriate position classification.

### **7.3 Cadetships**

Professional cadetships may be offered from time to time, where an Employee, or prospective Employee, is pursuing a career in a profession utilised (or intended to be utilised) by the Employer. An Employee employed as a cadet may be paid a salary between Level 2 and the Level that would normally be assigned to a graduate position in the same field. The decision to assign a level within these bounds rests with the Employer, and will be based upon the cadet's performance and academic progress.

### **7.4 Salary Packaging**

Employees may, by written agreement with the Employer, enter into a salary packaging arrangement. Any arrangement must comply with relevant taxation laws and the Employer will not be liable for additional tax, penalties or other costs payable or which may become payable by the Employee.

### **7.5 Classification/Reclassification of Positions**

7.5.1 This subclause 7.5 "Classification/Reclassification of Positions" applies when determining the appropriate position classification level (i.e. 1,2,3,4 etc.) and associated incremental step (i.e. A,B,C,D, etc.). The appropriate position classification based on responsibility and competency is determined first (1st), then incremental step second (2nd).

**NB:** On initial appointment of an Employee, the employer shall give consideration to previous relevant experience and additional credentials in order to ascertain the appropriate step on commencement.

7.5.2 Job descriptions shall be used as the primary source of classifying positions. The position shall be evaluated and considered against the classification definitions in Appendix B.

7.5.3 Movement to a higher level or classification shall only occur by way of promotion or reclassification.

7.5.4 The Employee may make a written request for a position reclassification at the time of the annual staff development/performance review. Provided that, where there are deemed to be exceptional circumstances, an application may be received at any time. Should an Employee be successful in his/her position being reclassified, the date of effect shall be the commencement of the pay period in which the application was lodged with the Organisational Development Team.

7.5.5 The grounds for which a request for review may be made are, having regard to the classification definitions as specified in Appendix B:

7.5.5.1 significant and identifiable changes in the nature and work value of the duties performed;

7.5.5.2 significant increases in responsibilities; and

7.5.5.3 significant change in the skills, knowledge and experience required to undertake the duties.

7.5.6 The Employee may use the dispute resolution process contained within this agreement where s/he believes the assessment of the reclassification request was not correct.

- 7.5.7 Where the Shire has not been able to attract potential Employees with appropriate skills, but has received expressions of interest from Employees with partial credentials, the Shire may engage those potential Employees on a lower level rate commensurate with their credentials on commencement. Once the Employee has gained the necessary credentials as determined by the Employer, s/he will move to the salary scale appropriate to the position's full classification.

## **7.6 Incremental Progression**

At the conclusion of each twelve-month period following appointment to their position, or entry into a classification level, Employees shall be eligible for incremental progression (effective from the commencement of the pay period in which the Employee's incremental anniversary falls) in accordance with the following criteria:

- 7.6.1 The Employee has given satisfactory service over the preceding twelve months; and
- 7.6.2 The Employee has acquired and is required by the Employer to utilise new and/or enhanced skills within the ambit of the level definition for his/her position, or other skills where agreed at the staff development/performance review. Alternatively, an Employee who has been recognised by the Executive Team as having displayed exceptionally strong application of corporate values shall also be seen to have met this criterion.
- NB:** On initial appointment of an Employee, the Employer shall give consideration to previous relevant experience and additional credentials in order to ascertain the appropriate step on commencement.
- 7.6.3 For Employees paid junior rates in accordance with subclause 7.2 "Junior Employees/Trainees/Apprentices" Paragraphs 7.6.1 – 7.6.2 do not apply. Instead, the Employee remains on the base step but qualifies for an age-related increase from the commencement of the pay period in which his/her birthday falls.
- 7.6.4 Movement to a higher level or classification shall only occur by way of promotion or reclassification.
- 7.6.5 Paragraph 7.6.1 is interpreted as meaning both technical/position performance and conduct that is consistent with all of the organisation's Core Values, as listed in Appendix C. "Technical/position performance" also includes ongoing responsibilities such as the Employee ensuring procedures manuals for his/her position (where applicable) are up to date and supervisors have completed all their subordinates' performance and incremental reviews by applicable deadlines.
- 7.6.6 In cases where the review is delayed the anniversary date shall not be changed and the increase, if any, will be paid retrospectively to the commencement of the pay period containing the anniversary date.
- 7.6.7 The Employee may use the dispute resolution process contained within this agreement where s/he believes the criteria outlined in this subclause "Incremental Progression" were not applied correctly.

## 8. – SUPERANNUATION CONTRIBUTIONS

### **8.1 Choice of Fund**

The Employer will make superannuation contributions monthly to the Employee's elected fund on behalf of each eligible Employee, during the term of the Agreement, inclusive of payments made in accordance with the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992.

- 8.1.1 An eligible Employee is one who is defined in accordance with the Superannuation Guarantee (Administration) Act 1992 Act.
- 8.1.2 For the purposes of this Agreement and the governing Act, an Employee's notional earnings base shall be their base hourly rate of pay for the first (1st) 40 hours worked in any week and does not include payment for additional hours of work or Workers' Compensation.
- 8.1.3 Payments made by the Employer in excess of the amount prescribed in Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (as varied from time to time) will be in accordance with Clause 8.2 of this agreement.
- 8.1.4 Employees shall have complete freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- 8.1.5 The default fund shall be the WA Local Government Superannuation Plan.

### **8.2 Additional Contributions**

The Employer will match Employee superannuation contributions as set out in the following table, at any time where the SGC component is also required:

Shire SG contribution	Employee voluntary contribution	Shire co-contribution	Total contribution
9.5% Capped at:	2.5%	2.5%	14.5%
9.5% Capped at:	4%	4%	17.5%
9.5% Capped at:	6%	6%	21.5%
After 2 Continuous Years 9.5% capped at:	6%	9%	24.5%

- 8.2.1 At the request of the Employee, the Employer will allow the Employee to make either/both salary sacrifice and post-tax contributions from the payroll and may from time to time vary the amount of the Employee's contributions towards superannuation by way of salary sacrifice and any variation will result in an altered cash component being paid. Where a salary sacrifice arrangement is in place, the salary for the calculation of contributions shall be based on the amount prior to the arrangement commencing. Subject to taxation regulations.
- 8.2.2 The Superannuation Guarantee Contribution component (as defined in the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*) will be adjusted according to legislative requirement.

## 9. – RELIEVING AND HIGHER DUTIES

Higher duties are a means of extending skill levels and relieving in cases of absenteeism. When an Employee is undertaking higher duties it is the Line Supervisor's responsibility to ensure that the Employee satisfactorily undertakes the higher role and negotiates a reasonable workload for the Employee. If an Employee is directed to perform duties of a classification higher than his/her own for more than three consecutive working days and satisfactorily carries out the higher duties and responsibilities applicable, s/he will be paid the higher classification rate according to the following conditions:

- 9.1 The Employee shall be paid the minimum salary step of the higher classified position during the time of performing such duties. Where the higher grade position is a higher negotiated salary, the "minimum" salary step for the purposes of this subclause shall be defined as 80% of the difference between the Employee's current base rate and the higher negotiated salary.
- 9.2 An Employee who is required to carry out only part of the duties of the higher position may be paid at a rate determined by the CEO.
- 9.3 Where an Employee, whilst acting in a higher classification position and in receipt of higher classification pay commences annual or sick leave, the Employee shall receive any payment to which he is entitled pursuant to this Agreement at the higher classification rate if the Employee has been engaged on the higher duties continuously for three calendar months or more immediately preceding the taking of annual or sick leave.
- 9.4 When an Employee, whilst acting in a higher classification position and in receipt of any higher classification pay pursuant to this clause, performs such higher classification work outside his/her ordinary working hours, he/she shall receive any overtime payment to which s/he is entitled pursuant to this Agreement, based on the higher classification rate, except where that higher classification is exempt from such entitlements in accordance with subclause 6.8 of this Agreement.
- 9.5 An Employee who carries out higher duties for a continuous period in excess of 12 months may, at the Employer's discretion, be formally appointed to that position if it is an ongoing role.
- 9.6 The CEO may provide additional guidelines/directives pertaining to subclause 9.2, providing that this clause prevails in the event of any conflict with such guidelines/directives.

## 10. – ANNUAL, CULTURAL, LONG SERVICE, COMMUNITY SERVICE LEAVE & LEAVE WITHOUT PAY

### **10.1 Rate of Accrual and Payment**

Annual leave shall accrue progressively on a fortnightly basis at the rate of 240 (30 days) hours per annum for a full time Employee (pro-rata for part-time).

10.1.1 Unless otherwise provided for in this Agreement, annual leave is accrued only on ordinary hours and is paid at the Employee's base rate of pay.

10.1.2 Any untaken leave in one (1) year accumulates to the next year.

## **10.2 Cashing-out Annual Leave**

By agreement between the Employee and the Employer, a full-time Employee may request in writing for accrued annual leave to be cashed-out (in accordance with internal procedures):

- 10.2.1 Only one application can be made per financial year.
- 10.2.2 Full-time Employees must have a minimum accrued balance of 160 hours (four (4) weeks) annual leave after the leave has been cashed-out. Annual leave cannot be cashed-out in advance of it being credited to the Employee. Part-time Employees must have a pro-rata balance of leave after cash-out.
- 10.2.3 Cashed-out annual leave will be paid at the base rate of pay that the Employee receives at the time when the election is made.
- 10.2.4 Employees are reminded that superannuation contributions are not made for cashed-out leave/TOIL entitlements.

## **10.3 Taking & Timing of Annual Leave**

Except for periods of stand-down as identified in this Agreement, annual leave shall be taken at such a time mutually convenient to the Shire and the Employee and in accordance with the following:

- 10.3.1 With the exception of any requirement on the Employee to quarantine sufficient leave/TOIL for periods identified in subclause 10.4, annual leave can be taken by an Employee requesting to take some or all of the available annual leave which has been credited to the Employee on or prior to the day the leave commences, subject to prior authorisation by the supervisor;
- 10.3.2 The supervisor may not unreasonably refuse a request to take annual leave credited to the Employee however authorisation is subject to the operational requirements of the service team and subclause 10.4;
- 10.3.3 Except where required for the impending stand-downs identified in subclause 10.4, full-time Employees who have a balance of more than 320 hours (40 days) accrued annual leave (pro rata for part-time Employees) can be requested by their Line Supervisor to reduce their annual leave balance to 320 hours providing the supervisor gives at least four (4) weeks' notice in writing to the Employee;
- 10.3.4 Employees are permitted, with the consent of their Line Supervisor, to take annual leave in single day periods in any calendar year at a time or times agreed between them.

## **10.4 Stand-Down Periods**

In the unforeseen circumstances of the Shire needing to temporarily shut down certain operations or services, the Shire may stand down an affected Employee, or a group of affected Employees. Where the Shire stands down an Employee, the Employee may be required to take accrued time-off entitlements (eg. Time In Lieu; Annual Leave). If the Employee does not have sufficient accrued paid time off due to either:

- a) insufficient notice from the Employer; or
- b) insufficient opportunity to accrue the necessary paid time off,

s/he will be required to take leave without pay. However, where sufficient notice and opportunity have been provided, the same provisions and requirements as for the Christmas stand-down period will apply, as outlined in paragraph 10.4.10.

10.4.1 Examples of situations that may require the Shire to shut down operations are:

- A significant, foreseeable, publicly-recognised holiday period (e.g. Christmas – New-Year or potentially Easter-ANZAC-Day periods);
- A strike;
- A breakdown of machinery or computing systems; or
- A stoppage of work for any cause for which the Shire cannot be reasonably held responsible for.

10.4.2 In the instance of the Shire needing to cease operations due to the above situations, the Employer shall attempt to find alternative duties for the Employee(s) affected before deciding to stand down Employees.

10.4.3 If suitable alternative duties cannot be accommodated, then the Shire may stand down an Employee.

10.4.4 The Employee will not be paid for any part of such day during a period of stand down (other than substituting his/her accrued paid time off).

10.4.5 Employees who are affected by a Shire shut down may be required to take accrued annual leave to cover the period they cannot work.

10.4.6 A stand down does not break the Employee's continuity of employment for the purposes of any entitlements.

10.4.7 Employees who do not have accrued leave will be stood down without pay.

10.4.8 Should a climatic event occur (as declared by the CEO), where Employees are required to be stood down, the Employer takes into account its location and the financial impact of such closures and commits to pay a maximum of two days (16 hours) per event to affected non-casual staff.

10.4.9 Further to 10.4.8, in adherence to the Tropical Cyclone Management Plan, an Employee must be able to be contacted and immediately respond to a request to attend work during stand down periods.

10.4.10 *Christmas Stand-Down Period*

A Christmas close down period from Christmas Day to New Year's Day may be required for the majority of Employees, so unless advised otherwise Employees must ensure they maintain enough annual leave or TOIL to cover this period. In addition:

- During this period, essential functions may be maintained with a skeleton workforce, as determined by the CEO;
- Where it is necessary to maintain an essential service over this period, the Employees, in mutual agreement with the respective Line Supervisor, shall coordinate those who will work and those who are to be on approved leave. The CEO will determine the services that are to be maintained;
- Where Employees form part of the skeleton workforce required to perform duties during the Christmas stand down period, they may be given first option to have leave/time off at the same period in the next year;
- Employees who have accumulated sufficient approved leave credits may take additional days as agreed in accordance with the Agreement.

## **10.5 Public Holidays During Annual Leave**

If a public holiday prescribed by this Agreement falls within an Employee's period of annual leave and is observed on a day which in the case of that Employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day, for each such holiday observed as aforesaid.



## **10.6 Cultural Leave**

The Shire consists of employees from many diverse backgrounds and as such recognises all cultures within the workforce.

- 10.6.1 On occasion the Shire may allow Employees to take approved leave to attend a recognised cultural meetings and traditions.
- 10.6.2 The form of approved leave may be banked hours (TOIL), or annual leave.
- 10.6.3 All cultural leave will be requested by the Employee a minimum of mutually agreed five (5) days in advance. Authorisation is subject to operational requirements of the service team.

## **10.7 Community Service Leave**

Community Service leave is a form of leave available for Employees to undertake community services including, but not limited to, volunteering for Volunteer Emergency Management (as defined by the Fair Work Act/Commission), blood donation, or jury service, and will be paid (where applicable) at the Employee's current ordinary/base rate of pay subject to prior approval from the supervisor.

### **10.7.1 *Emergency Services Leave***

There are additional specific provisions for emergency service volunteers:

- 10.7.1.1 It shall be the responsibility of the Employee to keep the Line Supervisor informed about the time off required to attend to emergency duties and any impact this absence may have in relation to the Employee's normal duties;
- 10.7.1.2 Paid time off for attendance at emergencies in the local area shall not be unreasonably restricted or accessed, but may be limited to a maximum of 24 working hours (3 days) per annum. Unpaid time off for attendance at emergencies is unlimited;
- 10.7.1.3 Paid time off for attendance to emergencies that are not local shall be limited to a maximum of two (2) days per annum, but may be increased depending on the nature of the emergency (e.g. major bush fire) subject to the Employer's approval;
- 10.7.1.4 The context of an emergency service agency means for the purpose of *attending an emergency* (i.e. does not include training).

## **10.8 Exceptional Circumstances Leave (LWOP)**

The Shire has established this additional process to give Employees stability and security during times of personal or family illness or other exceptional circumstances.

- 10.8.1 Exceptional circumstances leave is unpaid leave that can be applied for when staff have exhausted their leave entitlements and still require to be absent from work due to unforeseeable serious situations, or as otherwise specifically listed within this subclause.
- 10.8.2 Each application for leave will be assessed by the Executive Manager (EM) and the Manager Organisational Development (MOD) and, as a general rule, initial applications for leave without pay will not exceed 12 months.

- 10.8.3 Exceptional circumstances leave is granted at the discretion of the MOD who will assess the application based upon the circumstances of the applicant as well as the operational needs of the organisation. The Executive Manager or the applicant may appeal the MOD's decision to the CEO. The circumstances in which exceptional circumstances leave may be granted include, but are not limited to:
- 10.8.3.1 Australian Defence Reserves service;
  - 10.8.3.2 To deal with an emergency or disaster (NB: where this is relating to voluntary emergency management activity under the Community Service Leave provisions of the NES, the Employee is entitled to be absent from work for the period provided s/he complies with the notice and evidence requirements, not subject to operational requirements – s108/109 *Fair Work Act 2009*);
  - 10.8.3.3 Extended illness or incapacity to work;
  - 10.8.3.4 Accompanying a partner to a serious/urgent unforeseeable personal obligation;
  - 10.8.3.5 A significant life event for which the Employee has not had reasonable opportunity to accrue the necessary paid time off.
- 10.8.4 Exceptional circumstances leave is not intended for recreational purposes or regular foreseeable events where the Employee has not accrued sufficient paid time off entitlements. Employees finding themselves in such a situation should consider negotiating (where practicable) an express individual flexibility variation to their employment contract which allows for fewer annual hours or expressly agreed periods of unpaid annual leave. The Human Resources Team can provide advice on how to approach such a request.
- 10.8.5 Applications for exceptional circumstances leave should be made in writing and include how long it is anticipated that leave may be required and why leave is required.
- 10.8.6 All entitlements to annual leave, sick leave and long service leave will be frozen from the date of commencement of such unpaid leave of absence, to the date of returning from such leave.
- 10.8.7 The Applicant's supervisor must obtain the approval from the EM and MOD before advising the employee that the leave is approved.

## **10.9 Long Service Leave**

Except where otherwise provided in this clause, accrual and taking of long service leave shall be in accordance with the Western Australian *Local Government (Long Service Leave) Regulations 1996*.

### **10.10 Cashing-out Long Service Leave**

By agreement between the Employee and the Employer, an Employee may request in writing for accrued long service leave (i.e. leave that has fallen due for the Employee to take) to be cashed-out (in accordance with internal procedures):

- 10.2.1 Only one application can be made per financial year.
- 10.2.2 Cashed-out long service leave will be paid at the base rate of pay that the Employee receives at the time when the election is made.
- 10.2.3 The Employee's long service leave balance will decrease by the amount that is cashed-out, in the same way as if the Employee had taken the leave.
- 10.2.4 Employees are reminded that superannuation contributions are not made for cashed-out leave/TOIL entitlements.
- 10.2.5 The Employer has the discretion to require the Employee to retain a minimum long service leave balance as part of the agreement.
- 10.2.6 Long service leave that has not yet fallen due may not be cashed-out.

### **10.11 Exemption for Casual Employees**

This clause, "Annual, Cultural, Community Service Leave, & Leave Without Pay" shall not apply to Casual Employees (although in the case of casual Employees, offers for work may be declined without detriment for the purposes of community service as prescribed by the NES).

## **11. – PERSONAL LEAVE**

### **11.1 Purpose of Personal Leave**

Paid personal leave is available to the Employee when s/he is absent:

- 11.1.1 due to personal illness or injury (sick leave), medical appointments except for those associated with non-corrective elective/cosmetic surgery (medical leave), or an unexpected/unavoidable emergency affecting the Employee; or
- 11.1.2 for the purposes of caring for an immediate family or household member who is sick/injured and requires the Employee's primary care and support - including for medical appointments (carer's leave) except for those associated with non-corrective elective/cosmetic surgery; or
- 11.1.3 because of bereavement on the death of an immediate family or household member (see "Compassionate leave").

### **11.2 Accrual & Entitlement**

The amount of personal leave to which an Employee is entitled shall accrue progressively at the rate of 80hours (10 days) per annum for a full time Employee. For pro-rated accruals, calculations will be rounded to two decimal places.

- 11.2.1 Part-time Employees are entitled to a pro-rata entitlement of personal leave based on the average number of nominal hours worked per week.

11.2.2 Paid personal leave is cumulative, provided that the Employee is only entitled to take in accordance with this clause, that leave which has been credited to the Employee. Where the Employee is entitled to paid personal leave, the Employee will be paid the ordinary/base rate for the expected ordinary hours in the period.

11.2.3 The provisions of this clause with respect to payment and accrual do not apply if the Employee is:

- Casual;
- Receiving worker's compensation;
- On unpaid leave; or
- Injured or ill as a result of the Employee's serious and wilful misconduct.

11.2.4 TOIL cannot be accrued on the same date that personal leave is taken.

### **11.3 Sick/Medical Leave**

If an Employee is unable to attend or remain at their normal place of employment during the ordinary hours of work, for reasons of personal ill health or injury, the Employee shall be entitled to payment during such absences in accordance with this Clause. Payment is deducted from the Employee's accrued entitlement to personal leave.

### **11.4 Carer's Leave**

Full-time Employees are entitled to use up to 80 hours' (pro rata for part time employees) from their accrued personal leave each year to care for members of their immediate family or household who are sick and require care and support. This entitlement is subject to the Employee being the person primarily responsible for the care and support of the person concerned.

11.4.1 In normal circumstances an Employee shall not take carer's leave under this clause where another person has taken leave to care for the same person.

11.4.2 The entitlement to carer's leave is subject to the person requiring care being either a member of the Employee's immediate family or a member of the Employee's household.

11.4.3 The term immediate family is defined in Appendix A

### **11.5 Additional (Unpaid) Carer's Leave**

Where an Employee has exhausted all accumulated paid leave entitlements, the Employee is entitled to take unpaid carer's leave to care for members of his/her immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. The Employer and Employee shall agree on the quantum of unpaid leave to be taken. In the absence of agreement the Employee is entitled to take up to two of his/her normal work days per occasion in a single unbroken period, provided that the requirements of 11.4, 11.7, and 11.8 are met.

### **11.6 Compassionate Leave**

Additional to the accrual entitlements provided in subclause 11.2, the employee is entitled to take up to two of his/her normal work days' paid bereavement/compassionate leave on any occasion on which a member of the Employee's immediate family or household dies, or becomes seriously ill or injured posing a threat to life.

- 11.6.1 The leave can be taken at any time while the injury or illness persists or (alternatively) after the death of a member of the Employee's immediate family or household.
- 11.6.2 The entitlement to compassionate leave is subject to the person who has died, is seriously ill or injured being either a member of the Employee's immediate family or a member of the Employee's household.
- 11.6.3 A part-time Employee is entitled to the same benefit as a full-time Employee as expressed in this subclause excepting that the entitlement shall only apply where the part-time Employee would normally be working on the day(s) of absence on bereavement/compassionate leave.
- 11.6.4 Paid compassionate leave counts as service for all purposes, and may be taken in one continuous period, or separate days, as agreed between the Employer and Employee.

### **11.7 Additional Paid & Unpaid Compassionate Leave**

- 11.7.1 Additional to the provisions of subclause 11.6, the Employee is entitled to access up to three days (per occasion) from his/her accrued paid personal leave balance in accordance with sub clause 11.2 for compassionate leave purposes.
- 11.7.2 In addition to the entitlement to paid compassionate leave, an Employee will be entitled to up to five days' unpaid bereavement/compassionate leave in respect of the death of a member of the Employee's immediate family or household.

### **11.8 Notice Requirements**

To be entitled to any type of paid or unpaid personal leave, the Employee must advise the Employer through his/her supervisor as soon as reasonably practicable of:

- 11.8.1 his/her inability to attend work; and
- 11.8.2 the reason behind his/her inability to attend work; and
- 11.8.3 the period of leave, or expected period of leave.

### **11.9 Substantiation for Personal Leave**

An Employer is entitled to request evidence that would substantiate the reason for personal leave. The Employee is not entitled to the leave if the Employee fails to provide either:

- notice (as soon as practicable); or
  - evidence that would satisfy a reasonable person, for example (as applicable):
    - ✓ a medical certificate for his/her injury/illness;
    - ✓ a medical certificate indicating that a member of the Employee's immediate family or household has, had or may have a personal illness or injury during a period of the leave;
    - ✓ a death certificate;
    - ✓ a death or funeral notice.
- 11.9.1 The Employer may require the Employee to provide proof to satisfy a reasonable person of the relationship between the Employee and the person for whom the Employee is taking carer's or compassionate leave.
- 11.9.2 In the event that it is not reasonably practicable for the Employee to obtain the requested evidence, a statutory declaration must be provided detailing the same information. This must be provided to the Employer within two days of the absence.

### **11.10 During Periods of Annual Leave**

Subject to the provisions of this *subclause*, the provisions of this *clause* apply to an Employee who suffers personal ill health or injury during the time when he/she is absent on annual leave and an Employee may apply for and the Employer shall grant paid personal leave in place of paid annual leave, in accordance with the following conditions:

- 11.10.1 Application for replacement shall be made within seven days of resuming work and then only if the Employee produces a certificate from a registered medical practitioner;
- 11.10.2 The provisions of this subclause shall apply to whole-days or part-days of confinement, and in separate occasions during the period of annual leave;
- 11.10.3 The provisions of this subclause only to apply where the illness or confinement would have normally prevented the Employee from attending work, had s/he not otherwise been on annual leave;
- 11.10.4 Payment for replaced annual leave shall be at the base rate of salary applicable at the time the leave is subsequently taken.

## **12. – PARENTAL LEAVE**

In many cases, Employees will be eligible to apply for parental leave. The following applies to parental leave while employed with the Shire.

### **12.1 Types of Parental Leave**

Parental Leave encompasses Maternity Leave, Paternity/Partner Leave and Adoption Leave, and is available to all full and part-time Employees who have completed at least 12 months continuous service immediately preceding the commencement of the leave.

- 12.1.1 Maternity Leave is available to an Employee giving birth to a child.
- 12.1.2 Paternity Leave is available to an Employee who is the spouse/partner of a person giving birth to a child.
- 12.1.3 Adoption Leave is available to an Employee adopting a child.
- 12.1.4 By definition casual Employees are not entitled to leave, however, for the purpose of employment continuity and security, casuals are entitled to decline work offered that would otherwise qualify them for unpaid parental leave if their employment was non-casual.

### **12.2 Paid/Unpaid, and Accrual Entitlements**

Except where otherwise provided under this subclause, parental leave is unpaid (including Public Holidays), and is available for a period of up to 104 calendar weeks in one unbroken period. Personal leave is not available and no leave entitlements accrue during the period of unpaid Parental Leave.

- 12.2.1 The following paid parental leave is provided:
  - *8 weeks' maternity leave* for the birth mother, to be taken in one continuous block from the commencement of the parental leave period;
  - *8 weeks' adoption leave* will be available to a primary care giver eligible for parental leave at the time of adoption of a child. Adoption leave applies only to the adoption of children under five years of age, and does not apply where the Employee adopts, or takes custody of a child who has previously lived with him/her;

- *1 week's paternity/supportive parent leave* will be available to all Employees eligible for parental leave and who will support the birth mother and/or assume a secondary role in caring for the child upon the child's birth; or if a child is stillborn, or if the pregnancy miscarries/terminates after 20 weeks.
- 12.2.2 Part-time Employees are eligible for paid parental leave on a pro-rata basis of the average weekly hours for the preceding 12 months.
- 12.2.3 The Employee may take any other forms of paid leave to which they are entitled, such as annual or long service leave, in substitution for some or all of this 104 week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Employee's spouse/partner/co-parent. Paternity Leave cannot normally be taken while the Employee's spouse/partner/co-parent is on maternity leave, with the exception of the one week in which the birth of the child occurs, or an unbroken period of up to three weeks at the time of the placement of the adopted child.
- 12.2.4 Continuity of service is not broken while an Employee is on parental leave. However, the time taken for unpaid parental leave is not counted as service for the purposes of calculating leave entitlements and increments based on years of service. All existing entitlements accrue during any period of paid leave but not during the periods of unpaid leave. All entitlements to annual leave, sick leave and long service leave will be frozen from the date of commencement of the unpaid period of maternity leave, until the date of returning from such leave.
- 12.2.5 Where the State or Federal Government legislates a paid parental leave scheme that requires the Employer to fund such leave, the Employee shall be eligible for the most generous offer only.
- 12.2.6 An Employee may not proceed on a second or subsequent period of paid parental leave until s/he has served twelve (12) months effective continuous service from the date of re-commencement of duty following a previous period of Parental Leave.

### **12.3 Employee to Provide Notice**

An Employee must provide 10 weeks' notice to the Employer in advance of the expected date of commencement of parental leave, or if that is not practicable, as soon as practicable. An Employee will not be in breach of this clause if the failure to give the required notice period is because of the birth occurring earlier than the presumed date. In the case of adoption, the Employer will allow a reasonable amount of flexibility for the Employee to vary the anticipated commencement date, and the Employee will not be in breach of this clause if the relevant adoption agency provides notification of adoption procedures earlier than previously indicated by that agency. If the adoption commences later than originally anticipated, the Employer shall allow the Employee to delay the commencement of leave, provided a relief Employee has not already been appointed for the Employee's substantive position.

The application and notice for parental leave must be in writing and specify the following:

#### 12.3.1 in the case of maternity leave:

- the expected date of birth (included in a certificate from a registered medical practitioner stating that the Employee is pregnant);
- the date on which the Employee proposes to commence maternity leave and the period of leave to be taken - at least four weeks;
- a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse/partner/co-parent and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment;

- where an Employee continues to work within the six week period immediately prior to the expected date of birth, or where the Employee elects to return to work within six weeks after the birth of the child, the Employer may require the Employee to provide a medical certificate stating that she is fit to work on her normal duties.

#### 12.3.2 in the case of paternity leave:

- a certificate from a registered medical practitioner which names his/her spouse, states that she is pregnant and the expected date of birth, or states the date on which the birth took place; and
- written notification of the dates on which s/he proposes to start and finish the period of paternity leave; and
- except in relation to leave taken simultaneously with the child's mother under clauses 12.2.1 and 12.2.3 a statutory declaration stating:
  - s/he will take that period of paternity leave to become the primary care-giver of a child;
  - particulars of any period of maternity leave sought or taken by the mother of his child; and
  - that for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

#### 12.3.3 in the case of adoption leave:

- where required by the Employer, confirmation from the appropriate government authority of the placement, and
- written notification of the dates on which s/he proposes to start and finish the period of adoption leave; and
- a statutory declaration stating:
  - the Employee is seeking adoption leave to become the primary care-giver of the child;
  - particulars of any period of adoption leave sought or taken by the Employee's spouse/partner/co-parent; and
  - that for the period of adoption leave the Employee will not engage in any conduct inconsistent with his/her contract of employment.

### **12.4 Transfer to a Safe Job**

Where an Employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee make it inadvisable for the Employee to continue at her present work, the Employee will, be transferred to a safe job (where available) at the rate and on the conditions attaching to that job, which will be no less than the Employee's rate of pay and conditions in her pre transfer position, until the commencement of maternity leave.



## **12.5 Returning to Work After a Period of Parental Leave**

- 12.5.1 An Employee must confirm his/her intention of returning to work by notice in writing to the Employer, given not less than eight (8) weeks prior to the expiration of the period of the leave.
- 12.5.2 Employees returning from periods of Parental Leave are entitled to the same position held by them immediately before going on leave, or if this position is no longer available, a position as nearly comparable as possible in status and salary to that of their former position. In the case of an Employee transferred to a safe job pursuant to Clause 12.4, the Employee will be entitled to return to the position they held immediately before such transfer.
- 12.5.3 Except for a legitimate change in operational requirements, the Shire agrees to keep the Employee's position open for the authorised period of parental leave only, unless otherwise agreed.
- 12.5.4 An Employee returning from parental leave, and providing the minimum required notice of return, may request the Employer to allow the Employee to return on a part-time basis until the child reaches school age, to assist the Employee in reconciling work and parental responsibilities. The Employer shall consider the request having regard to the Employee's circumstances and, provided the request is genuinely based on the Employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.
- 12.5.5 Where there is mutual agreement between the Employee and the Line Supervisor, the Employee may return to an alternative role if available.
- 12.5.6 If the Employee's former position no longer exists and only alternative positions are available the Employee will be offered the pay and conditions that are appropriate for the alternative role. The offer may be more or less than the remuneration the Employee previously received.

## **12.6 Special Maternity Leave**

- 12.6.1 Where the pregnancy of an Employee terminates after 20 weeks and the Employee has not commenced maternity leave, the Employee may take up to eight (8) calendar weeks' paid special maternity leave for the period certified as necessary by a registered medical practitioner. Once the Employee has exhausted her paid leave entitlement, she may take unpaid special maternity leave for the period certified as necessary by a registered medical practitioner.
- 12.6.2 Where an Employee is suffering from an illness not related to the direct consequences of the birth the Employee may be entitled to paid personal leave.
- 12.6.3 Where an Employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid personal leave to which she is then entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid personal leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 104 weeks.

### **12.7 Employee Not to Engage in Paid Employment**

Employees on parental leave may not engage in any other paid employment without prior approval from the Chief Executive Officer.

### **12.8 Early Return & Relief Employees**

For the purposes of this clause, a relief employee is an Employee specifically engaged or temporarily promoted or transferred, as a result of another Employee proceeding on parental leave.

- 12.8.1 Employees on parental leave may request to bring their return to work date forward and the Employer will attempt to broker a solution to address the request. That solution may be either for the Employee to return to the Employee's original position, or temporarily to another role until any relief Employee is able to be moved.
- 12.8.2 Before the Shire engages a relief Employee the Shire will inform that Employee in writing of the temporary nature of the employment and the rights of the Employee on leave regarding return to work.

## **13. – PUBLIC HOLIDAYS**

This clause "Public Holidays" does not apply to Casual Employees.

### **13.1 Agreed Public Holidays**

Full-time Employees are entitled to payment, or accrue time off on an hour-for-hour basis for, the following ten public holidays:

- 1 January (New Year's Day)
- 26 January (Australia Day)
- Labour day
- Good Friday
- Easter Monday
- 25 April (Anzac Day)
- Western Australia Day
- The Monarch's Birthday holiday (on the day in which it is observed in the Shire)
- 25 December Christmas Day
- 26 December Boxing Day

Where any of the days mentioned in this subclause fall on a Saturday or Sunday, the holiday shall, in lieu, be observed the following Monday. When Boxing Day falls on a Sunday or Monday the public holiday shall be observed, in lieu, on the following Tuesday.

### **13.2 Working On Public Holidays**

- 13.2.1 In addition to where specifically provided elsewhere in this Agreement, the Employer may request an Employee to work on a public holiday if the request is reasonable.
- 13.2.2 By agreement between the Employer and the Employee, if an employee works the public holiday then the Employee may take equivalent time off in ordinary hours (banked hours) equivalent to the time worked at a mutually convenient time.

### **13.3 Public Holidays Falling on Rostered Days Off**

Where full-time Employees are working compressed working weeks that would otherwise be five normal (equal) weekdays per week (e.g. 19 day month, 9 day fortnight, 8 day fortnight), and a public holiday falls on their rostered day off, those Employees shall have eight (8) hours added to their TOIL balances.

#### *13.3.1 Public Holidays for Full-time FIFO, Split-Location, and Remote Employees*

Where full-time (non-casual) Employees are working on either a FIFO, Split-Location, or Remote roster, public holidays falling within a given pay period will be paid at 8 hrs.

### **13.4 Public Holiday Substitution For Part-Time and Uneven Roster Employees**

The parties acknowledge the inequity that can sometimes result from the interaction of part-time staff rosters and public holidays. To prevent disproportionate and inequitable receipt of public holiday benefits, the parties agree that part-time Employees and full-time Employees working unequal rosters will substitute additional "Public Holiday Leave" for public holidays that would otherwise inequitably benefit Employees according to the days they would normally be rostered to work.

13.4.1 The amount of public holiday leave to which an Employee is entitled shall accrue hourly at the same rate as personal leave for each completed ordinary hour of service to a total of 80 hours per annum for a full-time Employee.

13.4.2 For Employees covered by this subclause, where a public holiday falls on one of their days of work, and his/her normal work area is stood-down for the duration of the public holiday, the Employee shall be paid from his/her Public Holiday leave balance the number of hours s/he would have otherwise normally worked that day.

13.4.3 Where there is insufficient Public Holiday leave accrued to cover the absence, the remaining hours can be paid from the Employee's TOIL or annual leave balances.

13.4.4 Where an Employee's Public Holiday leave balance is greater than what will be required for the six months ahead, s/he may elect to have the surplus paid out.

## **14. – ALLOWANCES & REIMBURSEMENTS**

This section outlines allowance and reimbursement entitlements. The dollar rates for each allowance under this clause are listed in Appendix E and will be increased annually from the same pay-period and by the same indexation as that which is applied to annual salaries as prescribed by subclause 7.1, except as otherwise specifically provided and to a maximum of any applicable Fringe Benefit Tax threshold. All ad-hoc/casually-claimed on-shift/on-task allowance payments must be verified and authorised by the relevant Line Supervisor via the timesheet. Some subclauses under this clause are affected by Leave Without Pay and/or Workers' Compensation circumstances, so Employees to whom this may pertain are asked to look for this in particular when reading this clause.

### **14.1 Ashburton Allowance**

The Ashburton Allowance is intended to recognise some of the unique challenges faced when living and/or working in the most remote areas within the Pilbara. For example, it is well-established that consumables such as fuel, food, and utilities typically come at greater cost than in WA's larger city areas. These challenges vary according to the nature of each Employee's employment. It is therefore paid at different rates according to each Employee's individual employment category. In addition, the following conditions apply:

- 14.1.1 After the completion of each year's continuous service (excluding periods of unpaid leave and worker's compensation), except where otherwise provided under this subclause 14.1 "Ashburton Allowance", full-time Employees will be paid annually, the gross allowance listed in Appendix E, calculated on the number of ordinary hours paid for the year (i.e. O/T and LWOP hours are not counted as "ordinary");
- 14.1.2 Part-time and temporary/casual Employees with contiguous contracts will be paid pro rata the allowance provided in subclause 14.1.1 based on the amount of ordinary hours they have worked in the preceding year to a maximum of 2080 hours;
- 14.1.3 The Ashburton Allowance will be paid through the payroll system and is subject to PAYG tax;
- 14.1.4 If the Employee's employment is terminated after his/her first anniversary but prior to his/her subsequent anniversaries, the allowance will be paid pro-rata on termination for the service completed between his/her last anniversary and the date of termination;
- 14.1.5 FIFO/DIDO and Split-Location Employees will be paid the Ashburton Allowance on a pro rata basis according to the number of contracted days they physically work within the Shire's boundaries;
- 14.1.6 Subclause 14.1 "Ashburton Allowance" does not apply to Remote Employees nor any Employee with less than one year of continuous effective service;
- 14.1.7 Where the provisions of subclause 14.1 "Ashburton Allowance" differ to any Employee's existing entitlements to this allowance under a previous agreement, payment at his/her next anniversary will be in accordance with the previous agreement, but will thereafter change to the new provisions; and
- 14.1.8 The Ashburton Allowance is subject to calculation for superannuation purposes.

## **14.2 Health & Wellbeing Allowance**

The Employer recognises the increased health risks associated with a sedentary lifestyle and therefore encourages all non-casual Employees to maintain regular exercise in order to maintain a healthy weight and physical disposition, subject to advice from their doctor. For this reason, the annual Health and Wellbeing Allowance is a reimbursement intended as an encouragement for Employees to remain physically active. The amount of the allowance is listed in Appendix E and the following conditions apply:

- 14.2.1 The CEO shall retain full discretion regarding the breadth of application of this provision at any given time and the intent/purpose of it as outlined above will be the guiding principle;
- 14.2.2 Applications for reimbursement can be made to the Safety and Wellbeing Coordinator using the appropriate form with official tax receipts attached, however it would be prudent for Employees to first check whether their particular claim will be accepted prior to incurring any expenses if rejection of the claim is likely to cause any financial difficulty for them;
- 14.2.3 Part time Employees are entitled to pro-rated reimbursement based on their contracted hours at the time the membership is obtained/invoiced/paid;
- 14.2.4 The provision under this subclause is claimable in each 12-month period of employment and is not transferrable from year to year;

- 14.2.5 Employees may elect to use the provision under this subclause on up to three separate occasions within the each 12-month period of employment if the full entitlement is not spent on the first occasion; and
- 14.2.6 The amount provided under subclause 14.2 “Health & Wellbeing Allowance” will be increased annually from the same pay-period and by the same indexation as that which is applied to annual salaries as prescribed by subclause 7.1 of this Agreement, up to a maximum of any applicable Fringe Benefits Tax threshold as determined by the Australian Taxation Office from time to time.

### **14.3 Annual Leave Travel Allowance**

The Employer recognises the feelings of isolation that can sometimes arise with living in remote areas for extended periods and therefore encourages its Residential Employees to take regular breaks of a reasonable length and take the opportunity to leave their normal location of residence within the Shire at least annually. For this reason, the Annual Leave Travel Allowance is a reimbursement opportunity offered as an incentive for Employees to both take a reasonable break and leave the confines of their normal Shire of Ashburton residence at least once per annum. The amount of the allowance is listed in Appendix E and the following conditions apply:

- 14.3.1 Fulltime Employees wishing to take accrued paid time off of two calendar weeks or more in a continuous period after each year of continuous service with the Shire are entitled to claim reimbursement up to the maximum amount provided in Appendix E within the 12 month period following their anniversaries of employment with the Shire;
- 14.3.2 Reimbursement is payable on provision of official tax receipts for flights, fuel and accommodation through Organisational Development Team;
- 14.3.3 Part time Employees are entitled to pro-rated reimbursement based on their average contracted ordinary hours during the qualifying period;
- 14.3.4 The provision under this subclause is not transferrable from year to year, however the period of actual travel time can be less than two weeks provided the total continuous paid time off is at least two weeks. For example (book 2 weeks leave, stay home for one week that and holiday away for the other week);
- 14.3.5 Employees may elect to use the provision under this subclause on up to three separate occasions over the 12 month period if the full entitlement is not spent on the first occasion;
- 14.3.6 This subclause 14.3 “Annual Leave Travel Allowance” only applies to residential Employees and excludes Casual, FIFO/DIDO, Remote, and Split-Location Employees; and
- 14.3.7 The amount provided under this subclause 14.3 “Annual Leave Travel Allowance” will be increased annually from the same pay-period and by the same indexation as that which is applied to annual salaries as prescribed by subclause 7.1 of this Agreement up to a maximum of any applicable Fringe Benefits Tax threshold as determined by the Australian Taxation Office from time to time.

#### **14.4 Meal Allowances**

The Employer shall ensure that clear guidelines or directives are in place for Employees to receive appropriate compensation for the provision of meals when they are away from their usual Home Base location (refer to Subclause 5.9 for further clarification regarding "Home Bases").

- 14.4.1 Where the Shire requires an Employee to work away from his/her Home Base overnight for a continuous period of up to 14 calendar days/nights and meals are not otherwise provided, the Employer shall pay to the Employee the Meal Allowances listed in Appendix E in accordance with the CEO's directive on the subject, up to a maximum of 14 days.
- 14.4.2 The provisions of 14.4.1 do not apply in respect of any period of overtime for which the Employee has been notified on the previous day or earlier that he/she will be required.
- 14.4.3 The allowances provided under this clause are not payable on days where the Employee is not obligated to work (e.g. s/he takes TOIL or annual leave) or where the primary reason for the Employee working away is to benefit him/her.
- 14.4.4 In the case of an unanticipated overtime requirement, the Meal Allowance provided under this subclause (where a meal has not otherwise been provided at no cost to the Employee) is only payable where the overtime required of an Employee immediately follows a period of ordinary hours, causing them to work more than five hours since his/her last meal break without the opportunity to return home for the required break, and is conditional upon the Employee actually taking an unpaid break of between 30-60 minutes in which to consume the meal.

#### **14.5 Communications Allowances & Reimbursement**

The CEO will maintain a Directive which provides for Employees to be reimbursed/compensated for the use of privately-owned communications equipment or services for Shire purposes.

#### **14.6 Reimbursement for Private Vehicle Mileage**

- 14.6.1 The Employer shall reimburse all reasonable travelling expenses incurred where an Employee is requested and is authorised to use his/her own motor vehicle in the course of his/her duties at the rate specified in Appendix E.
- 14.6.2 Where an Employee is required to report for work at a location other than his/her normal location, travelling expenses shall be paid for the distance that the journey exceeds the distance the Employee normally travels to and from work.

#### **14.7 On Call Allowance**

Except where otherwise negotiated in writing, Employees who are required by the Employer or legislation to be on call for foreseeable phone calls or call-outs will receive the On-Call Allowance listed in Appendix E. This allowance remains the same regardless of whether the Employee is on call on a weekday, weekend or public holiday, however it will be increased annually from the same pay-period and by the same indexation as that which is applied to annual salaries as prescribed by subclause 7.1 of this Agreement. Further:

- 14.7.1 Where an Employee receives a call which results in him/her needing to physically attend a Shire work site s/he will be paid according to subclause 6.10;
- 14.7.2 Employees in receipt of On-Call Allowance must remain fit for work for the whole of the time in which s/he is in receipt of the allowance;
- 14.7.3 Employees do not qualify for On-Call Allowances while they are on TOIL annual, sick, carer's or any other form of approved leave;
- 14.7.4 The On-Call Allowance is not subject to calculation for superannuation purposes;
- 14.7.5 The On-Call allowance does not apply to current Employees, where on call amount has been negotiated and annualised to be part of their above-classification pay rate.

#### **14.8 Corporate Uniform Allowance**

In order to project the professional image of the Shire and to stimulate unity, a sense of belonging, and a team approach to the organisation, the Shire will offer ongoing Employees a uniform allowance as per CEO's Directive, which may be altered from time to time according to prevailing circumstances.

- 14.8.1 When the Employer requires an Employee to wear protective clothing, such protective clothing will be provided and replaced when damaged and this will be considered as PPE/tools to safely complete his/her job. Protective clothing may include personal clothing used for inclement weather.
- 14.8.2 Where PPE clothing is worn more than 50% of the time an Employee is at work, that PPE will also be considered to be compulsory uniform and therefore such Employees will not be entitled to the corporate uniform subsidy/allowance provided by the CEO's Directive.
- 14.8.3 Remote Employees whose normal workplace outside of the Shire is not an official Shire Office will not be entitled to the corporate uniform subsidy/allowance provided by the CEO's Directive.

#### **14.9 Incidental Travel Allowance**

Where an Employee is required to conduct business on behalf of the Shire away from home s/he shall be remunerated according to the applicable CEO's Employee Travel & Accommodation Directive.

#### **14.10 Sleepover Allowance**

The Sleepover Allowance is provided for Community Development staff on camps, events and programs. It is not applicable to road crew or those Employees who reside in camps, or otherwise receive On-Call Allowance.

- 14.10.1 Sleepover means a continuous period of eight hours during which an Employee is required to sleep at the workplace and be available to deal with any urgent situation which cannot be dealt with by another Employee or be dealt with after the end of the sleepover period.
- 14.10.2 The Employer shall take all reasonable steps to enable the Employee to sleep on the premises including the provision of a bed with privacy. Access to a bathroom, toilet and a meal room shall be provided free of charge to the Employee.

- 14.10.3 An Employee shall only sleep over under the following conditions:
- a) There is an agreement between the Employee and the Employer with at least one week's notice in advance, except in the case of an emergency;
  - b) A sleepover shall always consist of eight continuous hours;
  - c) The sleepover allowance is equivalent to three hours payment at the Employee's ordinary/base rate of pay. Such payment is compensation for the sleepover and for all necessary work up to two hours duration during the sleepover period. Any necessary work in excess of two hours during the sleepover period shall be compensated at the base rate *in addition* to the sleepover allowance;
  - d) An Employee on a sleepover shall not be required to work more than eight hours before, and/or more than eight hours after a sleepover, unless provision has been made at a workplace to work longer hours for the purpose of providing more continuous leisure time within the roster and this arrangement has the genuine agreement of the Employees affected; and
  - e) Where such an arrangement as outlined in subclause 14.10 is entered into, the Employer must ensure that the arrangement does not adversely affect the health and safety of the Employee(s) involved.

## 15. – LEARNING, DEVELOPMENT, & QUALIFICATIONS

The initiatives in this Agreement will support Employees to develop their work skills and contribute their maximum potential, including the ability to balance work plus family responsibilities. The Parties recognise the need for a skilled, flexible and adaptive workforce in order to bring about the best possible outcomes.

### **15.1 Timing of Learning & Development Activities**

Learning and development activities need to be timely and operationally viable, therefore:

- 15.1.1 the Employees commit to maintaining and growing their skills base by keeping their supervisors informed of their development needs;
- 15.1.2 the Employer commits to maintaining its combined learning and development budgets at a level that will at least meet the skills development needs of its workforce;
- 15.1.3 the Parties acknowledge that operational demands rise and fall for most roles and, where possible and necessary, learning and development activities should be organised to fit around these demands so that:
  - the skills necessary to do the job safely are acquired before service demands require them; and
  - service is not unnecessarily disrupted.
- 15.1.4 both Parties affirm their respective roles in achieving optimal development, as outlined in Paragraphs 15.2.1 to 15.2.3.

### **15.2 Funding of Qualifications**

The Parties acknowledge that particular qualifications are necessary to be able to carry out particular roles. Where new Employees do not possess the minimum qualifications required for their roles, the Employer may fund the necessary learning activities for those Employees to acquire the necessary qualifications at its discretion, however the Employees acknowledge that this places them under an obligation to return a minimum period of service that provides value to the Shire and its community.



- 15.2.1 The Employer is under no obligation to fund licences that are considered to be a normal part of life regardless of employment. For example, a C-class driver's licence;
- 15.2.2 The Employees acknowledge that, if they are appointed to a role that requires particular licences, certificates, or qualifications as a pre-requisite, they have the responsibility to ensure those requirements are met at the earliest opportunity; and
- 15.2.3 The Employer may pay for the cost of obtaining a valid driver's license other than C class (excluding E) if it is a requirement of the position or for the purposes of bringing together a multitask team.

### **15.3 Study Assistance**

Support through study leave and financial assistance may be provided to approved Employees undertaking external study in areas relevant to the Shire. The Employer shall provide a directive outlining the details regarding eligibility.

## **16. – ADDITIONAL BENEFITS**

In keeping with its goal of remaining competitive with other Employers, while the Shire may not be able to offer salaries comparable with the non-government sector, it offers a number of additional benefits that make it very competitive for those who value flexibility and work-life balance.

### **16.1 Study Leave & Assistance**

In addition to the study support offered under subclause 15.3, study leave may be undertaken for an approved course. The Employer shall maintain a Directive which provides further detail with regard to study leave and reimbursements for study fees.

### **16.2 Employee Well-Being**

The Employer recognises the importance of taking a holistic approach to Employees' well-being which includes their physical and emotional health. Healthy staff are better able to cope with the demands of the workplace.

#### *16.2.1 Physical well-being:*

Physically fit staff are less likely to become ill, take sick leave, become injured and if unwell, recover more quickly.

- The Employer provides access to a Health and Wellbeing Allowance which encourages non-casual staff with opportunities to improve physical fitness. Refer to subclause 14.2 for further information on this allowance.
- The Employer is also developing a healthy lifestyles program which may involve other organised activities for Employees which encourage appropriate management of diet, weight, smoking and any other similar behaviour which can impact adversely on health and well-being. Employees may have access to services including:
  - health assessments;
  - skin cancer screenings;
  - ergonomic assessments; and
  - quit smoking assistance

- With due regard to the nature of the employment of an individual, Employees on request, may be provided with tetanus, flu, and hepatitis injections, or any other relevant immunisation as required to prevent illness and loss of work time at the Employer's discretion.

#### 16.2.2 *Emotional well-being*

Emotional well-being and resilience are equally important components of overall well-being.

- The Employer will continue to provide access to an Employee Assistance Program (EAP) at no cost to Employees. This program provides a confidential, professional counselling service that is available to Employees and their families to help them resolve both personal and work related problems. These sessions will be capped at six sessions, with future sessions at CEO discretion.
- In addition, the Employer recognises that issues in the workplace can contribute to an Employee's emotional well-being. Discriminatory practices including bullying and harassment are not tolerated. The Employer is committed to ensuring that it takes all reasonable steps to ensure that inter-personal relationships are managed professionally and that all Employees and customers understand what their rights and obligations are in terms of their behaviour towards others.

### **16.3 Work-Family Balance**

The Employer will maintain approaches that allow for flexible work practices where service continuity is not affected.

16.3.1 The Shire recognises the needs of Employees with immediate family responsibilities and their right to address those responsibilities without conflict between their employment and family obligations.

16.3.2 The Shire recognises the need for, and places priority on, pursuing the introduction of conditions of work that assist Employees with family responsibilities to effectively carry out both responsibilities.

16.3.3 Access to family friendly flexibility initiatives is dependent upon operational requirements, to be determined by the relevant manager.

16.3.4 Examples of family friendly flexible working conditions include:

- Annual leave in single days (refer to paragraph 10.3.4);
- Annual leave travel support (refer to subclause 14.3);
- Cultural leave (refer to subclause 10.7);
- Paid prenatal leave (refer to clause 12);
- Community Service leave (refer to subclause 10.8);
- Exceptional Circumstances leave (refer to subclause 10.9);
- Compressed working weeks (refer to subclause 6.11);
- Working from home (refer to paragraph 6.13.1);
- Paid Maternity leave (refer to clause 12);
- Additional Personal leave for compassionate reasons (refer to subclause 11.7);
- Extended Personal leave for medical appointments (refer to subclause 11.3);
- Exceptional circumstances leave (unpaid) (refer to subclause 10.9);
- Job sharing (Refer to paragraph 6.13.2);
- Changing employment options (refer to paragraph 6.13.3);
- Non-residential employment options (refer to subclauses 5.4 - 5.6);

## **16.4 Additional Superannuation & Salary Packaging**

The Employer recognises the improved value that salary packaging can add to an Employee's overall wealth and offers:

- additional Employer superannuation contributions (see subclause 8.2);
- reverse-novated vehicle leases and other salary packaging option (see subclause 7.4);
- pre-tax rent payments (see clause 20);
- a continuing commitment to investigate ways of expanding value-options available for staff.

## **16.5 Uniforms**

The Employer acknowledges the extent to which corporate uniformity can impress on customer perceptions and encourages staff to wear uniforms by providing generous annual subsidies for purchase of uniforms, and free provision where the uniform is compulsory.

## **17. – CODE OF CONDUCT**

The Code of Conduct clarifies the standards of behaviour that are expected from hire staff in the performance of their duties. All Employees are required to comply with the Code of Conduct at all times.

- 17.1 The Shire is committed to the highest standards of performance and endeavour to meet this commitment through closely aligning staff conduct with the organisational values and ethics that underpin the Shire's policies and procedures.
- 17.2 All staff have a responsibility to comply with legislation, policy, procedures and the Code of Conduct. To perform their duties effectively, Employees must provide impartial and accurate advice and act in a manner that promotes a productive and harmonious working environment.
- 17.3 At all times Employees should act in a manner that enhances community confidence in the Shire. Employees will provide the community quality service and demonstrate a positive helpful attitude at all times.
- 17.4 While on duty Employees are required to devote the whole of their time and attention to Shire business. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.
- 17.5 Employees will:
  - 17.5.1 Demonstrate integrity and humanity and observe the principles of anti-discrimination practices including those relating to race, sex, religion and politics;
  - 17.5.2 Have regard for the interests of society in acting loyally and honestly in carrying out the policies of the organisation;
  - 17.5.3 Not injure or attempt to injure, maliciously or recklessly, directly or indirectly, the professional reputation of co-workers or the organisation.
- 17.6 Failure to adhere to the Shire's Code of Conduct will lead to disciplinary measures. Serious breaches may lead to instant dismissal.

## 18. – ORGANISATIONAL POLICIES AND PROCEDURES

The Employer shall ensure that all policies and procedures are communicated in writing to Employees. Employees are reminded of, shall familiarise themselves with, and abide by, all applicable lawful rules, regulations and policies not incorporated into this Agreement as may be current from time to time.

## 19. – RISK MANAGEMENT AND OCCUPATIONAL SAFETY & HEALTH

The Employer and Employees are committed to the improvement of risk management and occupational safety and health. A safe working environment will impact positively on morale and ultimately on the organisation's performance. The Parties recognise the legislative requirements as set out in the *Occupational Safety and Health Act 1984 (WA)* and associated Regulations. The Parties are therefore committed to ensuring the provision of a healthy and safe work environment for all Employees and to promoting the well-being of all Employees ahead of any other personal or operational priority.

### **19.1 Party Commitments**

To facilitate the commitments made under Clause 19 "Risk Management and Occupational Safety & Health" the parties will ensure:

- 19.1.1 Safety, risk and emergency management committees are in place;
- 19.1.2 Ongoing consultation between Management and Employees through the Shire's Occupational Safety and Health Committee and appointed Safety and Health Representatives is maintained;
- 19.1.3 All Employees have access to health and safety information plus training where required;
- 19.1.4 That there are trained Senior First Aid for all work related sites. Incidents are recorded and tracked;
- 19.1.5 Employees are provided with, appropriate Personal Protective Equipment (PPE) and use protective clothing and equipment for work undertaken in compliance with PPE policy;
- 19.1.6 That an appropriate health and wellbeing strategy is in place, including appropriate testing in high-risk situations; and
- 19.1.7 All Employees have access to return to work programs to cater for injuries sustained at work and meet other special needs.

### **19.2 Protective Clothing**

Expanding on Paragraph 19.1.5 for outdoor/works staff:

- 19.2.1 On commencement of full time employment the Employer will provide one pair of boots, two tops and two pants. After passing 3 month probation a further 3 pants and tops will be provided;
- 19.2.2 Boots and clothing will be replaced on a demonstration of needs basis;
- 19.2.3 Protective clothing and equipment will be replaced on the basis of fair wear and tear;
- 19.2.4 Bitumen Crew will receive protective disposable trousers for bitumen spraying or similar tasks.

### **19.3 Smoke Free Workplace**

In recognition of current smoking legislation and in fairness to all Employees, Employees are prohibited from smoking in Shire buildings (including five (5) metres from building perimeters) accommodation, vehicles and equipment. The Shire does not permit smoke breaks. In order to do this effectively and fairly, the Shire shall provide assistance to Employees to quit smoking or manage their smoking.

## **20. – ACCOMMODATION**

The Employer acknowledges the difficulty that accommodation (or lack of it) and remoteness can present to people who might otherwise choose to live and/or work within the Shire. It has therefore embarked on developing a number of solutions for its Employees.

### **20.1 Free Housing**

To attract people with skills that are in demand, the Employer will continue to provide rent-free housing along with relocation assistance to some positions in accordance with the relevant CEO's Directive which is not incorporated into this Agreement for further details.

20.1.1 The free-housing provision is only effective while the Employee is working (or on approved paid leave) for the Shire. Employees on unpaid leave may be required to pay rent for the duration of that leave.

### **20.2 Affordable Rental Housing**

Where stocks allow, the Shire may make available to Employees who do not qualify for free housing under subclause 20.1, rentable accommodation at rates that the Employer feels are competitive compared to the Perth metropolitan market.

### **20.3 Non-Residential Employees**

When on site in Ashburton, Non-Residential Employees will be provided with free accommodation equivalent to a furnished single mining camp "donger" including laundry and kitchen facilities with general areas and linen cleaning provided once per week. Employees must provide their own toiletries and personal effects.

20.3.1 The accommodation provided under this subclause may on occasion exceed the minimum requirements, however Employees are advised that accommodation of higher-spec than what is prescribed herein is only temporary due to the unavailability of "donger" equivalent accommodation, and the higher-spec provision is not to be assumed as an improved entitlement.

## **21. – PERFORMANCE REVIEW/MANAGEMENT**

### **21.1 Purpose and Timing**

A confidential staff development/performance review shall be conducted on an annual basis for each Employee and without limiting the scope it is intended to:

- 21.1.1 Provide some dedicated time for the Line Supervisor and Team Member to reflect on the past year's achievements and challenges;
- 21.1.2 Talk about the Team Member's needs for the next performance year;

- 21.1.3 Obtain feedback from the Team Member regarding their satisfaction with the role and the organisation plus resolve any outstanding issues;
- 21.1.4 Ensure the Team Member's job description is up to date and s/he is clear on what work outcomes, results or tasks are expected of him/her in the next performance year;
- 21.1.5 Provide a formal opportunity for the Team Member to provide feedback to the Line Supervisor on the Supervisors' performance;
- 21.1.6 Ensure Team Members are clear on what is expected of them in terms of organisational behaviour;
- 21.1.7 Identify what additional knowledge, skills, experience or qualifications the Team Member requires to reach or maintain full competency in his/her role (captured in Individual Development Plan);
- 21.1.8 To provide the Team Member with feedback on his/her overall performance; and
- 21.1.9 While the performance review should not be seen as an opportunity for an automatic pay increase it should be considered an opportunity to outline where the employee currently sits and assess what may still be needed to achieve progression.

## **21.2 Addressing Performance Issues**

At any time, if the Employer is concerned about the work performance of the Employee, the Employer shall meet with the Employee and advise the Employee about his/her concerns. The Employer shall advise the Employee of the standard of work or behaviour that is required and the Employer should discuss ways and methods to improve the Employee's work and conduct.

- 21.2.1 It is the Line Supervisor's responsibility to apply this process where an Employee's performance is not in line with expected performance.
- 21.2.2 Each Employee of the Shire is responsible for improving his/her own performance to the standards expected where performance related issues are evident.
- 21.2.3 The Employer may give to the Employee some information about appropriate organisations who can offer assistance, training, counselling or dispute resolution to help the Employee improve his/her work performance.
- 21.2.4 The Employer and Employee will have a discussion after which a reasonable time period will be set for the Employee to reach an acceptable work performance or conduct. The Employee should be warned that his/her employment may be ended if acceptable performance levels or appropriate behaviour are not reached.
- 21.2.5 The Employer shall discuss with the Employee during the set period whether there has been any improvement by the Employee and, if necessary, to further warn the Employee that his/her employment may end if the required improvement standard is not reached.
- 21.2.6 The warnings given to the Employee will be put in writing, dated, and signed by both the Employer and the Employee.
- 21.2.7 The performance counselling process is designed to maintain the principles of procedural fairness, in particular ensuring the Employee has the chance to explain his/her performance or conduct and respond to allegations with the ultimate goal of improving the unsatisfactory behaviours.
- 21.2.8 Except in the event of Serious Misconduct, if the Employee cannot achieve an acceptable performance or behaviour within the period set, the Employee may be dismissed from employment with appropriate notice or payment instead of notice.

### **21.3 Compliance with Organisational Policies**

Employees accept that it is a normal obligation of their employment to abide by the organisation's lawful and reasonable policies and instructions in place from time to time and agree to comply with such, except where this Agreement prevails. For legal clarity, the aforementioned policies and instructions stand alone and are not taken to be imported into this Agreement and this clause is included only to remind the Parties of their obligation to comply with such.

## **22. – TERMINATION OF EMPLOYMENT**

### **22.1 Notice Provisions**

The Employer may end the employment of the Employee by giving him/her written notice of the day of termination. The Employee may resign from employment by giving written notice of the day of termination to the Employer. Except where provided otherwise in this Agreement or in the employment contract, the amount of notice required to be given by the Employer and Employee, or payment in lieu of notice, is based upon the following periods of continuous employment:

<b>Period of continuous service</b>	<b>Minimum Period of notice</b>
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks
Casual	1 hour

22.1.1 Except in the case of a casual Employee, where the Employer gives notice to the Employee under this subclause, and the Employee is over 45 years old and has completed at least 2 years' continuous service with the Employer, the notice period shall be increased by one week.

22.1.2 It is a condition of employment that Employees notify the Employer as soon as reasonably practical, of any temporary absence from their workplace. Where an employee remains absent from duty, without leave, for a period in excess of five days, without notifying the Employer of the reason within 24 hours of the commencement of such absence, the Employer may commence a process to determine whether the Employee has abandoned his/her employment and if substantiated beyond reasonable doubt, his/her employment contract may be terminated from the date the Employee first became absent without leave.

22.1.3 For the purpose of this Clause, continuous service means service for the Shire.

22.1.4 The notice may be given by delivering it personally, leaving it at the employee's last known address or sending it by pre-paid post to the employee's last known address.

22.1.5 Employees may not use their annual leave for the purposes of a termination notice period without prior approval from the CEO.

## **22.2 Payment by Employer in Lieu of Notice**

The Employer may, instead of giving notice, pay the Employee wages equivalent to the required period of notice. That total must be calculated on the basis of:

- 22.2.1 the Employee's ordinary hours of work (even if not standard hours); and
- 22.2.2 the amounts ordinarily payable to the Employee in respect of those hours, including (for example) allowances, loading and penalties.

## **22.3 Payment by Employee in Lieu of Notice**

If an Employee fails to give the notice specified in subclause 22.1 the Employer may withhold monies due to the Employee on termination to a maximum amount equal to the amount the Employee would have received in respect of the period of notice less any period of notice actually given by the Employee.

## **22.4 Termination During Probation Period**

Subject to subclause 22.1, during a probationary period, either the Employer or the Employee may terminate the employment relationship with the giving of one week's notice, or payment in lieu of one (1) week's salary.

## **22.5 Termination Without Notice**

The Employer may end the employment of an Employee without notice where the Employee has engaged in Serious Misconduct or any other circumstances where the Employer is lawfully enabled to summarily terminate the Employee's employment (refer to Appendix A for further definition). Similarly, the Employee may end his/her employment without notice if the Employer's conduct is inconsistent with the continuation of employment. Where an Employee is summarily terminated s/he is only entitled to be paid for the time worked up to the time of dismissal. Where it is the Employee who summarily terminates the employment contract, s/he is only obliged to provide service up to the point of resignation.

The type of conduct by the Employer that may allow an Employee to end their employment without notice, after consideration of the circumstances, includes:

- Assault or other criminal behaviour.
- Not carrying out health and safety obligations.

## **22.6 Suspension Pending Investigation**

If at any time the Employee is charged with any criminal offence, or under investigation for any other conduct or activity that may be in breach of this Agreement, the contract of employment or any Shire policies, the Employer may suspend the Employee from duty while the matter is investigated, if deemed necessary by the Employer. While on suspension under this subclause "Suspension Pending Investigation", the suspension *with* pay may continue for up to a maximum of six months, thereafter being without pay. Provided the suspension *with* pay past the six months may be extended at the Employer's discretion.



## **22.7 Incapacity**

If at any time incapacity due to illness, accident or other cause renders an Employee unable to perform their position then employment may be terminated by either party due to incapacity on the giving of appropriate written notice. All cases of incapacity shall be individually assessed and termination considered the last step in the process where other options such as redeployment, re-training and leave have been exhausted.

## **22.8 Return of Property**

Upon termination an Employee shall return to the Shire any Shire property, including intellectual property and passwords within their control or possession within 24 hours of the date of termination.

## **22.9 Set-Off**

Upon termination of the employment, the Employer may set off any amounts owed by the Employee to the Shire against any amounts which the Employer owes the Employee at the date of termination which remain outstanding, except for amounts the Employer is not entitled by law to set off.

## **22.10 Confidentiality**

22.10.1 During the course of employment, Employees may have access to confidential information concerning the Shire or its business affairs. Under no circumstances (during or after the course of employment) is any use to be made of this information except:

- for purposes directly related to furthering the business objectives of the Shire;
- to divulge information where it is necessary or required in connection with the proper performance of duties;
- in accordance with the Employee's contract of employment; and
- if required by law.

22.10.2 Employees will make all reasonable efforts to maintain confidential information.

22.10.3 Employees will advise the Employer as soon as possible if it is known or suspected that an Employee has released confidential information.

22.10.4 A serious breach of confidentiality can be cause to terminate an employment contract.

## **22.11 Ownership of Products, Copyright & Intellectual Property**

22.11.1 Subject to the Copyright Act 1968 any original work, process, design or other material produced by the Employee in the course of employment remains the property of the Shire. This includes copyright in any material such as computer programs.

22.11.2 Whether or not copyright exists, the personal ownership of all materials created for the purpose of, or in the course of an Employee's employment, rests in the Shire and should not be used other than for the purposes of the Shire's business.

22.11.3 All 'intellectual property' will be the exclusive property of the Shire.

22.11.4 Employees will, during the term of employment, maintain dated, legible records of all work performed in the study, assessment, or development of the intellectual property created by an Employee. Employees acknowledge that all such records are property of the Shire.

22.11.5 Upon request by the Employer, Employees must immediately surrender and deliver up to the Employer all passwords necessary to access the records where the records are in electronic form and all documentation necessary to understand software source code including, without limitation:

- the names and versions of development tools;
- documentation describing the procedures for building/compiling, executing/using the software (including but not limited to technical notes and user guides);
- hard copy directory listings of the contents of any media containing the software;
- a list of retrieval commands; and
- archive hardware and operating system details.

22.11.6 All electronic records such as email and internet usage records are and will remain the property of the Shire.

### **22.12 Reliance on Qualifications**

Employees acknowledge that, in being appointed to a position, the Shire has relied on the qualifications, licenses and experience set out in the Employee's application for employment and related documents. Employees hereby warrant the correctness of all information contained in such documentation and acknowledge that a false or misleading material particular may entitle the Shire to terminate employment.

### **22.13 Time Off for Job-Search During Notice Period**

Where the Employer has given notice of termination to an Employee, an Employee shall be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the Employee after consultation with the Employer.

## **23. – REDUNDANCY, REDEPLOYMENT & RETRAINING**

Redundancy occurs where the Employer has made a definite decision that the Employer no longer requires the job the Employee has been doing to be done by anyone and that decision leads to the termination of employment of the Employee, except where this is due to the ordinary and customary turnover of labour.

### **23.1 Employment Security**

The Employer is committed to providing employment security to its Employees, but also believes employment security lies within each Employee in the value s/he adds to the organisation. The parties to this Agreement recognise that changing work practices or service requirements may result in changes that could lead to part or all of a position changing.

### **23.2 Consultation**

The Employer will ensure that, where redundancy is considered, Employees will be entitled to reasonable notice and consultation in accordance with this clause and clause 25.

### **23.3 Redeployment & Retraining**

Where an Employee's current position is deemed redundant, the Employer will make every reasonable effort to redeploy and retrain the Employee into a suitable role within the organisation.

23.3.1 Where an Employee is offered redeployment to lower paid duties, the Employee would be entitled to the choice of:

- accepting a redundancy with the same period of notice as if the Employee was terminated; or
- accepting that the Shire may, at the CEO's option, make payment in lieu of an amount equal to the difference between the former ordinary/base rate of pay and the new ordinary/base rate for the number of weeks of notice still owing; or
- accepting the lower duties and receive the former pay rate for a period of 6 months. After which, the Employee will revert to the lower pay classification associated to the new position.

### **23.4 Redundancy Provisions**

23.4.1 Should an Employee's employment be terminated because the position is made redundant, the following provisions will apply:

- (a) Notice period:
  - Four (4) weeks' notice or pay in lieu of notice;
  - Plus an additional one (1) week if the employee is over 45 years of age
- (b) Severance payment:
  - Four (4) weeks' pay for employee's with at least one (1) completed year of service; plus
  - Two (2) weeks' pay for employee's with at least two (2) completed years of service; plus
  - Three (3) weeks' pay per completed year of service thereafter;
- (c) A cap of fifty two (52) weeks' equivalent salary (severance) payment shall apply to all redundancies under this clause. The cap does not include superannuation and leave payments.
- (d) 'Week's pay' means the ordinary time (base) rate of pay for the Employee's ordinary hours of work.

23.4.2 This provision does not apply in some circumstances involving transfer of business in accordance with the *Fair Work Act 2009* (Cth).

### **23.5 Employee Resigning During Notice Period**

An Employee given notice of termination in circumstances of redundancy may terminate his/her employment during the period of notice set out in clause 23 – Termination of Employment. In this circumstance the Employee will be entitled to receive the benefits and payments they would have received under this clause had they remained employed with the Shire until the expiry of the notice, but will not be entitled to payment in lieu of notice for any period of notice not given.

### **23.6 Alternative Employment**

The Employer, in a particular redundancy case, may not be required to pay the general severance pay prescription in paragraph 23.4.1(b) on application to the Fair Work Commission, if the Employer obtains acceptable alternative employment for an Employee.

### **23.7 Job Search Entitlement**

23.7.1 During the period of notice of termination given by the Employer in circumstances of redundancy in accordance with clause 22, an Employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.

23.7.2 If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee shall, at the request of the Employer, be required to produce proof of attendance at an interview or he or she shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

### **23.8 Employees Exempted**

This clause does not apply to:

- Employees terminated as a consequence of serious misconduct that justifies dismissal without notice;
- probationary Employees;
- trainees;
- Employees engaged for a specific period of time or for a specified task or tasks; or
- casual Employees.

## **24. - DISPUTES RESOLUTION PROCEDURE**

The following procedures shall apply in connection with questions, disputes or difficulties arising under this Agreement, the National Employment Standards or about any other matter pertaining to the employment relationship between Employees and the Employer.

### **24.1 Questions, Disputes or Difficulties Arising During the Effect of This Agreement.**

The following procedures shall apply in connection with questions, disputes or difficulties arising under this agreement or about any other matter pertaining to the employment relationship between Employees and the Employer.

24.1.1 In the event of a dispute about a matter under this Agreement, or in relation to the National Employment Standards, in the first instance, parties must attempt to resolve the matter at the workplace by discussions between the Employee or Employees concerned and the relevant supervisor.

24.1.2 If such discussions do not resolve the dispute the parties will endeavour to resolve the dispute in a timely manner by discussions between the Employee or Employees concerned and more senior levels of management as appropriate.

24.1.3 If these discussions do not result in settlement, the question, dispute or difficulty will be referred to the CEO.

24.1.4 Conduct during the process must comply with the following:

- Those involved should treat each other with dignity;
- Respect the opinions and beliefs of those that subscribe to a different viewpoint;
- Listen to what all parties have to say;
- Where the matter involves a group, representatives involved must represent the views of the workgroup and not simply their own personal views;
- Where applicable, take into account the commercial realities that exist;
- Will not use intimidation to influence a situation;
- Be honest and open in dealings with others;
- Communicate all information and contribute to the process in a timely manner;
- Understand the sensitivity of information that may be disclosed/discussed;
- Be prepared to compromise if necessary; and
- Cooperate in good faith.

## **24.2 Terms to be Recorded**

The terms of any agreed settlement should be jointly recorded.

## **24.3 Representation**

24.3.1 Nothing in this procedure shall be read so as to exclude an organisation party to, or bound by, the Agreement from representing its members, where such occurs at the request of those members.

24.3.2 Nothing in this clause shall limit the right of Employees to seek advice from, or be represented by their chosen representative.

## **24.4 Referral to the External Jurisdiction or Authority**

Any question, dispute or difficulty arising under this Agreement, the National Employment Standards or in relation to a group of Employees, that is not settled after following the procedure set out under clause 24, may be referred to the Appropriate Jurisdiction or Authority (e.g. Fair Work Commission) for resolution through mediation, conciliation and/or arbitration. The parties agree to comply with the processes or arbitration prescribed by the appropriate jurisdiction/authority.

## **24.5 Continuation of Work During Dispute Processes**

While the dispute resolution procedure is being conducted, work must continue in accordance with this Agreement and the Act. Subject to applicable occupational health and safety legislation, an Employee must not unreasonably fail to comply with the direction of the Employer to perform work, whether at the same or another workplace that is safe and appropriate for the Employee to perform.

## 25. – CONSULTATION PROCESS FOR MAJOR WORKPLACE CHANGE

The following process addresses the requirement under s205 of the Fair Work Act (2009) for a consultation term to be included in enterprise agreements in relation to major workplace change.

### **25.1 This clause applies if the Employer:**

- (a) has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the Employees; or
- (b) proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

### ***Major Change***

### **25.2 For a major change referred to in paragraph 25.1(a):**

- (a) the Employer must notify the relevant employees of the decision to introduce the major change; and
- (b) subclauses 25.3 to 25.9 apply.

### **25.3 The relevant Employees may appoint a representative for the purposes of the procedures in this clause.**

### **25.4 If:**

- (a) a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation; and
- (b) the Employee or Employees advise the Employer of the identity of the representative; the Employer must recognise the representative.

### **24.5 As soon as practicable after making its decision, the Employer must:**

- (a) discuss with the relevant Employees:
  - the introduction of the change; and
  - the effect the change is likely to have on the Employees; and
  - measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and
- (b) for the purposes of the discussion—provide, in writing, to the relevant Employees:
  - all relevant information about the change including the nature of the change proposed; and
  - information about the expected effects of the change on the Employees; and
  - any other matters likely to affect the Employees.

### **25.6 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.**

### **25.7 The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.**

### **25.8 If a clause in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the Employer, the requirements set out in paragraph 25.2(a) and subclauses 25.3 and 25.5 are taken not to apply.**

- 25.9** In this clause, a major change is *likely to have a significant effect on employees* if it results in:
- (a) the termination of the employment of Employees; or
  - (b) major change to the composition, operation or size of the Employer's workforce or to the skills required of employees; or
  - (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - (d) the alteration of hours of work; or
  - (e) the need to retrain Employees; or
  - (f) the need to relocate Employees to another workplace; or
  - (g) the restructuring of jobs.

***Change to regular roster or ordinary hours of work***

**25.10** For a change referred to in paragraph 25.1(b):

- (a) the Employer must notify the relevant Employees of the proposed change; and
- (b) subclauses 25.11 to 25.15 apply.

**25.11** The relevant Employees may appoint a representative for the purposes of the procedures in this clause.

**25.12** If:

- (a) a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation; and
- (b) the Employee or Employees advise the Employer of the identity of the representative; the Employer must recognise the representative.

**25.13** As soon as practicable after proposing to introduce the change, the Employer must:

- (a) discuss with the relevant Employees the introduction of the change; and
- (b) for the purposes of the discussion—provide to the relevant Employees:
  - all relevant information about the change, including the nature of the change; and
  - information about what the Employer reasonably believes will be the effects of the change on the Employees; and
  - information about any other matters that the Employer reasonably believes are likely to affect the Employees; and
- (c) invite the relevant Employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

**25.14** However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.

**25.15** The Employer must give prompt and genuine consideration to matters raised about the change by the relevant Employees.

**25.16** In this clause:

***relevant employees*** means the employees who may be affected by a change referred to in subclause 25.1.

**26. - SIGNATORIES TO AGREEMENT**

This Enterprise Agreement made under the *Fair Work Act 2009*, between:

Signatures:

For the Employer:

\_\_\_\_\_  
Name in full (printed): \_\_\_\_\_  
Date

\_\_\_\_\_  
Position

Witnessed by:

\_\_\_\_\_  
Witness name in full (printed): \_\_\_\_\_  
Date

\_\_\_\_\_  
Witness address:

And the Employees  
C/- Shire of Ashburton  
246 Poinciana Street  
Tom Price WA 651

Represented by  
Signature:

\_\_\_\_\_  
Name in full (printed): \_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by: \_\_\_\_\_  
Date

\_\_\_\_\_  
Witness name in full (printed): \_\_\_\_\_  
Witness address



Signature:

\_\_\_\_\_  
Name in full (printed):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness name in full (printed):

\_\_\_\_\_  
Witness address

Signature:

\_\_\_\_\_  
Name in full (printed):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness name in full (printed):

\_\_\_\_\_  
Witness address

Signature:

\_\_\_\_\_  
Name in full (printed):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness name in full (printed):

\_\_\_\_\_  
Witness address

## APPENDIX A – DEFINITIONS

- A.1 Act** means the *Fair Work Act 2009* (Cth).
- A.2 Agreement** means this enterprise agreement document.
- A.3 Award** means the Local Government Industry Award 2010.
- A.4 CEO** means the Chief Executive Officer of the Employer.
- A.5 Commission** means the Australian Fair Work Commission.
- A.7 Immediate Family** includes:
- spouse or partner (including same sex or transgender relationships, a former spouse, a de facto spouse and a former de facto spouse) of the Employee. A de facto spouse means a person who lives with the Employee on a bona fide domestic basis; and
  - child or an adult child (including an adopted child, fostered child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the Employee or spouse of the employee.
- A.8 NES** means the National Employment Standards contained in the *Fair Work Act 2009* (Cth)
- A.9 Parties** means the parties to this Agreement as stated in clause 2.3.
- A.10 Senior employee** means an officer who holds a senior position within the Shire's administration structure.
- A.11 Serious Misconduct** includes, but is not limited to:
- wilful or deliberate behaviour by an Employee that is inconsistent with the continuation of employment;
  - conduct that causes serious and imminent risk to the health or safety of a person or the reputation, viability or profitability of the Shire;
  - theft, fraud or assault;
  - the Employee being intoxicated at work; and
  - the Employee refusing to carry out a lawful and reasonable instruction that is consistent with this Agreement.
- A.12 Service** wherever appearing in this Agreement shall, in addition to actual working service, include time for which the Employee is eligible for paid sick leave or time spent on public holidays or annual leave as prescribed by this Agreement or other relevant legislation (e.g. Workers' Compensation Act). Any other time in respect of which an Employee is absent (including unauthorised leave) from work shall not count as service but this does not mean that such other absence will necessarily break continuity of service.
- A.13 Shift Work** shall mean that arrangement specifically referred to as such in writing to a given Employee and routinely requiring a repeating roster of ordinary hours in which distinct shifts are identifiable and consistent from one day to the next.
- A.14 Shire** means the Shire of Ashburton.
- A.15 Week** shall mean the averaged ordinary hours generally worked by an Employee under his/her contract of employment in a seven day period.

## APPENDIX B – SHIRE OF ASHBURTON CLASSIFICATION LEVELS

### **B.1 CLASSIFICATIONS FRAMEWORK**

#### **B.1.1 Context**

No single activity has more influence on the Shire of Ashburton's performance than the selection of staff, both new recruits and transitioning employees. It is critical that all employees are fully capable of the work of their role. It is not enough to select candidates who appear to have the required knowledge and skills, and who can describe how they would propose to carry out the role. The Shire's Level Classifications and related Role Descriptions make it very clear that the most important selection criterion is the degree to which the employee or candidate can work at the level required for success in the role, both behaviourally and technically.

The Shire's Level Classifications describe the skills, competencies, and behaviours that should be demonstrated by an employee working at the necessary level, in a particular role. Together with the relevant Role Description, the Level Classifications detail the required skills, competencies, and behaviours as a reference point for those responsible for selecting new and transitioning employees.

#### **B.1.2 Purpose**

The purpose of this framework is to assist Leaders, Executive Managers and authorised Human Resource Professionals to apply the appropriate Level when selecting new and transitioning staff, and when reassessing each role's current classification level.

#### **B.1.3 Principles**

Important principles underpin the Shire's accurate classification of both current and new employees' job roles, these are:

- Employees/Candidates for roles are required to demonstrate both their capability to do the level of work required, and that they have appropriate skills, knowledge, experience and behaviours;
- The work required of a role is defined in terms of its purpose and accountabilities, and by describing the behaviours expected of someone working at the level required;
- Appropriate Level determination should focus on the capability of employee/candidate to work at the highest level of complexity that makes up a substantial part of the role;
- The most readily available indicator of capability is prior work-to-role behaviour;
- The reclassification, selection, and transition processes must provide relevant, verifiable (observable) data that can assist in making appropriate judgments and decisions relating to the determination of a role's classification level;
- All levels of work are critical to the Shire's success and all staff should be respected for their contribution.

#### **B.1.4 General Role Requirements and Behaviours**

Some role requirements apply at all Levels, depending upon the nature of the specific role. For example, any role that involves working in a team will require the ability to work effectively with peers. General behaviours include the following:

- Safety always takes priority. Everyone must be constantly aware of safety, and must act quickly and effectively if they or others are in any way unsafe;
- Employees are expected to raise problems that they cannot solve themselves, to their team leader or to the person most able to deal with the issue;
- Employees are expected to be continually alert for issues and for opportunities for improvement to the work they are involved in;
- Employees must work effectively as team members to achieve team objectives and meet agreed performance targets;
- Employees are expected to accept constructive feedback, and to seek to use it to improve their effectiveness in their role.

These general role requirements remain consistent across the differing levels however the behaviours displayed would reflect the degree to which the employee is working at the level required for success in the role. These behaviours are part of what differentiates the degrees of complexity for each level.

## **B.2 KEY DEFINITIONS**

### **B.2.1 Experience:**

Work in a related field that establishes understanding of the basic principles of the discipline. Ability to undertake the majority of normal requirements of the work situation.

- Relevant Experience = other comparative experience that can translate to the role (1-2 years).
- Experienced = having carried out the required tasks in a previous role (1 – 2 years).
- Substantial Relevant Experience = other comparative experience that can translate to the role (2 - 4 years).
- Sound experience = 2 – 4 years in substantially similar role.
- Comprehensive Experience = 4 - 6 years in a substantially similar role.
- Extensive Experience = 6+ years in a similar role.

### **B.2.2 Knowledge:**

Minimum understanding of techniques, principles, procedures and practices required. Understanding of law and/or organisational rules (formal and informal) and guidelines relevant to the discipline.

### **B.2.3 Qualifications:**

Minimum formal qualification (or in some cases a level of knowledge of equivalent scope to a particular qualification, and separate or in addition to, experience as defined in B.2.1)

### **B.2.4 Use of Equipment (Outside Employees only):**

Operational skill required to use equipment relevant to work area. Mostly only applicable to plant operators.

### **B.2.5 Communication and Interpersonal Skills:**

Requirement to transmit information and ideas in written and verbal form and confer with others with a view to reaching agreement and/or influencing outcomes, through the use of active listening and inquiry skills.

- Developing = emerging/some (but not all) knowledge of the skills and techniques required to successfully communicate within the discipline/field.
- Basic = the minimum standard/skill to adequately communicate with other staff or members of the public (eg. sufficient not to leave a negative impression with the recipient but to correctly refer him/her to someone with more knowledge who can follow through appropriately on the enquiry).

- Intermediate = a standard where the employee is able manage and influence the course of an initial/elementary communication (eg. first point of contact dealing with a disgruntled/difficult customer).
- Developed = a standard where the employee is able manage and influence the course of a second-tier communication (eg. after first point of contact, progressing customer's/audience's enquiry towards a solution).
- Sound = a standard where the employee is able manage and influence the course of a communication of an operational nature through to completion.
- Negotiation skills = the level of ability, autonomy, and authority in making decisions on behalf of the employer top arrive at a solution for multiple parties (eg. rudimentary negotiation = dealing with a standard customer complaint for which there are previous guidelines, precedents, or similar to rely on vs extensive negotiation = where the employee is capable, expected, and authorized at an executive level to develop solutions for multiple parties under very complex circumstances or legislative environments). Typically only expected of tertiary-qualified/professional or coordinator/management positions.
- Comprehensive = the standard that could be expected of a professional level team manager.
- High Level = the standard that could be expected of a senior level manager or executive manager.
- Extensive = the highest possible standard conceivable.

#### **B.2.6 Authority/Freedom to Act:**

Relates to approvals and autonomy. For example, what sort of decisions can the position make without referral? Are there clear guidelines available or is creative problem solving required? What is the position's authority to make formal recommendations, sign documentation and authorise expenditure?

#### **B.2.7 Work Outcomes:**

Requirement to be responsible for the direction, quality, outcome and operation of work and projects. Refers to what is produced. This is the final outcome of a single or number of related tasks. For example, to what degree are these outcomes established and monitored by the position?

#### **B.2.8 Problem Solving:**

Deals with the need to think creatively, identify solutions with or without the benefit of previous experience. This will be influenced by the degree of assistance that is available or instruction received. This includes fault finding in area of expertise to identify options for improvement. In higher Level roles this will translate into the ability to apply knowledge to handle emerging problems outside of area of expertise, analyses relationships between elements of a problem and to develop commercially sound solutions.

- Analytical skill = the ability to visualize, articulate, conceptualize or solve both complex and uncomplicated problems by making decisions that are sensible given the available information.

#### **B.2.9 Budgeting and Financial Management:**

To plan expenditure. The requirement to analyse financial data and to apply financial standards and processes.

#### **B.2.10 Initiative, Judgement and Decision Making:**

Requirement to originate ideas or introduce in the first instance, through the use of diagnostic skills and processes. Need for application of an amalgam of knowledge and experience to derive appropriate decisions.

**B.2.11 Work Complexity:**

Consideration of the impact of interactive elements of the job as they relate to the total job. For example, are there established principles, practices and procedures that can be relied on or are comprehensive knowledge and mathematical, scientific, or analytical skills required?

**B.2.12 Use of Professional Skills:**

Application of specialist skills required by the position obtained through tertiary study or (or, where relevant, through equivalent appropriate experience that results in knowledge of equivalent scope to a given tertiary level – see also definition under B.2.3).

**B.2.13 Use of Managerial and Leadership Skills:**

Application of people and general management/leadership skills required by the position obtained through tertiary study or where relevant through equivalent appropriate experience – see further definition of “equivalent appropriate experience” under B.2.3).

**B.2.14 Occupational Safety and Health:**

Consideration of the safety, health and welfare of people engaged in work or employment and to foster a safe and healthy work environment. Need to comprehend the impacts and consequences of the workplace environment on workers, employers, customers, and others stakeholders. What statutory responsibilities do positions at the various levels?

**B.2.15 Supervision of Others:**

The degree to which the position is responsible for the supervision of others.

- General Supervision = Responsibility for supervising employees without trade or professional qualifications, but may require industry tickets.
- Technical Supervision = Responsibility for supervising employees with trade/TAFE qualifications (eg. Completed 3-4yr apprentices; Cert I, II, III, IV, undergraduate/TAFE Diploma).
- Professional Supervision = Responsibility for supervising positions requiring professional/tertiary qualifications (eg. University Diploma+).

**B.2.16 Supervision of the Position:**

The degree to which the position requires supervision.

- **Close Direction** = Where it is not possible for the position to perform fully without daily instruction/direction, and/or guidance, or where rosters or work-plans need to be provided to the position in order to be able to complete the required workload. This level of supervision would typically be required by positions for which the candidates are applying for their first jobs during or immediately following formal mandatory education (i.e. high school). Examples might include entry-level manual-labour or basic/rudimentary administrative assistant roles. It could also stretch to include positions requiring minor industry tickets or licences.
- **Regular Direction** = Where the position is required to apply skills or specific to the position/discipline but has a limited amount of freedom to organise own work within priorities regularly set/provided by the position’s supervisor or by established procedures or guidelines. This level of supervision could often be expected of positions for which the candidates are applying for their second jobs following formal mandatory education (i.e. high school) or first jobs, or first jobs requiring formal TAFE qualifications or a substantial number industry tickets. Examples might include administration officer or higher secretarial duties where some experience or qualification might be required, and the position itself might also be required at times to coach/lead/monitor entry-level positions.

- **General Direction** = Where the position is expected to operate with a degree of autonomy within a team, applying skills or knowledge gained from at least years of experience or a formal Tertiary/University-Level qualification. For example, this would be the level of supervision expected of a University undergraduate candidate with little or no experience, or of a position requiring a TAFE qualification and experience. Supervision at this level would often be provided by a Coordinator or equivalent on a less than daily basis.
- **General Direction from Line Management** = Where the position is expected to operate with a higher degree of autonomy within a team, applying skills or knowledge gained from at least years of experience or a formal Tertiary/University-Level qualification. For example, this would be the level of supervision expected of a University undergraduate candidate with some experience, or of a position requiring a TAFE qualification and greater experience. Supervision at this level would usually be provided by a non-executive manager or equivalent, no more frequently than weekly.
- **General Direction from Executive Management** = Where the position is expected to operate at a professional level and largely autonomously in an operational capacity applying significant technical skills or knowledge gained from sound experience and a formal Tertiary/University-Level qualification. For example, this would be the level of supervision expected of a 4yr University undergraduate possibly with postgraduate qualifications or additional formal TAFE or University qualifications. Supervision at this level would usually be provided by a Managerial member of the Executive Team whose primary role is strategic in nature, and no more frequently than a few times per month.
- **Limited Direction from Executive Management** = Where the position is of a Professional Management level and supervised by an Executive Manager with direction provided no more frequently than monthly. Examples of positions at this level would typically include operational/line managers.
- **Limited Direction from CEO** = Executive Level involvement in the management of the organisation. That is, where the position is identified as an autonomous strategic management role regularly required to directly advise the CEO or Executive Team on strategic organisational decisions, routinely involving highly sensitive or complex issues at a Council or public level, and carrying a significant level of risk.

### **B.3 LEVEL DESCRIPTIONS**

#### **B.3.1 Position Level 1**

##### **B.3.1(a) Characteristics of the Level**

- This Level is an introductory level for employees with no previous experience in the position to be filled.
- At this Level, employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques in a support role (i.e. no special skills are required to carry out tasks).
- General features at this Level consist of performing clearly defined activities. Employees' duties at this level will be closely monitored with instruction and assistance always available.
- Freedom to act is limited by standards and procedures.
- Positions at this Level will involve employees undergoing extensive on the job training, including familiarisation with the goals and objectives of the work section.
- Employees aged from fifteen to twenty, and to include any special/supported-wage circumstances.
- The entry point for adults with minimal skills or knowledge in Local Government or minimal relevant experience will be Level 1.

**B.3.1(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- No previous experience or knowledge is required at this Level, however the employee will be developing their knowledge of the position, policy and practices;
- No formal qualifications required at this level;
- Basic numeracy, written and verbal communication skills are required;
- At this Level, employers are expected to offer extensive on the job training, which will include familiarisation with the goals and objectives of the employee's work section.

**B.3.1(c) Responsibilities**

To contribute to the operational objectives of the work area a position at this Level may include some of the following inputs or those of a similar value:

- Follow defined OSH Policies and Procedures for hazard identification, job safety analysis, risk control & injury management;
- Undertake routine and clearly defined activities;
- Become familiar with established practices and procedures;
- Become familiar with goals and objectives of the work section;
- Developing basic interpersonal skills.

**B.3.1(d) Organisational relationships**

- Works under close direct supervision.

**B.3.1(e) Extent of authority**

- Work outcomes are clearly defined and closely monitored;
- Freedom to act is limited by work practices relevant to the area, and to specific instructions;
- Assistance readily available when problems arise;
- No scope for interpretation.

**B.3.1(f) Qualifications, training and experience (Outside/Works Employees)**

- An employee at the lower incremental steps of this level will need to undertake industry induction and training which may include information on the industry, organisations, conditions of employment, skill formation and career path opportunities, planning and layout of work, documentation procedures, occupational health and safety, equal opportunity and performance appraisal incorporating quality control and assurance.
- An employee at upper incremental steps of this level will have satisfactorily completed the requirements of the lower incremental steps and will be undertaking structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience in some or all of the following areas:
  - ✓ Basic construction and/or maintenance, i.e., basic concreting and/or basic bitumen handling.
  - ✓ Safe operation and user maintenance of minor plant.
  - ✓ Safe operation and user maintenance of light vehicles.
  - ✓ Selected hand tools.
  - ✓ Parks maintenance.
  - ✓ Basic stores work.
  - ✓ Two-way radio operation.
  - ✓ Certificate of competency in minor plant operation may be required.
  - ✓ Basic labouring skills.
- No previous work experience is required in the lower incremental steps.
- "C" Class Licence may be required.



### B.3.1(g) Specialist knowledge of skills (Outside/Works Employees)

**General** - Indicative but not exclusive of the skills required of an employee at this level are:

- Use of a limited range of hand tools.
- Drive a light vehicle.
- Plant operation skills (upper incremental steps):
  - ✓ Use of a variety of selected hand tools and use of minor plant and equipment requiring basic operation rather than technical skills.
  - ✓ Operator's skills level low some experience preferred.
  - ✓ Single function equipment.
  - ✓ Operator machine maintenance low complexity.
  - ✓ Minimal dimensional control on works required other than pre-set by plant.
  - ✓ **Examples:** Small/large rollers (sub-grade), ride-on mowers, chipper/mulcher, mowers, brush cutters, brick cutters, jack hammers, small concrete cutters.
- General gardening including parks and grounds maintenance and minor repair to reticulation systems (upper incremental steps);
- Basic store work, including (upper incremental steps):
  - ✓ Receiving, despatching, distributing, sorting, checking, packing.
- Basic inventory control of documenting and recording of goods, materials and components (upper incremental steps);
- Basic keyboard skills where required (upper incremental steps);
- Concrete and bitumen work (upper incremental steps);
- Sound knowledge of the employer's safety policy requirements as they relate to the job being undertaken (upper incremental steps).

#### **Communication skills**

- Basic oral and written literacy and numeracy skills to enable liaison with immediate work group.
- Basic oral and written literacy and numeracy skills to enable liaison with work groups and communication with members of the public (upper incremental steps).

#### **Complexity/multi-skilling**

- Tasks are simple and non-complex.
- Tasks are of limited complexity (upper incremental steps).

### B.3.1(h) Responsibility and accountability (Outside/Works Employees)

- Works under direct supervision.
- Responsible for the quality and completion of their own work subject to detailed direction.
- Responsible for care of tools and equipment in their use.
- Works under routine (general) supervision either individually or in a team environment (upper incremental steps).
- Responsible for the quality and completion of their own work subject to routine direction (upper incremental steps).
- Responsible for materials, tools, equipment and minor plant in their use (upper incremental steps).

**B.3.1(i) Decision making and problem solving (Outside/Works Employees)**

- Judgement is limited as work is repetitive and generally coordinated by others.
  - Work is clearly defined and of a routine and basic nature with established procedures, guidance and close supervision.
  - Required to exercise basic judgement relating to own work and personal safety as required by relevant legislation and employer safety procedures.
  - Problems at this level may require limited personal judgement. Work procedures are already well established. The individual must apply existing known techniques to the work with decision making being within existing routines, procedures and practices (upper incremental steps).
  - Required to make operational decisions relating to personal safety and work as required by relevant legislation and employer safety procedures (upper incremental steps).
- 

**B.3.2 Position Level 2****B.3.2(a) Characteristics of the Level**

- At this Level, employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques.
- General features at this Level consist of performing clearly defined activities with outcomes being readily attainable and clearly defined.
- Employees' duties at this Level will be closely monitored with instruction and assistance being readily available.
- Freedom to act is limited by standards and procedures. However, with experience, employees at this Level may have sufficient freedom to exercise judgement in the planning of their own work within those confines.
- Positions initially at this Level may involve employees in on the job training, including familiarisation with the goals and objectives of the work section. However, the employee will have a basic understanding of the principles and requirements of the role.
- Employees will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.

**B.3.2(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- Developing a basic knowledge of the functions and operation of the relevant work area;
- Adequate knowledge of work practices and policies of the relevant work area;
- Basic knowledge of procedures and equipment relevant to the work area;
- Basic numeracy, written and verbal communication skills relevant to the work area;
- Developed interpersonal skills;
- No formal qualifications required at this Level, however it is desirable that employees are studying for an appropriate certificate or undertaking either internal or external training;
- Where there is an inherent requirement for the role, industry qualifications and/or tickets required;
- At this Level, the employer is expected to offer continuing on the job training;

**B.3.2(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Ability to participate and contribute towards the safe system of work within a team;
- Undertakes straightforward operation of equipment relevant to department/section;
- Provide routine information to other departments and public;
- Apply established practices and procedures;
- Perform general duties.

**B.3.2(d) Organisational relationships**

- Works under close direct supervision.

**B.3.2(e) Extent of authority**

- Work outcomes are closely monitored;
- With experience, Employee may exercise judgement to plan own work, within the confines of relevant standards and procedures;
- Freedom to act limited by standards and procedures;
- Solutions to problems found in established procedures and instructions, assistance is readily available.
- Expected to use initiative to clarify expectations, ask questions when unsure and make recommendations for opportunities for improvement.

**B.3.2(f) Qualifications, training and experience (Outside/Works Employees)**

- An employee at the lower incremental steps of this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant experience in some or all of the following areas:
  - ✓ Intermediate construction and/or maintenance, i.e., intermediate concreting and/or bitumen, formwork and pipelaying.
  - ✓ Safe operation and user maintenance of minor to medium mechanical plant.
  - ✓ Safe operation and user maintenance of medium vehicles.
  - ✓ Specialised hand tools and other equipment.
  - ✓ Basic horticulture and/or nursery.
  - ✓ Stores work and inventory control.
  - ✓ Basic supervision.
  - ✓ "C" and "LR" class licence may be required.
  - ✓ Plant certificate(s) may be required.
  - ✓ May be required to hold appropriate Life Saving Certificate, including Resuscitation and First Aid.
  - ✓ Appropriate Western Power safety accreditation may be required.
- An employee at upper incremental steps of this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience and achieved a good working knowledge of the technical requirements of the job to be undertaken in some or all of the following areas:
  - ✓ Advanced construction and/or maintenance, i.e., advanced concreting and/or bitumen finishing work, pipelaying, and material sampling, testing and compaction techniques;
  - ✓ Safe operation and user maintenance of mechanical plant;
  - ✓ Safe operation and user maintenance of heavy vehicles;
  - ✓ Precision tools and instruments;
  - ✓ Reticulation;
  - ✓ Intermediate horticulture and nursery, may include assistance in turf preparation;
  - ✓ Materials and equipment estimating;
  - ✓ Progress towards Supervisory Certificate (level 1) and/or relevant experience;
  - ✓ "B", "LR" or "MR" class licence may be required;
  - ✓ Plant certificate(s) may be required;
  - ✓ Appropriate Western Power safety accreditation may be required;
  - ✓ Licence in explosives handling may be required.

### B.3.2(g) Specialist knowledge and/or skills (Outside/Works Employees)

**General** - Indicative but not exclusive of the skills required of an employee at this level are:

- Plant operation skills:
  - ✓ Use of specialised hand tools and minor plant;
  - ✓ Operator skill low to medium experience required;
  - ✓ Single function equipment;
  - ✓ Operator machine maintenance and set up low to medium complexity;
  - ✓ Basic dimensional control on works other than pre-set by plant;
  - ✓ **Examples:** Loader (yard) (borrow pit), chipper, roller (base course), cherrypicker (unconfined working space), tractors and mounted equipment.
- Drive vehicles up to two axles;
- Use of measuring instruments and tools;
- Basic horticultural and nursery skills, including gardening, tree pruning, grafting, propagating, potting, planting and other duties;
- Store work, including:
  - ✓ Inventory and store control;
  - ✓ Licensed operation of appropriate materials, handling equipment;
  - ✓ Intermediate keyboard skills and computer operation.
- Prepare concrete, bitumen and pipe laying to line and grade from plans, drawings, and instructions, including form work, levelling, screed, render and finish;
- Basic supervisory skills;
- Sound knowledge of the employer's safety policy requirements as they relate to the job being undertaken;
- Plant operation skills (upper incremental steps):
  - ✓ Operator skill level medium-high with significant experience;
  - ✓ Multi-function equipment;
  - ✓ Operator machine maintenance and set up medium to high complexity;
  - ✓ Dimensional control working to existing levels or moderate degree of accuracy to design levels;
  - ✓ Drive vehicles three axles or greater;
  - ✓ **Examples:** Hiab, loader (box out), grader (box out) (maintenance), excavator (box out), street sweeper, gang mower (sports turf), cherrypicker (confined working space).
- Use and interpretation of precision measuring instruments and tools (upper incremental steps);
- Intermediate horticultural and nursery, including assistance in turf preparation and maintenance, tree pruning and landscaping (upper incremental steps);
- Plan reading, single dimensional (upper incremental steps);
- Advanced concrete work - major concrete works, reinforced structural from plans and drawings without pre-set levels (upper incremental steps);
- Developed supervisory skills (upper incremental steps);
- Basic understanding of quality control techniques (upper incremental steps);
- Installation, repair and maintenance of reticulation systems (including controllers) and modification and additions to existing systems including low voltage electrical work (upper incremental steps);
- Sound knowledge of the employer's safety policy requirements as they relate to the job being undertaken and the effect on the public (upper incremental steps);
- Handling and use of explosives (upper incremental steps);

**Communication skills**

- Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff and members of the public.
- Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff, clients, suppliers, and members of the public (upper incremental steps).

**Complexity/multi-skilling**

- Broader range of activities with variation restricted to the area of operation with a limited complexity subject to training and/or experience.
- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience (upper incremental steps).

**B.3.2(h) Responsibility and accountability (Outside/Works Employees)**

- Works under routine (general) supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for materials, tools, equipment, vehicles, and plant in their use.
- Responsible for quality control/assurance procedures, including recognising quality deviation/faults.
- May be responsible for the supervision and limited guidance of a small work group.
- Works under limited supervision either individually or in a team environment and may be on a range of projects (upper incremental steps).
- Responsible for quality and standard of work performed, including work of other employees (upper incremental steps).
- Responsible for providing employees under their supervision with on-the-job training and guidance (upper incremental steps).
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision (upper incremental steps).
- Responsible for quality control/assurance procedures, including recognising and correcting quality deviations and/or faults (upper incremental steps).
- May be responsible for the supervision and limited guidance of a small work group (upper incremental steps).

**B.3.2(i) Decision making and problem solving (Outside/Works Employees)**

- Problems at this level are generally of a routine nature, requiring experience and a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of limited difficulty.
- Required to make technical and operational decisions relating to personal safety and work, and safety of other employees and the public.
- Problems at this level require employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience (upper incremental steps).
- Required to make technical and operational decisions relating to personal work and safety and safety of the public (upper incremental steps).
- May be required to make technical and operational decisions relating to the work and safety of others (upper incremental steps).

### **B3.3 Position Level 3**

#### **B.3.3(a) Characteristics of the Level**

- At this Level, employees work under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this Level consist of performing functions that are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available.
- Employees may be responsible for a minor function, project or program and may contribute specific knowledge and/or specific skills to the work of the employer. In addition, employees may be required to assist senior employees with specific projects.
- Employees will be expected to have an understanding of work practices and procedures, along with policies, regulations and statutory requirements relevant to their work area.
- Employees may undertake supervisory responsibilities and may provide assistance to lower classified employees concerning established procedures. In addition employees at this Level may be required to assist in establishing procedures to meet the objectives of a minor function.
- Employee at this Level will have sufficient freedom to act within established guidelines.
- Employees will be responsible for managing time, planning and organising their own work and may be required to oversee and guide the work of a limited number of lower classified employees.
- Employees at this Level could be required to resolve minor work procedural issues in the relevant work area within established constraints.
- Employees at this Level may be required to undertake routine inspectorial duties and to enforce Bylaws and Regulations.

#### **B.3.3(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- An intermediate level of oral, written and interpersonal skills for communication with clients and other members of the public;
- Knowledge of established work practices and procedures relevant to the work area;
- Knowledge of policies, regulations and statutory requirements relating to the work area;
- Knowledge and application of specific applications of techniques relevant to the work area;
- Understanding of clear but complex rules;
- Formally recognised Diploma in the area relevant to the role is required; or
- Appropriate industry or post-trade qualification relevant to the work area; or
- Advanced Diploma without experience;
- It is expected that employees at the Level will have the relevant experience required for these roles. Will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required; or
- Continued appropriate on the job training.

**B3.3(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and judgement within clearly established procedures and/or guidelines;
- Conduct on-the-job OSH risk assessments;
- Achieve outcomes that are clearly defined;
- Operate general workplace equipment, initiate corrective action at an elementary level;
- Operate and be conversant with relevant workplace equipment and utilise the functions of those systems and be proficient in their use;
- Provide support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;
- Expected to use initiative to clarify expectations and make recommendations on opportunities for improvement;
- Perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to client/ratepayers;
- Provide para professional support to qualified employees;
- Oversee the work of unqualified staff and/or take charge of a minor function within the work area and/or assist senior employees with special projects;
- Undertake routine inspectorial duties involving the enforcement of general by-laws and regulations;
- Exercise operational responsibility for a single purpose complex;
- Perform tasks requiring knowledge of established work practices and procedures relevant to the work area;
- Where prime responsibility is to supervise outside employees:
  - ✓ Plan and coordinate the activities of employees within a single works function of Local Government;
  - ✓ Supervise the day-to-day operation of a minor works project;
  - ✓ Responsible for a minor works project/programme;
- Where prime responsibility lies in a technical field:
  - ✓ Apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering, survey and horticulture;
  - ✓ Responsible for a minor works project.

**B3.3(d) Organisational relationships**

- Where relevant, may supervise minor works programs and projects;
- Works under regular supervision;
- Where relevant, may oversee and guide a limited number of lower classified employees.

**B3.3(e) Extent of authority**

- Work outcomes monitored;
- Freedom to act within established guidelines;
- Has sufficient freedom to exercise judgement in the planning of own work;
- Solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents, guidelines. Assistance available when problems occur.

**B.3.3(f) Qualifications, training and experience (Outside/Works Employees)**

- An employee at the lower incremental steps of this level will have completed the requirements of a Trade Certificate level qualification or possess appropriate and relevant equivalent experience.
- An employee at upper incremental steps of this level will have satisfactorily completed the requirements of the lower incremental steps and will have satisfactorily completed structured training (including appropriate safety training) and possess appropriate and relevant equivalent experience to one or more of the following levels:
  - ✓ Safe operation and user maintenance of specialist plant and/or heavy vehicles;
  - ✓ Advanced reticulation;
  - ✓ Advanced or specialist horticulture and nursery, including turf preparation and management;
  - ✓ Materials, equipment and cost estimating, and job cost recording;
  - ✓ Completed Supervisory Certificate (level 1) and/or relevant equivalent experience;
  - ✓ Experienced Trade Certificate or equivalent;
  - ✓ "B", "LR" or "MR" class licence may be required with extensive experience;
  - ✓ Plant certificate(s) may be required.

**B.3.3(g) Specialist knowledge and/or skills (Outside/Works Employees)**

**General** - Indicative but not exclusive of the skills required of an employee at this level are:

- An employee is required to exercise the skills and knowledge of the relevant trade or experience;
- Plant operation skills (upper incremental steps):
  - ✓ Operator skill level medium-high with significant experience;
  - ✓ Multi-function equipment;
  - ✓ Operator machine maintenance and set up medium to high complexity;
  - ✓ Dimensional control of work requiring a high degree of accuracy with respect to design levels;
  - ✓ **Examples:** Excavator and grader (final trim).
- Advanced or specialist horticultural, turf and/or nursery skills (upper incremental steps);
- Technical skills in plan reading including horizontal and vertical dimensions (upper incremental steps);
- Sound supervisory, guidance and training skills (upper incremental steps);
- Understand and applies quality control techniques (upper incremental steps);
- Install, repair and maintain major reticulation systems, including electrical work. Pump and bore installation, repair and maintenance (upper incremental steps);
- Good working knowledge of the organisation, operations and general procedures which impact upon their work (upper incremental steps);
- Sound knowledge of the employer's safety policy requirements as they relate to the job being performed and the effect on the public (upper incremental steps);

**Communication skills**

- Exercises good interpersonal and communication skills.
- Developed oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff, clients, suppliers, and members of the public (upper incremental steps).
- May be required to prepare basic written correspondence and/or prepare standard format reports (upper incremental steps);



**Complexity/multi-skilling**

- Performs non-trade tasks within the employee's skill, competence and training.
- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience (upper incremental steps).
- Capable of undertaking a range of specific tasks of a complex nature (upper incremental steps).

**B.3.3(h) Responsibility and accountability (Outside/Works Employees)**

- Performs work under the limited supervision either individually or in a team environment.
- Responsible for assuring the quality of their own work.
- Assists in the provision of on-the-job training to a limited degree.
- Understands and applies quality control techniques.
- Works unsupervised and is subject to limited direction (upper incremental steps).
- Responsible for quality and standard of work performed, including work of other employees (upper incremental steps).
- Responsible for achieving and maintaining high technical quality without direction (upper incremental steps).
- Responsible for providing employees under their supervision with on-the-job training and guidance (upper incremental steps).
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision (upper incremental steps).
- Responsible for quality control/assurance procedures, including recognising and correcting quality deviations and/or faults (upper incremental steps).
- Responsible for productivity and efficiency of work groups supervised (upper incremental steps).

**B.3.3(i) Decision making and problem solving (Outside/Works Employees)**

- Exercises discretion within the scope of this level.
- Performs work which while primarily involving the skills of the employee's trade or experience is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.
- May be required to make planning, technical and operational decisions relating to the work and safety of other employees and safety of the public (upper incremental steps).
- Problems at this level are frequently of a complex or technical nature, with solutions not necessarily related to previous direct experience and therefore requires some initiative and personal judgement. If required, guidance and assistance is usually available (upper incremental steps).

**B.3.4 Position Level 4****B.3.4(a) Characteristics of the Level**

- At this Level employees work under general direction in the application of procedures, methods and guidelines which are well established. However, Graduates initially appointed at this Level will be under the direct supervision of a line supervisor.
- Employees may receive instruction on the broader aspects of the work. In addition, employees may provide assistance to lower classified employees.
- General features of this Level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience, along with reference to procedures, documented methods and instructions. Assistance is available from senior employees.

- Positions at this Level allow employees the scope for exercising initiatives in the application of established work procedures. Employees may also assist in contributing to the interpretation of matters where there are no established procedures.
- At this Level employees may be required to supervise. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within the work area, or for specific projects.
- Employees will be responsible for managing and planning their own work and that of subordinate staff and may be required to deal with formal disciplinary issues within the work area.
- Graduates will receive instructions on the broader aspects of the work required.
- Supervisors should have a basic knowledge of the principles of human resource management and be able to assist subordinate staff with on-the-job training.
- Minimum qualification expectations of the Level may be a University Degree, Trade qualification, Advanced Diploma, or equivalent Industry qualification.
- This is the entry level (Level 4 Step A) for any Graduate with a relevant three year degree without prior relevant experience who is required to undertake work related to that qualification.
- Employees with certificate qualifications relevant to the work area may be promoted to this Level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake work related to the responsibilities under this Level.

#### **B.3.4(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- A well-developed level of oral, written and interpersonal skills for communication with clients and other members of the public;
- Thorough knowledge of work activities performed within the work area;
- Sound knowledge of procedural and operational methods of the work area;
- May utilise professional, specialised or technical knowledge;
- Working knowledge of various statutory requirements relevant to the work area;
- Ability to apply computing concepts;
- Entry level for three year Degree in the relevant discipline without prior relevant experience; or
- Advanced Diploma or appropriate Certificate with experience; or
- Appropriate Trade or Industry certificate with relevant experience; or
- An equivalent level of expertise and experience attained through previous appointments, service and/or study, in order to undertake the range of activities required for the role.

#### **B.3.4(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Undertake responsibility for various activities in a specialised area and/or components of the works programme;
- Exercise responsibility for a function within the work area, or for various activities in a specialised area;
- Provide progress reports and standard technical reports with recommendations;
- Undertake task- specific risk assessments relating to the position;
- Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of the employee;
- Supervise the work of other para professional staff;

- Regularly undertake general inspections to enforce compliance with various Acts, Regulations, Local Laws and Policies;
- Advise landholders, local authorities, government employees on eradication/control techniques and measures and inform them of their obligations under the relevant legislation;
- Provide advice on requirements for compliance with the relevant Acts, Codes, Regulations, Standards, Local Laws and Local Government policies. Undertake inspections;
- Undertake minor development assessment duties;
- Exercise operational responsibility for a multi-purpose complex;
- Plan and coordinate elementary community based projects and service programs or a single program at a more complex level;
- Perform moderately complex functions including social planning, demographic analysis, survey design and analysis;
- Provide support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work;
- Proficient in the operation of equipment to enable modification or correction of and/or the identification of operational problems;
- Where prime responsibility lies in a professional field, employees at this level would undertake at least some of the following:
  - ✓ Undertake some minor phase of a broad or more complex assignment;
  - ✓ Provide assistance to senior employees;
  - ✓ Perform duties of a specialised nature;
- Where the prime responsibility is to supervise the work of outside employees, supervision may extend to several elements of the work:
  - ✓ Plan and coordinate minor works;
  - ✓ Exercise responsibility for a number of minor works and determine objectives for the functions under their control;
- Where the prime responsibility lies in a technical field, employees at this Level:
  - ✓ Perform moderately complex functions in various fields including construction, engineering surveying and horticulture;
  - ✓ Assist and review work done by subordinate employees.

#### **B.3.4(d) Organisational relationships**

- Graduates work under direct supervision of a more senior employee;
- Works under general supervision;
- Supervision of other employees with or without trade or professional qualifications;
- Operate as a member of a professional team.

#### **B.3.4(e) Extent of authority**

- Employees at the Level are expected to exercise a degree of autonomy, and are responsible for managing and planning their own work;
- May set outcomes and objectives for specific projects or for activities in a specialised area;
- Graduates receive instructions on the broader aspects of the work;
- Freedom to act within defined established practices, clear objectives and guidelines;
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

**B.3.4(f) Qualifications, training and experience (Automotive Mechanic)**

- An employee at this level will be either:
  - ✓ an Advanced Engineering Tradesperson (Automotive) - Level II; or
  - ✓ an Advanced Engineering Tradesperson (Mechanical) - Level II,
- who has completed (including appropriate on-the-job training):
  - ✓ an Advanced Certificate; or
  - ✓ 15 modules of an Associate Diploma; or
  - ✓ equivalent accredited training,
- and, where practical, the modules should be identified in the Enterprise Training Programme.
  - \* The Advanced Certificates and Associate Diplomas noted in this definition do not equate to existing TAFE qualifications of the same name and possession of such qualifications does not of itself justify classification of an employee at this level.

**B.3.4(g) Specialist knowledge and/or skills (Automotive Mechanic)**

An Advanced Engineering Tradesperson works above and beyond a Tradesperson and to the level of the employee's training -

1. Provides technical guidance or advice within the scope of this level.
2. Prepares reports of a technical nature on specific tasks or assignments as directed, or within the scope of discretion at this level.
3. Has an over-all knowledge and understanding of the operating principle of the systems and equipment on which the Tradesperson is required to carry out the task.
4. Assists in the provision of on-the-job training in conjunction with supervisors and trainers.

The following are indicative of the tasks an employee at this level may perform, subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed:-

- Through a systems approach is able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles.
- Sets up, commissions, maintains and operates sophisticated maintenance, production and test equipment and/or systems involving the application of computer operating skills required for the role.
- Works on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry.
- Works on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry.

**B.3.5 Position Level 5****B.3.5(a) Characteristics of the Level**

- At this Level, employees work under general direction in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.
- General features at this Level require the application of knowledge and skills which are gained through qualifications and/or previous experience in the discipline. Employees will be expected to contribute knowledge in establishing procedures in the appropriate work related field. In addition employees at this Level may be required to supervise various functions within a work area or activities of a complex nature.

- General features of this Level involve solving complex problems using knowledge, judgement, initiative and work organisational skills acquired through qualifications and/or previous work experience, along with reference to documented techniques, precedents, guidelines or instructions. Assistance is available when required.
- Positions may involve a range of work functions that could contain a substantial component of supervision or require employees to provide specialist expertise and advice in their relevant discipline.
- Employees will be required to exercise judgement where procedures are not clearly defined, and to use initiative to clarify expectations.
- Work at this Level requires a sound knowledge of program, activity, operational policy or service aspects of the work performed within a function or a number of work areas.
- Employees require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position, to achieve specific objectives.
- Employees will be expected to set outcomes and further develop work methods where general work procedures are not defined.
- Supervisors should have a working knowledge of the principles of human resource management and team leadership.

#### **B.3.5(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- Knowledge of statutory requirements relevant to work area;
- Knowledge of section procedures, policies and activities;
- Sound discipline knowledge gained through previous experience, training or education;
- Knowledge of the role of departments within the employer and/or service functions;
- Specialists require an understanding of the underlying principles in the relevant disciplines;
- Sound oral, written and interpersonal skills for communication with clients and other members of the public, along with proven negotiation skills;
- Relevant four year degree with two years relevant experience or three year degree with three years of relevant experience; or
- Relevant Advanced Diploma or Associate Degree with relevant experience; or
- Lesser formal qualifications with substantial years of relevant experience; or
- Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.
- Supervisory positions require qualifications in Front Line Management Certificate III;
- Line Supervisors and Specialists are expected to attain and maintain the contemporary professional qualifications for their chosen profession;
- Minimum education expectations at this Level are a relevant University Degree, Frontline Management Certificate III, an Industry qualification or an Advanced Diploma;
- Substantial on the job training and comprehensive experience in a substantially similar role, in some cases, may compensate for lack of formal qualifications.

### B.3.5(c) Responsibilities

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Undertake activities that may require the employee to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- Exercise responsibility for various functions within the work area;
- Identification of specific or desired performance outcomes;
- Contribute to interpretation and administration of matters for which there are no clearly established procedures;
- Evaluate proposed work requirements in the context of occupational safety & Health requirements;
- Lead a team in fulfilling a safe system of work;
- Conduct inspections and assist with incident/accident investigations;
- Contribute towards compensation and injury management procedures;
- Assess fitness for work requirements;
- Identify and evaluate hazards in the workplace and recommend control methods;
- Communicate on health/safety matters;
- Contributes knowledge for the development of work practices and procedures, in the appropriate work related field.
- Provide support of a complex nature to senior employees;
- Ensure plans, permits, applications comply with appropriate legislation;
- Manage a multi-purpose complex;
- Undertake a wide range of activities associated with program, activity or service delivery;
- Where the prime responsibility lies in a professional field, employees at this Level, would undertake at least some of the following:
  - ✓ Liaise with other professionals at a technical level;
  - ✓ Discuss techniques, procedures and results with clients on straight forward matters;
  - ✓ Lead a team within a discipline related project and/or a works program;
  - ✓ Provide a reference, research, and/or technical information service including the facility to understand and develop technologically based systems;
  - ✓ Carry out a variety of activities requiring initiative and judgement in the selection and application of established principles, techniques and methods;
  - ✓ Perform a range of planning functions exercising knowledge of statutory and legal requirements;
  - ✓ Assist senior employees with the planning and coordination of a community program of a complex nature;
  - ✓ Undertake duties in the relevant disciplines utilising knowledge of procedures and statutory requirements relevant to the work area;
- Where the prime responsibility is to supervise the work of outside employees, employees at this Level:
  - ✓ Exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes and specifications;
  - ✓ Assist senior employees with the establishment of work programs of a complex nature;
  - ✓ Responsible for part of the works program budget;
- Where the prime responsibility lies in a technical field, employees at this Level:
  - ✓ Undertake projects which impact on the sections and/or departments programs;
  - ✓ Carry out a variety of activities in the field of technical operation requiring initiative and judgement in the selection and application of established principles, techniques and methods.

**B.3.5(d) Organisational relationships**

- Works under general direction;
- Supervises subordinate staff and/or contractors or works in a specialised field.
- Liaises with other professionals at a technical level
- Operate as a member of a professional team.

**B.3.5(e) Extent of authority**

- Employees at the Level are expected to operate autonomously, and are responsible for managing and planning their own work and that of subordinate employees;
  - Required to set outcomes within defined constraints;
  - Provides specialist technical professional advice;
  - Freedom to act governed by clear objectives and/or budget constraints;
  - Has supervisory responsibility for various functions within a work area or activities of a complex nature;
  - Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- 

**B.3.6 Position Level 6****B.3.6(a) Characteristics of the Level**

- Employees working at this Level have attained comprehensive experience and expertise in substantially similar role and are perceived to be a senior or specialist in their work area.
- At this Level employees are subject to general direction from senior employees. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and the employer's goals.
- Employees adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.
- General features at this Level indicate the involvement in establishing sectional or departmental programs and procedures. Positions will include a range of work functions and may involve the supervision of a section or in the case of small employers a department.
- Employees at this Level may be required to assist in the preparation of or prepare the departmental budget.
- Employees at this Level will be required to provide expert advice to lower classified employees.
- Positions at this Level demand the application of knowledge that is gained through qualifications and/or previous experience in the discipline, discipline. In addition, employees will be required to set priorities and monitor workflows in their area of responsibility (may include establishing work programs in small employers).
- At this Level, Employees will have a sound working knowledge of Council role, structures and services, along departmental requirements and activities. A strong knowledge of the industry standards and statutory requirements of the work area is expected.
- Employees working at this Level will be required to solve problems of a complex nature using knowledge, judgement, initiative and well-developed analytical skills acquired through qualifications and/or previous work experience, along with reference to documented techniques, precedents, guidelines or instructions. Assistance is available when required.

- Employees are required to set priorities, monitor workflows in their area of responsibility (may include establishing work programs and procedures) and establish the most appropriate operational methods for the section/department. This also includes the requirement to plan and organise own work and that of subordinate staff.
- May involve the responsibility for a moderately complex project or a minor component of a broader or more complex professional assignment. Employees responsible for programs, projects and/or functions will be required to establish outcomes to achieve departmental/employer goals.
- The work required of this Level may be multi-disciplinary. Specialists may be required to provide multi-disciplinary advice.
- Employees undertaking leadership functions will be required to have a working knowledge of the principles of human resource management and team leadership.
- Through the use of their specialist knowledge, employees will be required to exercise judgement and initiative where no clear procedures exist or where practices are not clearly defined. Employees are also expected to use initiative to clarify expectations to and make recommendations on opportunities for improvement.

#### **B.3.6(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- Knowledge of departmental programs, policies and activities;
- Sound discipline knowledge gained through experience;
- Sound knowledge of the role of the employer's structure and service;
- Well-developed oral, written and interpersonal skills for communication with customers and employees, along with sound negotiation skills;
- Minimum qualification expectations at this Level may be a relevant University Degree, Frontline Management Certificate IV, an Advanced Diploma or equivalent Industry qualification;
- Relevant Degree with substantial experience; or
- Advanced Diploma or Associate Degree with relevant substantial experience; or
- Less formal qualifications with specialised experience attained through previous appointments which is deemed to be sufficient to perform at this Level;
- Supervisory positions require qualifications in Front Line Management Certificate IV;
- All Employees at this Level are expected to undertake and maintain management qualifications and the professional qualifications for their chosen profession.

#### **B.3.6(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Responsible for a range of functions within the section and/or department requiring a high level of knowledge and skills which may involve the supervision of a section or department;
- Undertake responsibility for a moderately complex project;
- Undertake a minor phase of a broader or more complex professional assignment;
- Assist with the preparation or prepare departmental or section budgets and financial reports and provide other complex technical reports relating to area of expertise;
- Manage occupational safety and health and risk management responsibilities;
- Identify operational safety requirements and develop and implement associated safety controls;



- Conduct inspections and assist with incident/accident investigations;
- Manage workers compensation claim and injury management process;
- Manage fitness for work procedures;
- Manage safety inductions and training for staff;
- Identify hazards and assess risks using developed processes and tools;
- Set priorities and monitor workflow in areas of responsibility;
- Use specialised knowledge and skill to make decisions relating to the section and/or department and provide expert advice to lower classified employees;
- Exercise judgement and initiative where procedures not clearly defined;
- Operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee with no reference to a senior employee;
- Plan, coordinate and administer the operation of a multi-purpose complex including financial management and reporting;
- Undertake analysis and design for the development and maintenance of projects and/or undertake programming in specialist areas. May exercise responsibility for a specialised area of the employer's operation;
- Understanding all areas of equipment operation to enable the provision of advice and assistance when non-standard procedures or processes are required;
- May be required to undertake publicity assignments within the framework of the employer's publicity and promotions programme. Such assignments would be of limited scope and complexity but would involve the coordination of facets of the total program including media liaison, design and layout of publications/displays and editing;
- Where the prime responsibility lies in a professional field, employees at this Level, would undertake at least some of the following:
  - ✓ Under general direction undertake tasks of a specialised and/or detailed nature;
  - ✓ Provide reports on progress of project activities including recommendations;
  - ✓ Exercise professional judgement within prescribed areas that may include supervision of the function;
  - ✓ Carry out planning studies for particular projects including aspects of design, formulation of policy, implementation procedures and presentation;
  - ✓ Exercise a high level of interpersonal skills in dealing with the public and other organisations;
  - ✓ Plan, develop and operate a community service programme of a moderately complex nature;
  - ✓ Exercise responsibilities for various functions within a work area including compliance with regulations, codes and procedures;
- Where prime responsibility is to supervise outside employees, employees at this Level:
  - ✓ Exercise operational responsibility for works programs;
  - ✓ Exercise judgement and initiative where procedures not clearly defined;
  - ✓ Establish work programs in small employer;
- Where prime responsibility lies in a technical field:
  - ✓ Leads teams on moderately complex technical projects;
  - ✓ Exercise significant initiative and judgement in the selection and application of established principles, techniques;
  - ✓ Supervise the work of other staff;
  - ✓ Provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and results.

**B.3.6(d) Organisational relationships**

- Works under general direction.
- Supervise other employees and contractor staff.
- Required to provide advice to lower classified employees.
- Liaises with other professionals at a specialist/technical level.
- Operate as a member of a professional team.

**B.3.6(e) Extent of authority**

- Employees at the Level are expected to operate autonomously, and are responsible for the control of projects and programs.
  - Set outcomes for subordinates.
  - Establish priorities and monitor workflow in areas of responsibility.
  - Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- 

**B.3.7 Position Level 7****B.3.7(a) Characteristics of the Level**

- Employees working at this Level have attained comprehensive experience and expertise in substantially similar role and may be perceived to be a Professional or Technician in their work area.
- Positions at this Level demand the application of extensive knowledge that has been gained through substantial experience, training or education related to the discipline.
- At this Level, Employees will have a comprehensive knowledge of Council role, structures and services, along departmental requirements and activities. A strong knowledge of the industry standards and statutory requirements of the work area is expected.
- At this Level, employees operate under limited direction from more senior employees and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- General features at this Level allow employees the scope to influence the operational activities of the section, department and employer and to contribute to the development of new techniques and methodologies relating to the work area.
- Employees at this Level will be expected to contribute to the management of the work area, department, large work programs or significant projects and functions. Employees will also be expected to assist with, prepare and provide budgets and complex technical reports with recommendations.
- Undertake a range of functions for which operational policies, practices & guidelines may need to be developed.
- Employees will be required to provide expert advice and direction to lower classified employees and provide support to a range of activities, programs or projects.
- Positions at this Level may be required to have responsibility for decision making in their particular work area and the provision of expert/specialist advice on complex or unusual matters. Employees will be required to provide consultation and assistance relevant to the work section and/or department.
- At this Level, employees will be required to set outcomes, establish priorities and monitor work flows for the work area for which they are responsible so as to achieve the objectives of the department and employer.

- Employees may exercise managerial responsibility for a work area, a large work program, and work independently as specialists or may be a senior member of a single discipline project team, or provide specialist support to a range of programs and activities.
- Employees working at this Level will have responsibility for decision making in their particular work area and be required to solve problems of a complex nature using knowledge, judgement, initiative and well-developed analytical skills.
- Employees may be required to undertake human resource management and leadership responsibilities at a tactical level therefore are expected to have an understanding of and the ability to implement effective human resource management practices and to display effective team leadership skills.
- Impact of activities undertaken or achievement of stated outcomes and objectives for the work area may identify positions at this Level.
- Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate subordinate staff. Understand and implement effective human resource management practices, including the ability to develop and motivate subordinate employees.

#### **B.3.7(b) Requirements of the job**

Some or all of the following are needed to perform work at this level. Skills, knowledge, experience, qualifications and/or training:

- Discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or major single function operation;
- Discipline knowledge gained through extensive experience, training or education;
- Appreciation of the long term goals of the organisation;
- Detailed knowledge of program activities and work practices relevant to the work area;
- Knowledge of organisation structures or functions;
- Comprehensive knowledge of the employer's policies relevant to the section/department;
- Comprehensive knowledge of statutory requirements relevant to the discipline;
- Comprehensive negotiation skills and interpersonal skills
- Degree qualification with substantial experience; or
- Advanced Diploma or Associate Degree with substantial experience; or
- Lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- Frontline Management Certificate IV or other formal management qualifications are required for all positions at this Level.
- Minimum education expectations at this level to be an Advanced Diploma in Management, a Degree and three (3) years' experience and/or an equivalent Industry qualification.
- All Employees at this Level are expected to undertake and maintain management qualifications and the professional qualifications for their chosen profession.

#### **B.3.7(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- Undertake significant projects and/or functions involving the use of analytical skills;
- Provide advice on matters of complexity within the work area and/or discipline;
- Undertake a range of duties within the work area, including problem definition, planning and the exercise of judgement;

- Provide advice on policy matters and contribute to their development;
- Negotiate on matters of significance within the section and/or department, with other bodies and/or members of the public;
- Control and coordinate a work area within budgetary constraints;
- Exercise a degree of autonomy in establishing the operation of the work area;
- Implement, Monitor and review occupational safety and health management systems;
- Develop technical safety management procedures relating to operational hazard management requirements;
- Undertake duties that involve more than one discipline;
- Provide a consultancy service for a range of activities;
- Where prime responsibility lies in a professional field an employee at this Level, would undertake at least some of the following:
  - ✓ Provide support to a range of activities or programs;
  - ✓ Control and coordinate significant projects, functions or work areas;
  - ✓ Contribute to the development of new procedures and methodologies, and operational policies, practices and guidelines;
  - ✓ Provide expert advice and assistance relevant to the discipline;
  - ✓ Supervise and manage the operation of a work area;
  - ✓ Supervise other professional and technical staff within the discipline;
  - ✓ Provide consultancy services for a range of activities and functions;
- Where prime responsibility is to supervise outside staff, employees at this Level:
  - ✓ Control and coordinate the works program within budgetary constraints;
  - ✓ Supervise a large outside workforce and/or contractors;
  - ✓ Exercise a degree of autonomy, within budgetary constraints, in establishing works program;
- Where the prime responsibility is in a technical field, employees at this Level:
  - ✓ Undertake duties that involve more than one discipline;
  - ✓ Contribute to the development of new techniques and methodologies;
  - ✓ Provide a consultancy service for a range of activities and functions.

#### **B.3.7(d) Organisational relationships**

- Works under limited direction from Executive employees;
- Has influence over the operational activities of the Section, Department and employer and is expected to contribute to the management of the Section and/or Department.
- Supervision of professional staff;
- Supervision of employees and/or contractors.
- Required to provide advice to lower classified employees.
- Operate as a member of the senior professional and managerial teams.

#### **B.3.7(e) Extent of authority**

- May manage a work area or a large work program;
- Exercise a significant degree of autonomy (advice available on complex or unusual matters) within the parameters of the position;
- May have managerial responsibility of a work area, manage significant projects, functions or large works programs and/or;
- May work independently as a Specialist or may be a senior member of a single discipline project team or provide specialist support to a range of programs and activities.

### **B.3.8 Position Level 8**

#### **B.3.8(a) Characteristics of the Level**

- Employees working at this Level have attained extensive experience and competence in a significantly similar role, along with extensive supervisory and management expertise.
- At this Level, Employees will have a comprehensive knowledge of Council role, structures and services, along departmental requirements and work practices. A sound knowledge of management practices is expected.
- At this Level, employees operate under limited direction from senior employees and exercise managerial responsibility for various functions within the department and/or employer or operate as a specialist, a member of a specialised professional team, or independently.
- General features at this Level require employees' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the employer and/or activities undertaken by sections of the community served by the employer. Employees will also be required to monitor policies and activities within the work area.
- Employees are involved in the formation and establishment of programs, procedures and work practices within the department and will be required to provide assistance to other employees, sections and/or departments.
- Positions at this Level will demand responsibility for decision making and the provision of expert advice to other areas of the employer. Employees would be expected to undertake the control and coordination of a section, department and/or significant work area. Employees require a strong knowledge of the organisational functions and structures, along with a good understanding of the long-term goals of the employer.
- In addition positions at this Level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.
- Employees working at this Level are expected to analyse and resolve complex professional problems using knowledge, judgement, initiative and well-developed analytical skills.
- The management of staff is normally a feature at this Level and employees are responsible for a significant work area. Employees are required to set outcomes in relation to their section and/or function and may be required to negotiate matters on behalf of the work area.
- Employees are expected to have an understanding of and the ability to implement effective human resource management practices and to display effective team leadership skills.

#### **B.3.8(b) Requirements of the job**

Some or all of the following are needed to perform work at this Level. Skills, knowledge, experience, qualifications and/or training:

- Comprehensive knowledge of the organisations structures or functions, the policies, work practices and procedures relevant to the work area and statutory requirements relevant to the discipline;
- Application of a high level of discipline knowledge;
- Appreciation of the long term goals of the organisation;
- Extensive negotiation skills and interpersonal skills
- Qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience; or

- Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard; or
- A combination of experience, expertise and competence sufficient to perform the duties required at this level.
- Minimum education expectations at this Level are at least those of Level G.
- All Employees at this Level are expected to undertake and maintain management qualifications and the professional qualifications for their chosen profession.

### **B.3.8(c) Responsibilities**

To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:

- Undertake managerial or specialised functions under a wide range of conditions to achieve results in line with divisional or corporate goals;
- Exercise managerial control, involving the planning, direction, control and evaluation of operations that include providing analysis and interpretation for either a major single discipline or multi discipline operation;
- Develop work practices and procedures for various projects;
- Establish, achieve and review work area outcomes and results;
- Manage, monitor and audit operational and safety and health risk management systems applicable to the operational;
- Develop safety management plans relating to operational hazard management requirements;
- Prepare budget submissions for senior employees and the employer;
- Develop and implement significant operational practices and procedures;
- Review operations to determine their effectiveness;
- Develop appropriate methodology and apply proven techniques in providing specialised services;
- Where prime responsibility lies in a professional field employees at this Level, would undertake at least some of the following:
  - ✓ Control and coordinate programs, projects or work area within an organisation in accordance with corporate goals;
  - ✓ Provide advice on policy matters and contribute to its development;
  - ✓ Provide a consultancy service to a wide range of clients;
  - ✓ Functions may involve complex professional problem solving;
- Where prime responsibility is to supervise outside staff, employees at this Level:
  - ✓ Develop and implement significant works programs;
  - ✓ Review operations to determine their effectiveness;
- Where prime responsibility is in a technical field, employees at this Level:
  - ✓ Develop appropriate methodologies and apply proven techniques in providing specialised technical services;
  - ✓ Exercise significant levels of judgement and initiative in the accomplishment of technical objectives;
  - ✓ Provide consultancy services for a range of activities and functions;

### **B.3.8(d) Organisational relationships**

- Works under limited direction from Executive employees;
- Has influence over the operational activities of the Section, Department and employer and is expected to contribute to the management of the Section and/or Department.
- Normally supervises other employees and establish and monitor work outcomes.
  - ✓ Supervision of professional staff;
  - ✓ Supervision of employees and/or contractors.
- Operate as a member of the specialised professional and managerial teams.

**B.3.8(e) Extent of authority**

- Exercise managerial responsibility for various functions within the Department and employer;
  - May manage major single or multi discipline operation, significant work area or works programs
  - Has significant delegated authority;
  - Decisions and actions taken at this Level may have significant effect on programs, projects or work areas being managed;
  - May work independently as a Specialist or may be a senior member of a single discipline project team or provide specialist support to a range of programs/activities.
- 

**B.3.9 Position Level 9****B.3.9(a) Characteristics of the Level**

- Positions at this Level have significant scope, autonomy and complexity. Employees are subject to limited direction from Executive employees/officers or the CEO and exercise managerial responsibility for a department and the employer's relevant activity. In addition, employees may operate as a senior specialist providing multi-functional advice to either various departments or directly to the employer.
- General features of this Level require the employees' involvement in the initiation and formulation of extensive projects and programs that impact on the employer's goals and objectives. Employees are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.
- Additional features include providing financial, specialised, technical, professional and/or administrative advice on policy matters within the department and/or the employer.
- Employees will be required to develop and implement techniques, work practices and procedures in all facets of the work area to achieve corporate goals. Additionally, employees will be required to contribute to the development of operational policies, and to assess and review operational standards and work processes.
- Employees at this Level require a high level of proficiency in the application of theoretical, scientific or analytical approaches in the search of optimal solutions to new problems and opportunities that may be outside of the original field of specialisation.
- Positions at this Level will demand responsibility for decision making within the constraints of divisional and corporate policy and require the employee to provide advice and support to other areas of the employer. Employees at this Level will have significant impact upon the employer's policies and programs and will be required to provide initiative, the ability to formulate, implement, monitor and evaluate projects and/or programs.
- Positions at this Level may be identified by the significant independence of action within the constraints of departmental or corporate policy.

**B.3.9(b) Requirements of the job**

Some or all of the following are needed to perform work at this level. Skills, knowledge, experience, qualifications and/or training:

- Extensive diverse experience, expertise and competence with a comprehensive Supervisory and Management background;
- High level of discipline knowledge;
- Position demands responsibility for decision making within constraints of divisional and corporate policy & requires the employee to apply significant use of initiative and judgement to provide advice & support to other operational areas;

- Comprehensive knowledge of the organisation's structures, functions policies, programs, procedures and practices;
- Appreciation of the long term goals of the organisation;
- Extensive negotiation skills and interpersonal skills
- Extensive knowledge of statutory requirements;
- Qualifications are generally beyond those normally acquired through a formal Degree qualification and experience in the field of specialist expertise. This could be acquired through further formal qualifications in field of expertise or in management; or
- Lesser formal qualifications together with the acquisition of considerable skills, extensive diverse experience relative to an equivalent standard;
- Minimum education expectations at this Level are at least those of Level H;
- All Employees at this Level are expected to undertake and maintain management qualifications and the professional qualifications for their chosen profession.

### **B.3.9(c) Responsibilities**

- To contribute to the operational objectives of the work area, a position at this Level may include some of the following inputs or those of a similar value:
- To initiate and implement change within the scope of organisational goals and constraints;
- Undertake work of significant scope and/or complexity. Major portion of the work requires initiative;
- Undertake duties of innovative, novel and/or critical nature with little or no professional direction;
- Undertake functions across a range of administrative, specialist or operational areas which include specific programs and activities, management of service delivery and the provision of high level advice;
- Provide a high level of specialist advice on policy matters and contribute to the development and review of policies;
- Manage, monitor and audit strategic and health risk management systems within a multi-discipline operational area;
- Advise on the OSH requirements of the design process, develop a systematic hazard identification and OSH risk evaluation system for safe design, advise on principles of OSH risk control;
- Advise on consultation processes between people involved in the life cycle of the designed product and advise on contractual arrangements and procurement systems to minimise "purchased" OSH risk;
- Manage extensive complex projects and programs in accordance with departmental and corporate goals. This may require the development, implementation and evaluation of those goals;
- Administer complex policy and program matters;
- Offer consultancy service;
- Manage and account for the quality, effectiveness and timeliness of departmental programs, projects and activities, to ensure the outcomes of the work;
- Responsibility for the management and leadership of a multi-disciplinary business unit, department and/or the employer's relevant operational activities. Positions at this Level will undertake human resource management and leadership responsibilities at a strategic level;
- Evaluate and develop and revise methodology techniques and/or the application of a high level of analytical skills in the attainment and satisfying of the employer's objectives;



- Develop, implement and evaluate departmental and organisational goals and objectives. Employees are involved in the identification of current and future trends and the development of strategies to achieve the desired outcomes;
- Where the prime responsibility is in a professional field employees at this Level, would undertake at least some of the following:
  - ✓ Contribute to the development of operational policy;
  - ✓ Assess and review the standards and work of other professional personnel and/or external consultants;
  - ✓ Initiate and formulate departmental and/or employer programs;
  - ✓ Implement the employer's objectives within corporate goals;
  - ✓ Develop and recommend on-going plans and programs for the department and/or employer;
  - ✓ Ensure the outcome of work of significant scope and/or complexity;
- Where prime responsibility is in the supervision of outside employees, employees at this Level:
  - ✓ Establish, control and organise ongoing plans and programs for department and/or employer;
  - ✓ Administer complex policy and works program matters;
- Where prime responsibility lies in the technical field, employees at this Level:
  - ✓ Conduct technical support programs and sub-programs within the framework of the employer's operating program;
  - ✓ Offer consultancy service;
  - ✓ Ongoing evaluation and the development and revision of methodology techniques and/or the application of a high level of analytical skills in the attainment and satisfying of technical objectives.

#### **B.3.9(d) Organisational relationships**

- Operates under limited direction from senior employees and works under broad strategic direction with significant independence of action (within the constraints of corporate policies and objectives);
- Exercise managerial and leadership responsibility for a multi-disciplinary business unit, department and/or Local Government's relevant activity;
- Has significant impact on and influence over the operational activities of the business unit, department and/or Local Government;
- Assess & review standards & work of other professional personnel, including external consultants;
- Operate as a member of the specialised professional & managerial teams.

#### **B.3.9(e) Extent of authority**

- Manage a work area of the employer at a higher level of ability;
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints;
- Exercise control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control;
- Solutions to problems require analytical approach and elements of development and creativity within the scope of divisional/corporate policies. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.
- Has significant independence of action within the confines of corporate policies and objectives;
- Decisions made and actions undertaken at this Level will have a significant impact on and influence over operational activities of the business unit, department and/or Local Government

## APPENDIX C – ORGANISATIONAL VALUES

In consultation with Employees, the Shire has developed a set of organisational values that are aligned with the Shire's Plan for the Future, and will underpin the Shire's Code of Conduct. The Shire expects all new and existing Employees to uphold these values at all times.

### **C.1 RESPECT**

- Treat others with consideration, courtesy and honesty
- Encourage and acknowledge effort and initiative
- Believe in the ability of others
- Recognise and acknowledge the principles of diversity and equality

### **C.2 OPENNESS**

- Share information and ideas
- Listen and provide feedback in a positive manner
- Only talk constructively about others
- Take responsibility for own actions

### **C.3 TEAMWORK**

- Work as a team and assist each other for the betterment of the Shire, its residents and visitors
- Provide a high level of customer service

### **C.4 LEADERSHIP**

- Involve Employees in decision-making
- Communicate plans and objectives
- Encourage learning and personal development
- Lead by example

### **C.5 EXCELLENCE**

- Strive to learn
- Actively seek and evaluate new ways of doing things
- Focus on our customers and deliver timely and effective responses

### **C.6 HEALTH & WELLBEING**

- Promote and continually look to improve the wellbeing and safety culture of the organisation
- Make use of available resources for wellbeing, be it mental or physical
- Proactively looking to improve occupational safety and health working standards

Please note: The Shire's Organisational Values may be amended from time to time to reflect the changing values of the organisation, Employees and the community.


**APPENDIX D – SALARY/WAGE SCALES EFFECTIVE JULY 2016**
**COLLECTIVE AGREEMENT - SALARY BANDS**
**2016 ANNUAL SALARY (as of 13.07.16)**

LEVEL	STEP A	B	C	D	E	F
9	\$124,340.40	\$125,317.65	\$126,294.67	\$127,271.93	\$128,249.17	\$129,470.46
8	\$117,256.50	\$118,477.56	\$119,699.07	\$120,920.57	\$122,141.86	\$123,363.37
7	\$102,599.30	\$103,820.81	\$105,042.09	\$106,263.37	\$107,484.88	\$108,706.17
6	\$94,049.19	\$95,026.22	\$96,003.47	\$96,980.72	\$97,957.75	\$98,934.99
5	\$87,453.81	\$88,430.61	\$89,407.86	\$90,385.11	\$91,362.14	\$92,338.29
4	\$74,888.44	\$77,164.79	\$79,441.37	\$81,717.94	\$83,994.52	\$86,271.10
3	\$64,768.96	\$66,792.68	\$69,141.56	\$70,839.90	\$72,863.40	\$74,887.12
2	\$55,914.64	\$57,685.06	\$59,455.92	\$61,226.57	\$62,997.22	\$64,767.86
1	\$49,336.66	\$50,651.85	\$51,967.50	\$53,282.69	\$54,598.12	\$55,913.31

**2016 FULL TIME RATE \$ PER HOUR**

LEVEL	STEP A	B	C	D	E	F
9	\$59.78	\$60.25	\$60.72	\$61.19	\$61.66	\$62.25
8	\$56.37	\$56.96	\$57.55	\$58.13	\$58.72	\$59.31
7	\$49.32	\$49.91	\$50.50	\$51.09	\$51.68	\$52.26
6	\$45.22	\$45.68	\$46.16	\$46.62	\$47.10	\$47.56
5	\$42.04	\$42.52	\$42.98	\$43.46	\$43.92	\$44.39
4	\$36.00	\$37.10	\$38.20	\$39.29	\$40.38	\$41.47
3	\$31.14	\$32.12	\$33.24	\$34.06	\$35.03	\$36.00
2	\$26.88	\$27.73	\$28.58	\$29.44	\$30.29	\$31.13
1	\$23.72	\$24.35	\$24.98	\$25.61	\$26.25	\$26.88

**2016 CASUAL RATE \$ PER HOUR (Including 25% Loading)**

LEVEL	STEP A	B	C	D	E	F
9	\$74.73	\$75.31	\$75.90	\$76.48	\$77.07	\$77.81
8	\$70.47	\$71.20	\$71.94	\$72.67	\$73.40	\$74.14
7	\$61.66	\$62.39	\$63.13	\$63.86	\$64.59	\$65.33
6	\$56.52	\$57.11	\$57.70	\$58.29	\$58.87	\$59.46
5	\$52.56	\$53.15	\$53.73	\$54.32	\$54.91	\$55.49
4	\$45.01	\$46.37	\$47.74	\$49.10	\$50.48	\$51.84
3	\$38.92	\$40.14	\$41.56	\$42.57	\$43.79	\$45.00
2	\$33.61	\$34.67	\$35.74	\$36.79	\$37.85	\$38.92
1	\$29.64	\$30.44	\$31.23	\$32.02	\$32.81	\$33.61



2016 JUNIOR CASUAL RATE \$ PER HOUR						
LEVEL	ADULT STEP A	B	C	D	E	F
2	\$33.61	\$22.52	\$24.20	\$26.88	\$29.24	\$31.93
1	\$29.64	\$19.86	\$21.35	\$23.72	\$25.80	\$26.70

**NOTE: Rates are calculated on 4 decimal places**

AGE	LEVEL	FULL TIME HOURLY RATE	ANNUAL RATE
16yrs	Level 1	\$15.89	\$33,055.56
17yrs	Level 1	\$17.08	\$35,522.40
18yrs	Level 1	\$18.97	\$39,469.33
19yrs	Level 1	\$20.64	\$42,922.89
20yrs	Level 1	\$21.36	\$46,869.82
16yrs	Level 2	\$18.01	\$37,462.80
17yrs	Level 2	\$19.36	\$40,258.54
18yrs	Level 2	\$21.51	\$44,731.71
19yrs	Level 2	\$23.39	\$48,645.73
20yrs	Level 2	\$25.54	\$53,118.91

Age	Percentage of wage
16	67%
17	72%
18	80%
19	87%
20	95%

## APPENDIX E – ALLOWANCE & REIMBURSEMENT SCALES – EFFECTIVE JULY 2016

The amounts listed in this Appendix will not at any time exceed the maximum prescribed by the Australian Taxation Office as a threshold for Fringe Benefits Tax liability.

### E.1 On-Call Allowance

For the purposes of subclause 14.7, except where otherwise negotiated in writing, Employees who are required by the Employer or legislation to be on call for foreseeable phone calls or call-outs will receive an On-Call Allowance of \$50.00 per 24-hr on-call period.

This allowance shall be increased annually (at the same time as salary increases), by the Wage-Price Index for the Public Sector in Western Australia, for the 12 months to the March quarter prior to each increase.

### E.2 Ashburton Allowance

For the purposes of, and subject to the provisions of, subclause 14.1, on his/her anniversary a full-time Residential Employee will be eligible for the Ashburton Allowance of \$4000.

This allowance shall be increased annually (at the same time as salary increases), by the Wage-Price Index for the Public Sector in Western Australia, for the 12 months to the March quarter prior to each increase.

### E.3 Reimbursement for Private Vehicle Mileage

The rates specified below are expressed as cents per completed kilometre

Engine displacement (in cubic centimetres)			
Over 2600cc c/km	1600 – 2600cc c/km & Rotary Engines	1600cc and under	Motorcycles
98.6	70.6	58.3	26.0

This allowance shall be reviewed annually (at the same time as salary increases), in accordance with the ATO mileage deduction rates in place in on 01 May prior to each salary increase.

### E.4 Health & Wellbeing Allowance

The annual Health and Wellbeing Allowance is a reimbursement intended to encourage Employees to remain physically active. A full-time Employee is entitled to claim reimbursement for up to \$250 per year for costs allowed under subclause 14.2.

This allowance shall be increased annually (at the same time as salary increases), by the Wage-Price Index for the Public Sector in Western Australia, for the 12 months to the March quarter prior to each increase.

### E.5 Annual Leave Travel Allowance

For the purposes of, and subject to the provisions of, subclause 14.3, fulltime Employees wishing to take accrued paid time off for two calendar weeks or more in a continuous period after each year of continuous service with the Employer are entitled to claim reimbursement up to \$900 per year within the 12 month period following their anniversaries of employment with the Shire

This allowance shall be increased annually (at the same time as salary increases), by the Wage-Price Index for the Public Sector in Western Australia, for the 12 months to the March quarter prior to each increase.

**E.6 Meal Allowances**

For the purposes of, and subject to the provisions of, subclause 14.4, the following table provides the meal allowance amounts:

Meals	Amount	Quantity	Total
Breakfast	\$ 16.00	.	\$ .
Lunch	\$ 23.00	.	\$ .
Dinner	\$ 40.00	.	\$ .

This allowance shall be increased annually (at the same time as salary increases) by the Wage-Price Index for the Public Sector in Western Australia, for the 12 months to the March quarter prior to each increase.

DRAFT

DRAFT

# SHIRE OF ASHBURTON



SHIRE/TOWN/CITY OF

ASHBURTON

## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, <sup>(1)</sup> Peter Foster wish to declare an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup>

Tuesday 27th September 2016

Agenda Item <sup>(3)</sup> 12.3 Application Acceptance of Community Support Grants Allocations Round 1 2016

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995  
 Proximity pursuant to Section 5.60B of the Local Government Act 1995  
 Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995  
 Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup>

Chairperson - Tom Price Youth Support Association (Tom Price Youth Centre)  
Secretary - Mountain View Sporting Club.  
Nintiri / Little Beckos - user of service, son attends day care.

The extent of my interest is <sup>(6)</sup>

Chairperson - TPYSA volunteer committee  
Secretary - MVSC, volunteer committee  
Nintiri / Little Beckos - son attends Centre.

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

[Signature]

Signature

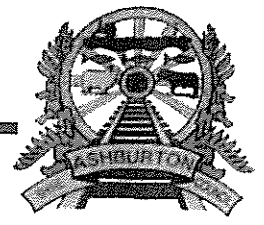
27/09/2016

Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).



# SHIRE OF ASHBURTON



SHIRE/TOWN/CITY OF \_\_\_\_\_

## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, <sup>(1)</sup> DOUGHLAS IAN DIAS wish to declare an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup> 26<sup>th</sup> SEPTEMBER 2016

Agenda Item <sup>(3)</sup> 12.3 Application Acceptance of Community Support grant Allocation - Round 1 2016/17 - Annual Financial

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup> Treasurer of PARABURROO Life Style center

The extent of my interest is <sup>(6)</sup> Volunteer at PARABURROO life style center

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

[Signature]

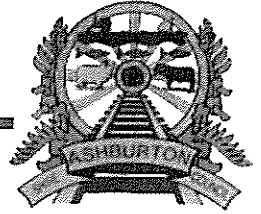
26/09/2016

Signature

Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

# SHIRE OF ASHBURTON



SHIRE/TOWN/CITY OF \_\_\_\_\_

## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, <sup>(1)</sup> CR KERRY WHITE wish to declare an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup> \_\_\_\_\_

Agenda Item <sup>(3)</sup> 12.3.

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995  
 Proximity pursuant to Section 5.60B of the Local Government Act 1995  
 Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995  
 Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup>

BECAUSE OF BEING ON THE OWSLOW VISITORS CENTRE.

The extent of my interest is <sup>(6)</sup>

IMPARTIALITY.

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature

K. M. White

Date

27-09-2016.

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).



**SHIRE OF ASHBURTON**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016**

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Acquisitions of Assets: Capital Expenditure Progress Report (Note 3 )	3 - 5
Graphs	6 - 7
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## SHIRE OF ASHBURTON

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	NOTE	July 2016 Actual \$	July 2016 Y-T-D Budget \$	2016/17 Revised Budget \$	2016/17 Adopted Budget \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		811	379,691	1,879,448	1,879,448	(378,880)	(99.79%)	▼
General Purpose Funding		14,658	1,150,584	4,930,158	30,787,292	(1,135,926)	(98.73%)	▼
Law, Order, Public Safety		13,539	10,265	123,219	123,219	3,274	31.89%	
Health		43,714	38,088	234,182	234,182	5,626	14.77%	
Education and Welfare		84,061	833	596,050	639,050	83,228	9991.36%	▲
Housing		34,664	39,036	468,622	468,622	(4,372)	(11.20%)	
Community Amenities		793,203	330,088	4,213,543	4,213,543	463,115	140.30%	▲
Recreation and Culture		3,420,875	1,436,773	15,767,898	16,304,397	1,984,102	138.09%	▲
Transport		26,329	922,750	11,812,909	11,813,409	(896,421)	(97.15%)	▼
Economic Services		204,993	251,467	3,018,787	3,018,787	(46,474)	(18.48%)	▼
Other Property and Services		5,920	22,874	274,587	274,587	(16,954)	(74.12%)	▼
		4,642,767	4,582,449	43,319,403	69,756,536	60,318	1.32%	
<b>(Expenses)/(Applications)</b>								
Governance		(773,439)	(460,718)	(7,433,767)	(7,162,044)	(312,721)	(67.88%)	▲
General Purpose Funding		(24,822)	(4,359)	(52,330)	(52,330)	(20,463)	(469.44%)	▲
Law, Order, Public Safety		(65,628)	(73,656)	(1,035,639)	(1,035,639)	8,028	10.90%	
Health		(42,594)	(61,690)	(996,168)	(996,168)	19,096	30.95%	
Education and Welfare		(17,850)	(49,481)	(443,553)	(443,553)	31,631	63.93%	▼
Housing		(169,218)	(75,276)	(1,058,117)	(1,058,117)	(93,942)	(124.80%)	▲
Community Amenities		(433,561)	(668,091)	(9,067,501)	(9,092,501)	234,530	35.10%	▼
Recreation & Culture		(779,443)	(811,015)	(10,483,056)	(10,910,046)	31,572	3.89%	
Transport		(1,219,306)	(1,226,828)	(14,295,406)	(15,258,406)	7,522	0.61%	
Economic Services		(290,336)	(660,303)	(8,220,750)	(5,920,750)	369,967	56.03%	▼
Other Property and Services		(259,074)	(172,292)	(3,152,961)	(3,052,961)	(86,782)	(50.37%)	▲
		(4,075,271)	(4,263,709)	(56,239,247)	(54,982,514)	188,438	(4.42%)	
<b>Net Operating Result Excluding Rates</b>		567,496	318,740	(12,919,844)	14,774,022	248,756	78.04%	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals		0	15,909	91,066	91,066	(15,909)	100.00%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL (non-current)		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Adjustment for Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		1,092,384	1,091,940	13,108,550	13,108,550	444	(0.04%)	
<b>Capital Revenue and (Expenditure)</b>								
Purchase Land Held for Resale		0	(35,402)	(540,000)	(540,000)	35,402	100.00%	▼
Purchase Land and Buildings		(188,505)	(1,110,749)	(21,817,258)	(21,817,258)	922,244	83.03%	▼
Purchase Furniture and Equipment		(257,326)	(958)	(877,500)	(877,500)	(256,368)	(26760.75%)	▲
Purchase Plant and Equipment		(2,920)	(3,455)	(1,765,975)	(1,765,975)	535	15.48%	
Purchase Leasehold Improvements		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Roads		(18,606)	(184,510)	(5,719,745)	(5,719,745)	165,904	89.92%	▼
Purchase Infrastructure Assets - Footpaths		(7,315)	(162,330)	(354,000)	(354,000)	155,015	95.49%	▼
Purchase Infrastructure Assets - Drainage		(168,947)	(388,055)	(2,170,000)	(2,170,000)	219,108	56.46%	▼
Purchase Infrastructure Assets - Parks & Ovals		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Aerodromes		(104,726)	(106,664)	(730,000)	(730,000)	1,938	1.82%	
Purchase Infrastructure Assets - Coastal		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Bridges		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Recreation		(27,798)	(710,016)	(10,517,400)	(10,517,400)	682,218	96.08%	▼
Purchase Infrastructure Assets - Town		(1,435)	(192,423)	(2,310,000)	(2,310,000)	190,988	99.25%	▼
Purchase Infrastructure Assets - Waste		(2,277)	(117,953)	(2,001,500)	(2,001,500)	115,676	98.07%	▼
Purchase Infrastructure Assets - Other		0	0	0	0	0	0.00%	
Proceeds from Disposal of Assets		0	59,091	496,364	496,364	(59,091)	(100.00%)	▼
Repayment of Debentures		0	0	(708,807)	(708,807)	0	0.00%	
Proceeds from New Debentures		0	83,300	1,850,000	1,850,000	(83,300)	(100.00%)	▼
Advances to Community Groups		0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income		0	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)		(18,101)	(387,981)	(4,657,634)	(4,657,634)	369,880	95.33%	▼
Transfers from Restricted Asset (Reserves)		0	1,650,105	15,172,019	15,172,019	(1,650,105)	(100.00%)	▼
ADD Net Current Assets July 1 B/Fwd		8,510,412	8,510,412	8,510,412	8,784,297	0	0.00%	
LESS Net Current Assets Year to Date		9,372,333	8,329,109	(2,004,117)	0	1,043,224	12.53%	
<b>Amount Raised from General Rates</b>		<u>3</u>	<u>(108)</u>	<u>(25,857,134)</u>	<u>106,499</u>	<u>111</u>	<u>(102.78%)</u>	

## SHIRE OF ASHBURTON

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	July 2016 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	12,465,012	9,167,842	2,747,219 *
Cash - Restricted Unspent Grants	30,488	1,792,754	30,488 *
Cash - Restricted Unspent Loans	0	1,522,742	0
Cash - Restricted Reserves	28,464,923	28,464,923	28,483,026 **
Rates - Current	866,929	866,929	842,025
Sundry Debtors	5,444,449	5,479,411	8,413,228
Accrued Income	0	7,922	0
Payments in Advance	93,588	94,101	0
GST Receivable	1,134,506	1,145,384	256,159
Provision For Doubtful Debts	(727,263)	(727,263)	(727,263)
Inventories	170,857	170,857	170,857
	<u>47,943,489</u>	<u>47,985,602</u>	<u>40,215,739</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(9,810,786)	(9,691,466)	(1,955,507)
Accrued Expenditure	(2,346)	(2,346)	0
PAYG Payable	0	(260,254)	0
Payroll Creditors	0	0	0
Withholding Tax Payable	0	0	0
GST Payable	(875,846)	(878,385)	(408,778)
Other Payables	(5,291)	(36,845)	3,905
Restricted Funds	0	0	0
Accrued Interest on Debentures	0	(32,158)	0
Accrued Salaries and Wages	0	(108,813)	0
Current Employee Benefits Provision	(1,098,506)	(1,098,506)	(1,098,506)
Current Loan Liability	(628)	(628)	(628)
	<u>(11,793,403)</u>	<u>(12,109,401)</u>	<u>(3,459,514)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>36,150,086</b>	<b>35,876,201</b>	<b>36,756,225</b>
Less: Cash - Reserves - Restricted	(28,464,923)	(28,464,923)	(28,483,026)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	1,098,506	1,098,506	1,098,506
Add Back : Current Loan Liability	628	628	628
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>8,784,297</u></b>	<b><u>8,510,412</u></b>	<b><u>9,372,333</u></b>
<b>Investment Account Balance</b>			
Restricted Cash Reserve **	\$ 19,852,728		
Muni Business Cash Reserve *	-		

## Acquisitions of Assets

### Capital Expenditure Progress Report at 31 July 2016

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
<b>GOVERNANCE &amp; EXECUTIVE SERVICES</b>						
<b>Staff Housing</b>						
097803	BC099	BUDGET ONLY Staff Housing - Security Improvements - All Hou:	992,153.00	992,153.00	0.00	0.00
097803	BC213	CAP - 178 Cassia St Tom Price	0.00	0.00	0.00	112.29
097800	BN144	New Staff Housing Onslow	1,346,000.00	1,346,000.00	0.00	1,053.20
097800	BN145	New Staff Housing Tom Price	1,000,000.00	1,000,000.00	0.00	0.00
			<b>3,338,153.00</b>	<b>3,338,153.00</b>	<b>0.00</b>	<b>8,210.49</b>
<b>Visitors Centre - Tom Price</b>						
139995		Asset Expansion Visitor Centre Land & Buildings	0.00	0.00	0.00	4,320.91
134851		Asset Expansion/Upgrade Visitors Cente Tom Price Furntiure & E	3,500.00	3,500.00	292.00	0.00
			<b>3,500.00</b>	<b>3,500.00</b>	<b>292.00</b>	<b>4,320.91</b>
<b>Tourism &amp; Area Promotion Eastern Sector</b>						
134854	15150	Paraburdoo - Upgrade Visitor Info Bay Camp Rd	98,000.00	98,000.00	0.00	0.00
134854	15151	Upgrade Tourist Info Bay Signage	250,000.00	250,000.00	20,825.00	0.00
			<b>348,000.00</b>	<b>348,000.00</b>	<b>20,825.00</b>	<b>0.00</b>
<b>Tourism &amp; Area Promotion Onslow</b>						
135010	C610	Onslow Visitors Centre & Museum Signage	28,000.00	28,000.00	0.00	0.00
			<b>28,000.00</b>	<b>28,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Museums</b>						
114619	BC410	CAP - Building Prog Onslow Museum	44,105.00	44,105.00	3,674.00	0.00
			<b>44,105.00</b>	<b>44,105.00</b>	<b>3,674.00</b>	<b>0.00</b>
		<b>Total</b>	<b>3,761,758.00</b>	<b>3,761,758.00</b>	<b>24,791.00</b>	<b>12,531.40</b>
<b>COMMUNITY DEVELOPMENT</b>						
<b>Care of Families &amp; Children</b>						
080300	BN455	Paraburdoo Child Care	620,000.00	620,000.00	620,000.00	4,477.55
			<b>620,000.00</b>	<b>620,000.00</b>	<b>620,000.00</b>	<b>4,477.55</b>
<b>Public Halls - Civic Centre, Pavilion</b>						
117324	17031	Paraburdoo Ashburton Hall - Safety Rails	3,000.00	3,000.00	250.00	0.00
117325	17025	Paraburdoo Ashburton Hall - Safety Rails	25,000.00	25,000.00	2,082.00	0.00
			<b>28,000.00</b>	<b>28,000.00</b>	<b>2,332.00</b>	<b>0.00</b>
<b>Swimming Pool - Tom Price</b>						
112734	17002	Retiling of Raised Beams Vic Hayton Swimming Pool	70,000.00	70,000.00	0.00	0.00
112734	17015	Start Blocks Vic Hayton Swimming Pool	20,000.00	20,000.00	0.00	0.00
113308	17010	Playground Floor Covering - Vic Hayton Pool	52,000.00	52,000.00	4,332.00	0.00
113309	C1607	Lightening Protection Pool area	20,000.00	20,000.00	0.00	0.00
			<b>162,000.00</b>	<b>162,000.00</b>	<b>4,332.00</b>	<b>0.00</b>
<b>Foreshore Areas - Onslow</b>						
112861	17040	Pontoon	500,000.00	500,000.00	0.00	0.00
112862	C012	Ian Blair Boardwalk Onslow - Refurbishment	730,000.00	730,000.00	0.00	150.00
			<b>1,230,000.00</b>	<b>1,230,000.00</b>	<b>0.00</b>	<b>150.00</b>
<b>Swimming Pool - Paraburdoo</b>						
112735	17022	Wet Deck Quentin Broad Swimming Pool	20,000.00	20,000.00	1,666.00	0.00
113320	17033	Procal Dry Chlorine System	14,000.00	14,000.00	1,166.00	0.00
113325	C1603	Lighting Protection works	50,000.00	50,000.00	4,165.00	0.00
			<b>84,000.00</b>	<b>84,000.00</b>	<b>6,997.00</b>	<b>0.00</b>
<b>Onslow MPC</b>						
110364	17030	Upgrade MPC (Emergency Evacuation Centre)	55,000.00	55,000.00	0.00	0.00
			<b>55,000.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Recreation &amp; Sport</b>						
112763	17014	Paraburdoo Hospital Street Verge Improvement	10,000.00	10,000.00	833.00	0.00
112784	17035	Scrubber Dryer for MPC	7,475.00	7,475.00	623.00	0.00
113235	17013	Water Chiller - Paraburdoo Oval	15,000.00	15,000.00	1,250.00	0.00
113230	17039	Building Compliance Assistance on Leased Reserves	150,000.00	150,000.00	12,495.00	0.00
113239	17012	Scoreboard - Paraburdoo Indoor Cricket Nets	5,000.00	5,000.00	416.00	0.00
113239	C1650	Install water filtration systems (all facilities)	25,000.00	25,000.00	0.00	0.00
			<b>212,475.00</b>	<b>212,475.00</b>	<b>15,617.00</b>	<b>0.00</b>
<b>Malls</b>						
100068	15215	Paraburdoo Town Centre Landscaping	0.00	0.00	0.00	1,435.48
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,435.48</b>
<b>Other Community Amenities</b>						
100030	C069	Purchase Portable PA System	40,000.00	40,000.00	0.00	0.00
102541	17036	Town Entry Statement - Tom Price	10,000.00	10,000.00	833.00	0.00
			<b>50,000.00</b>	<b>50,000.00</b>	<b>833.00</b>	<b>0.00</b>
<b>Swimming Pool - Onslow</b>						
117651	15024	Onslow Swimming Pool Construction	6,577,000.00	6,577,000.00	0.00	0.00
			<b>6,577,000.00</b>	<b>6,577,000.00</b>	<b>0.00</b>	<b>2,800.00</b>
<b>Onslow Sports Club</b>						
113259		Asset Renewal Buildings Onslow Sports Club	500,000.00	500,000.00	0.00	0.00
			<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>

## Acquisitions of Assets

### Capital Expenditure Progress Report at 31 July 2016

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
<b>Paraburdoo Chub</b>						
113236	BN376	Business Case - Paraburdoo Chubb	100,000.00	100,000.00	0.00	0.00
113236	BN378	Construction	13,820,000.00	13,820,000.00	0.00	0.00
113236	BN379	Professional Fees	600,000.00	600,000.00	0.00	0.00
			<b>14,520,000.00</b>	<b>14,520,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Parks and Ovals</b>						
112746	17008	CCTV - Paraburdoo Skate Park	30,000.00	30,000.00	2,499.00	0.00
112746	17011	Lighting - Nature Playground	5,000.00	5,000.00	0.00	0.00
112746	17042	Pannawonica Infrastructure Library Sign, Bike Rack(library) Gaze	85,000.00	85,000.00	0.00	0.00
112746	C078	Skate Park Onslow (New)	1,250,000.00	1,250,000.00	100,000.00	24,540.00
112746	C079	Basketball Courts Onslow (New)	565,000.00	565,000.00	565,000.00	307.50
112748	17020	Replace fencing Paraburdoo top oval	31,000.00	31,000.00	2,582.00	0.00
112748	C1613	Replace Existing Playground (Tjiluna Oval)	61,000.00	61,000.00	0.00	0.00
112749	15230	Onslow Playground @ Oval	313,000.00	313,000.00	26,073.00	0.00
112749	17021	Onslow Solar Lights	14,400.00	14,400.00	1,200.00	0.00
112761	C1617	Playground Audit Repairs	20,000.00	20,000.00	1,666.00	0.00
112745	15128	Paraburdoo Peter Sutherland Oval - Upgrade Electrical Panels	170,000.00	170,000.00	0.00	0.00
			<b>2,544,400.00</b>	<b>2,544,400.00</b>	<b>699,020.00</b>	<b>24,847.50</b>
<b>Library - Tom Price</b>						
114133	BC390	CAP - Library Building	15,000.00	15,000.00	1,250.00	0.00
			<b>15,000.00</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>0.00</b>
<b>Library - Paraburdoo</b>						
113838	BC400	CAP - Library Building	15,000.00	15,000.00	1,250.00	0.00
			<b>15,000.00</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>0.00</b>
<b>Library - Pannawonica</b>						
114368	BC405	CAP Library Building	15,000.00	15,000.00	1,250.00	0.00
			<b>15,000.00</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>0.00</b>
<b>Aged Care</b>						
092268	BC299	CAP - Renovations - Senior Citizens Units	100,000.00	100,000.00	8,330.00	0.00
			<b>100,000.00</b>	<b>100,000.00</b>	<b>8,330.00</b>	<b>0.00</b>
<b>Total</b>			<b>26,727,875.00</b>	<b>26,727,875.00</b>	<b>1,361,211.00</b>	<b>33,710.53</b>

### CORPORATE SERVICES

<b>Administration General - Tom Price &amp; Paraburdoo</b>						
045964		Furniture & Fittings	0.00	0.00	0.00	0.00
045984		Office Equipment	0.00	0.00	0.00	0.00
045968		Renovations - Tom Price Office	350,000.00	350,000.00	0.00	0.00
			<b>350,000.00</b>	<b>350,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administration General - Onslow</b>						
040376	BN100	Onslow Admin Complex Construction	1,855,000.00	1,320,790.00	330,198.00	1,180.40
040376	BN101	Planning & Design costs	0.00	150,000.00	37,500.00	6,775.00
040376	BN103	Furniture & Equipment	0.00	364,210.00	91,054.00	651.47
040376	BN104	Event	0.00	20,000.00	0.00	0.00
			<b>1,855,000.00</b>	<b>1,855,000.00</b>	<b>458,752.00</b>	<b>8,606.87</b>
<b>Information Technology</b>						
040466	17028	Branch Repeaters	300,000.00	300,000.00	0.00	0.00
040466	17029	AIMS (Sharepoint) Upgrade	100,000.00	100,000.00	0.00	0.00
042464		Computer Equipment	366,000.00	366,000.00	0.00	257,326.41
			<b>766,000.00</b>	<b>766,000.00</b>	<b>0.00</b>	<b>257,326.41</b>
<b>Cemeteries</b>						
100100		Onslow Cemetery Upgrade	14,000.00	14,000.00	0.00	0.00
			<b>14,000.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>			<b>2,985,000.00</b>	<b>2,985,000.00</b>	<b>458,752.00</b>	<b>265,933.28</b>

### DEVELOPMENT & REGULATORY SERVICES

<b>Ranger Services - Onslow/Pannawonica</b>						
051755		Upgrade - Onslow Dog Pound	20,000.00	20,000.00	1,666.00	0.00
			<b>20,000.00</b>	<b>20,000.00</b>	<b>1,666.00</b>	<b>0.00</b>
<b>Total</b>			<b>20,000.00</b>	<b>20,000.00</b>	<b>1,666.00</b>	<b>0.00</b>

### STRATEGIC & ECONOMIC DEVELOPMENT

<b>Ocean View Caravan Park</b>						
134255	BE438	Ocean View Caravan Park Upgrade	105,000.00	105,000.00	0.00	135,037.90
134255	BC438	CAP - Ocean View Caravan Park	0.00	0.00	0.00	3,718.00
			<b>105,000.00</b>	<b>105,000.00</b>	<b>0.00</b>	<b>138,755.90</b>
<b>Tom Price Industrial Land Development</b>						
140154	W657	Boonderoo Subdivision/Survey expenses - Lot 308	115,000.00	115,000.00	0.00	0.00
140154	W658	Boonderoo Subdivision/Survey expenses - Lot 350	55,000.00	55,000.00	4,582.00	0.00
140154	15190	Tom Price Industrial Land - Planning	150,000.00	150,000.00	12,495.00	0.00
			<b>320,000.00</b>	<b>320,000.00</b>	<b>17,077.00</b>	<b>0.00</b>

## Acquisitions of Assets

### Capital Expenditure Progress Report at 31 July 2016

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
<b>Onslow Mixed Business Development</b>						
147312		Subdivision Surveying & Plans	25,000.00	25,000.00	2,082.00	0.00
147315		Design & Plan Expenses	25,000.00	25,000.00	2,082.00	0.00
147318		Services Installation - Onslow Mixed Business Land	170,000.00	170,000.00	14,161.00	0.00
			<b>220,000.00</b>	<b>220,000.00</b>	<b>18,325.00</b>	<b>0.00</b>
<b>Major Projects</b>						
100085		Asset New Furniture & Equipment - Major Projects	5,000.01	5,000.01	416.00	0.00
130001		Pilbara Underground Power Project (PUPP) - Onslow	2,300,000.00	2,300,000.00	191,590.00	0.00
			<b>2,305,000.01</b>	<b>2,305,000.01</b>	<b>192,006.00</b>	<b>0.00</b>
<b>Total</b>			<b>3,326,000.01</b>	<b>3,326,000.01</b>	<b>248,233.00</b>	<b>138,988.83</b>

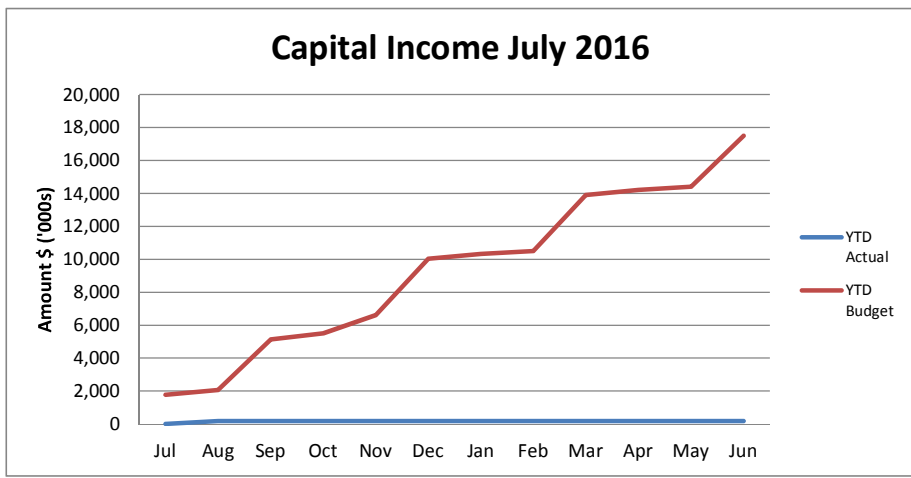
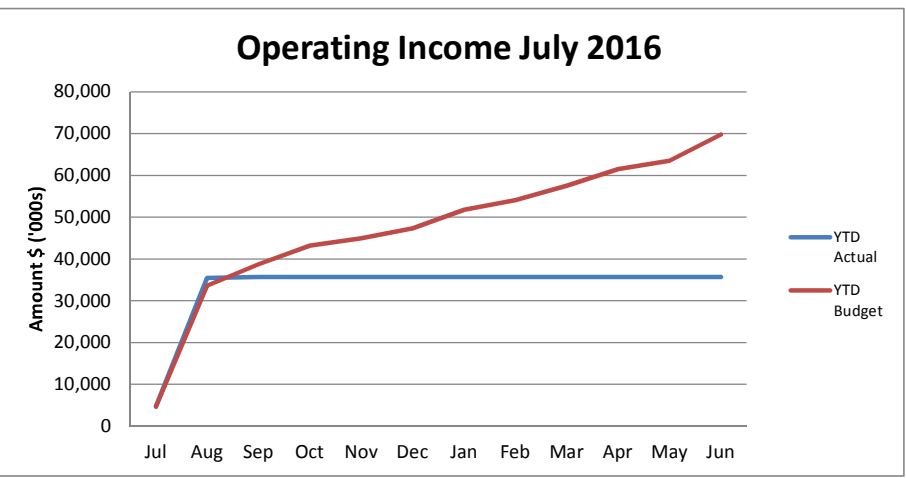
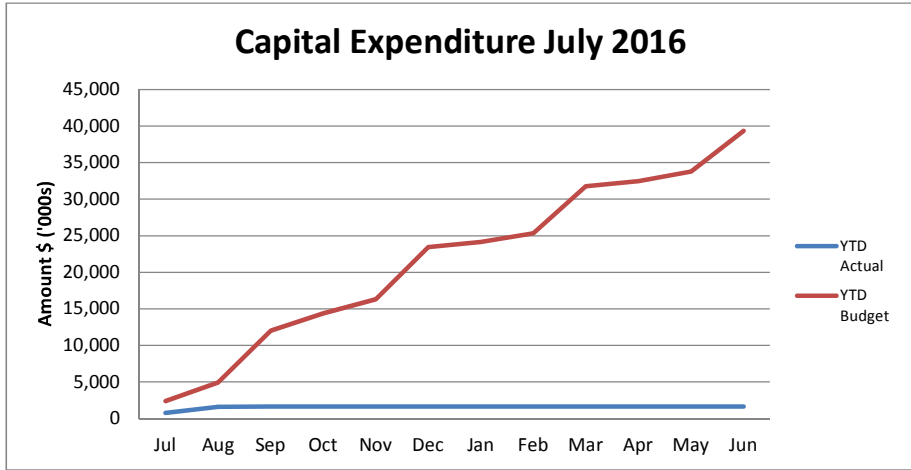
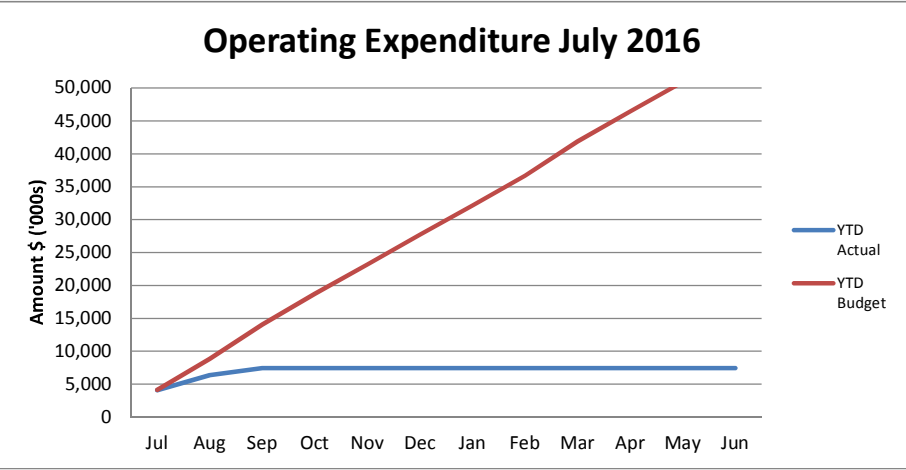
### INFRASTRUCTURE SERVICES

<b>Depots</b>						
127381	17034	Depot Boomgates	100,000.00	100,000.00	0.00	0.00
			<b>100,000.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>29,248.38</b>
<b>Road Plant Purchases</b>						
124954		Plant & Equipment Capital Expenditure	839,000.00	839,000.00	0.00	0.00
124964		Motor Vehicle	640,500.00	640,500.00	0.00	2,920.32
124956		Asset New Plant Plant & Equipment	120,000.00	120,000.00	0.00	0.00
			<b>1,599,500.00</b>	<b>1,599,500.00</b>	<b>0.00</b>	<b>2,920.32</b>
<b>Parking Facilities</b>						
124785	C1610	Shire Administration Carpark Upgrade	50,000.00	50,000.00	0.00	18,606.13
			<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>18,606.13</b>
<b>Onslow Airport</b>						
120014	C403	Terminal Construction	10,000.00	10,000.00	833.00	0.00
120014	C410	Landside Facilities - PIP 3B	650,000.00	650,000.00	100,000.00	104,726.33
120016	15203	Onslow Aripport - General Aviation Lease Area Preparation	20,000.00	20,000.00	1,666.00	0.00
120016	15206	Onslow Airport Drainage Improvement	50,000.00	50,000.00	4,165.00	0.00
			<b>730,000.00</b>	<b>730,000.00</b>	<b>106,664.00</b>	<b>104,726.33</b>
<b>Urban Stormwater Drainage</b>						
124470	17027	CAPEX Drainage LTFP	1,000,000.00	1,000,000.00	0.00	0.00
124470	C150	Works Prog Drainage First St Onslow (Capital)	200,000.00	200,000.00	16,660.00	1,800.00
124470	C156	Works Prog Tom Price Urban Drainage	153,000.00	153,000.00	12,745.00	0.00
124470	C1655	Works Prog Drainage Shanks Rd Onslow	500,000.00	500,000.00	41,650.00	0.00
124470	GE090	Storm water Drainage Renewal Paraburdoo (CLGF)	317,000.00	317,000.00	317,000.00	167,147.10
			<b>2,170,000.00</b>	<b>2,170,000.00</b>	<b>388,055.00</b>	<b>168,947.10</b>
<b>Construction Streets, Roads, Bridges, Depots</b>						
124441	C225	Construction of Cattle Grids	70,000.00	70,000.00	5,831.00	0.00
124450	17006	Shade Structures - Parraburdoo Shopping Carpark	90,000.00	90,000.00	0.00	0.00
124450	C1611	Stadium Road Upgrade - Tom Price	750,000.00	750,000.00	0.00	0.00
124460	17005	Tom Price Admin Carpark & Depot Carpark - Reseal	16,654.00	16,654.00	0.00	0.00
124460	17007	Kerb Replacement Program	191,661.00	191,661.00	0.00	0.00
124460	C208	Reseals	400,000.00	400,000.00	33,320.00	0.00
124460	C211	Roebourne - Wittenoom Rd Resheet	2,280,430.00	2,280,430.00	0.00	0.00
124461	15204	BUDGET ONLY Road Resheeting	1,495,000.00	1,495,000.00	124,534.00	0.00
			<b>5,293,745.00</b>	<b>5,293,745.00</b>	<b>163,685.00</b>	<b>0.00</b>
<b>Sanitation - General Refuse</b>						
100038	C1608	Waste Management Accounting System	60,000.00	60,000.00	0.00	0.00
100039	17037	Alternate Daily Cover Paraburdoo	150,000.00	150,000.00	0.00	0.00
100039	17038	Storage Shed (Onslow & Paraburdoo)	60,000.00	60,000.00	0.00	0.00
100039	C004	New Waste Management Facility	47,000.00	47,000.00	3,915.00	0.00
100041	C003	Works Prog Onslow Refuse Transfer Station	429,000.00	429,000.00	35,736.00	0.00
100041	C005	Tom Price Landfill Wash Down Bay	125,500.00	125,500.00	0.00	0.00
100041	C006	Tom Price Weighbridge	250,000.00	250,000.00	0.00	0.00
100063	15021	Waste Management Strategy	0.00	0.00	0.00	0.00
100063	C065	Onslow Tip Closure	940,000.00	940,000.00	78,302.00	2,277.00
			<b>2,061,500.00</b>	<b>2,061,500.00</b>	<b>117,953.00</b>	<b>2,277.00</b>
<b>Footpaths</b>						
124530	C099	BUDGET ONLY - Asset New Footpaths	100,000.00	100,000.00	8,330.00	0.00
124530	C103	Works Prog Tom Price Footpaths (Capital)	52,500.00	52,500.00	52,500.00	7,315.34
124530	C107	Works Program Onslow Footpath Construction	47,500.00	47,500.00	47,500.00	0.00
124530	C104	Works Prog Paraburdoo Footpaths (Capital)	54,000.00	54,000.00	54,000.00	0.00
124681		Asset Renewal Footpaths INFRASTRUCTURE ASSETS - FOO	100,000.00	100,000.00	0.00	0.00
			<b>354,000.00</b>	<b>354,000.00</b>	<b>162,330.00</b>	<b>7,315.34</b>
<b>Total</b>			<b>12,358,745.00</b>	<b>12,358,745.00</b>	<b>938,687.00</b>	<b>334,040.60</b>

<b>Total YTD Capital Expenditure at 31 July 2016</b>	<b>48,803,378.01</b>	<b>48,803,378.01</b>	<b>3,033,340.00</b>	<b>785,204.64</b>
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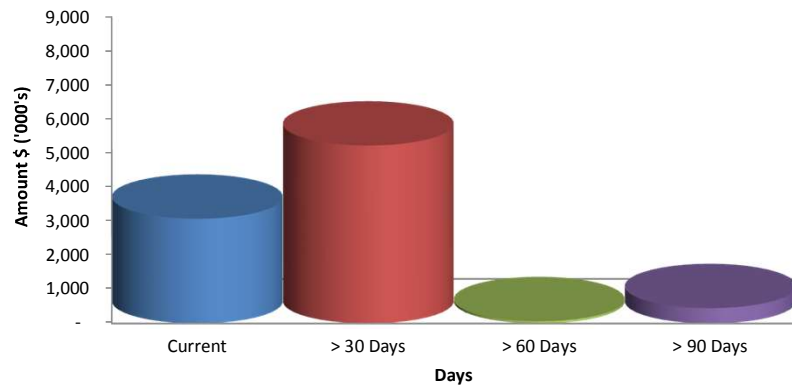


### Income and Expenditure Graphs

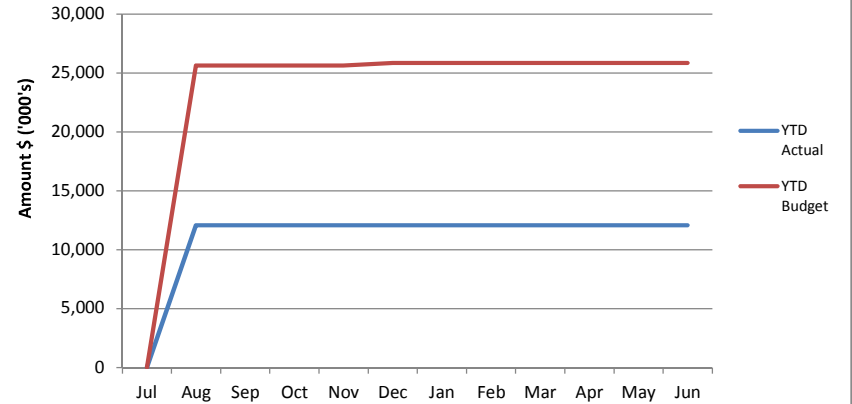


### Other Graphs

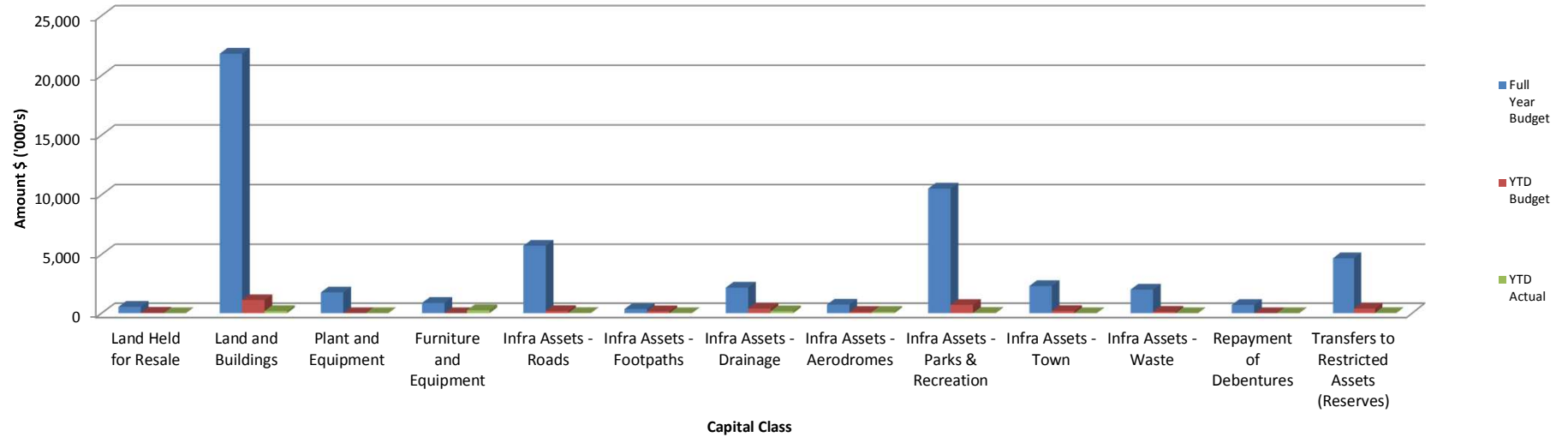
**Sundry Debtors Amount O/S August 2016**



**Current YTD Rates Income as at 30/08/16**



**Capital Expenditure - July 2016**



Reserve Movements as at: 31/07/2016

CASH BACK RESERVES	YTD ACTUAL					BUDGET				
	Opening Balance (\$)	Interest Earned	Amount Set Aside / Transfer To Reserve	Amount Used / Transfer from Reserve	Ending balance (\$)	Opening Balance (\$)	Interest Earned	Amount Set Aside / Transfer To Reserve	Amount Used / Transfer from Reserve	Ending balance (\$)
<b>Employee Entitlement Reserve</b>	327,314	205			327,519	327,314	2,896	4,327		334,537
<b>Plant Replacement Reserve</b>	26,110	16			26,126	26,110	231	346		26,687
<b>Infrastructure Reserve</b>	5,019,130	4,174			5,023,304	5,019,130	58,956			5,078,086
Senior Citizens Units				0					-100,000	-100,000
Onslow Tip Closure				0	0				-940,000	-940,000
Upgrade to MPC				0	0				-55,000	-55,000
Replace Playground Tjiluna Oval				0	0				-61,000	-61,000
Paraburdoo Community Hubb				0	0				-2,000,000	-2,000,000
Retiling Vic Hayton Swimming Pool				0	0				-70,000	-70,000
					5,023,304					1,852,086
<b>Housing Reserve</b>	903,444	1,292			904,736	903,444	18,203			921,647
Onslow Staff Housing				0	0				-903,000	-903,000
					904,736					18,647
<b>Onslow Community Infrastructure Reserve</b>	185,309	116			185,425	185,309	1,645			186,954
<b>Property Development Reserve</b>	2,739,447	4,697			2,744,144	2,739,447	66,175			2,805,622
Onslow Caravan Park				0	0				-105,000	-105,000
Tom Price Industrial Land Development				0	0				-320,000	-320,000
Onslow Mixed Business Development				0	0				-220,000	-220,000
					2,744,144					2,160,622
<b>Unspent Grants &amp; Contributions Reserve</b>	7,678,101	210			7,678,311	7,678,101	29,478			7,707,579
Aboriginal Health (c/f from 15/16)				0					-148,301	-148,301
Youth Services Western (c/f from 15/16)				0					-36,496	-36,496
Town Planning (c/f from 15/16)				0					-206,024	-206,024
Community Development (c/f from 15/16)				0					-7,408	-7,408
Storm Water Drainage				0					-817,000	-817,000
Cultural Activities West (c/f from 15/16)				0					-126,687	-126,687
Paraburdoo Community Hubb				0					-5,000,000	-5,000,000
Onslow Swimming Pool				0					-1,030,020	-1,030,020
Roads Maintenance				0	0				-123,800	-123,800
Strategic & Economic Development				0	0				-50,000	-50,000
Club Development (c/f from 15/16)				0	0				-32,283	-32,283
					7,678,311					129,560
<b>Onslow Administration Building Reserve</b>	0	0		0	0	0	49,917		0	49,917
<b>RIO Tinto Partnership Reserve</b>	2,155,193	1,795			2,156,988	2,155,193	27,504			2,182,697
Paraburdoo Community Hub				0	0				-120,000	-120,000
Rio Partnership Management			0		0			161,989		161,989
					2,156,988					2,224,686
<b>Onslow Aerodrome Reserve</b>	6,178,151	1,901			6,180,052	6,178,151	26,896			6,205,047
Onslow Airport income			0		0			2,843,271		2,843,271
					6,180,052					9,048,318
<b>Future Projects Reserve</b>	3,252,725	3,695			3,256,420	3,252,725	38,099			3,290,824
Onslow Staff Housing				0	0				-1,000,000	-1,000,000
Paraburdoo Community Hub				0	0				-1,400,000	-1,400,000
Pilbara Underground Power				0	0				-300,000	-300,000
Onslow Airport income			0		0			1,500,000		1,500,000
					3,256,420					2,090,824
<b>TOTAL</b>	<b>28,464,924</b>	<b>17,891</b>	<b>0</b>	<b>0</b>	<b>28,483,025</b>	<b>28,464,924</b>	<b>320,000</b>	<b>4,509,933</b>	<b>-15,172,019</b>	<b>18,122,838</b>

## LIST OF PAYMENTS FOR AUGUST 2016

## Municipal Payments

Chq/EFT	Date	Name	Description	Amount
EFT35414	01/08/2016	PAYROLL	Account details were entered incorrectly, first pay for new employee	1,544.48
EFT35415	05/08/2016	ALLROUND PLUMBING SERVICE PTY LTD	Installation of Tank and pump for irrigation and upgrading of portable water line Ocean View Caravan Park	9,625.00
EFT35416	05/08/2016	AMAR AUTO ELECTRICS	Install a UHF Radio in a Shire Vehicle	480.00
EFT35417	05/08/2016	ANITTEL PTY LTD	Up grade to Computer system	1,702.48
EFT35418	05/08/2016	ASHBURTON CLEANING SERVICES	Cleaning Services from the 12.07.16 - 22.07.16 Onslow Airport	2,208.25
EFT35419	05/08/2016	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Shire Debt Collection for Rates - Period ending 27.07.16	18,979.30
EFT35420	05/08/2016	AWARDSANDTROPHIES.COM.AU	Trophies for the 2016 Onslow Basketball Carnival	3,033.45
EFT35421	05/08/2016	BARKING WOLF	Shire Promotional Video	263.00
EFT35422	05/08/2016	BRIDGETOWN DESIGN AND PRINTING	Printing of Postcards for Presidents Evening in Paraburdoo and Tom Price	500.00
EFT35423	05/08/2016	BT EQUIPMENT	Machinery Repairs and maintenance	604.73
EFT35424	05/08/2016	BUCHER MUNICIPAL	Machinery Repairs and maintenance	307.53
EFT35425	05/08/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Repairs and maintenance works for Tom Price and Paraburdoo	24,582.36
EFT35426	05/08/2016	CABCHARGE AUSTRALIA	Councillor/Staff Taxi Fares	410.56
EFT35427	05/08/2016	CASSIE PETERSON	Small Assistance Donation to the Bush Chooks Basketball team as a contribution towards the cost of new uniforms	500.00
EFT35428	05/08/2016	CCR HOSE & FITTINGS	Machinery Repairs and maintenance	433.28
EFT35429	05/08/2016	CENTURION TRANSPORT CO PTY LTD	Transport to Shire Depot Tom Price	68.41
EFT35430	05/08/2016	CHEMSEARCH AUSTRALIA	Hand wash to remove grease for Tom Price Depot	541.13
EFT35431	05/08/2016	COMMUNITY CHILD CARE CO-OPERATIVE	Paraburdoo Child Care Centre, final report, Tender assessment, Facility Fit out recommendations and Tom Price Demand Assessment Final reports	10,796.00
EFT35432	05/08/2016	COVS PARTS PTY LTD	Machinery Repairs and maintenance	22.89
EFT35433	05/08/2016	CRAVE JUICE BAR	Catering for five days of Safety Health Representative Training 15.08.16 - 19.08.16 and 3 day WALGA training	1,193.50
EFT35434	05/08/2016	CRAWFORD REALTY	Shire Housing - Rent	3,500.00
EFT35435	05/08/2016	DELL COMPUTER LTD	New Computer Monitors and other IT Equipment	2,673.00
EFT35436	05/08/2016	DICE SOLUTIONS	Repair and maintenance works - Onslow	2,434.48
EFT35437	05/08/2016	DIRECT TRADES SUPPLY PTY LTD	Sprinklers for Clem Thompson Oval and Parks	1,134.00
EFT35438	05/08/2016	EDUCATION PROVIDER	Enrolment for staff member into an Executive Certificate in Event Management	1,890.00
EFT35439	05/08/2016	FREELANCE COMMUNICATION PTY LTD	Panel Upgrade, Reprogram, test and replace any faulty Smoke Detectors at the Sport Pavilion	11,717.44
EFT35440	05/08/2016	GRACE REMOVALS	Relocation for new Planning Officer to Tom Price	4,546.61
EFT35441	05/08/2016	HENDRY GROUP PTY LTD	Certificate of Building Compliance inspection of the Ocean View Caravan Park	4,089.80
EFT35442	05/08/2016	HITACHI LTD	Machinery repair and maintenance	350.15
EFT35443	05/08/2016	ISS INTEGRATED SERVICES Pty Ltd	Fuel from Pannawonica Garage 26.06.16 - 25.07.16	91.59
EFT35444	05/08/2016	JR & A HERSEY PTY LTD	Staff uniforms	181.52
EFT35445	05/08/2016	KARRATHA SHOOTING SUPPLIES	Ranger Services, Serviceability Certificate - Dart Pistol	130.00
EFT35446	05/08/2016	KEY2CREATIVE	Installation of decal stickers and printing of Tourism Maps for Tom Price Visitors Centre	8,448.00
EFT35447	05/08/2016	KHB MOBILE MECHANICAL PTY LTD	Machinery repair and maintenance	522.50
EFT35448	05/08/2016	LGIS RISK MANAGEMENT	Stress Management Workshops for staff 2016	2,732.00
EFT35449	05/08/2016	LO-GO APPOINTMENTS	Consultant Community & Club Development Officer wages for week ending 23.07.16	1,170.40
EFT35450	05/08/2016	MAGIQ SOFTWARE	Consulting Services for the Financial year rollover 2015/16	825.00
EFT35451	05/08/2016	MAXXIA PTY LTD	Payroll deductions	4,723.88
EFT35452	05/08/2016	NORWEST REFRIGERATION SERVICES	Replace air conditioners to bedrooms and kitchens - 758 Mungarra Street Tom Price	7,045.00
EFT35453	05/08/2016	OFFICEWORKS SUPERSTORES PTY LTD	Office Furniture for Tom Price Visitors Centre	378.00
EFT35454	05/08/2016	ONNSLOW BEACH RESORT	Refund due to cancellation of Commercial Rubbish service on invoice 23901 and Catering for WALGA Training 30/31st May 2016	7,167.69
EFT35455	05/08/2016	ONNSLOW GENERAL STORE	Purchase of supplies and consumables Onslow Office/Depot	2,103.69
EFT35456	05/08/2016	ONNSLOW LAUNDRY SERVICE	Laundrying Costs for the Ocean View Caravan Park for July 2016	994.73
EFT35457	05/08/2016	PILBARA CLEANING	Full vacate clean and Garden Maintenance 651 Pilkena Street Tom Price	2,414.50
EFT35458	05/08/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	Repair and maintenance works - Tom Price and Paraburdoo	3,619.32
EFT35459	05/08/2016	PILBARA INDUSTRIES ELECTRICAL PTY LTD	Repair and maintenance works - Tom Price and Paraburdoo	572.00
EFT35460	05/08/2016	PILBARA PORTS AUTHORITY	Lease of office space 16 Parliament Place for a period 10.07.16 - 09.08.16	1,544.21
EFT35461	05/08/2016	PILBARA TREE SERVICES	Tree removal from Shire Facilities	7,645.00
EFT35462	05/08/2016	PRIME CIVIL PTY LTD	Payment Certificate No:5 Ocean View Caravan Park	54,232.40
EFT35463	05/08/2016	PROGRAMMED SKILLED WORKFORCE	Cleaner - Paraburdoo for week ending 08.07.16 and 16.07.16	3,061.48
EFT35464	05/08/2016	QTC TRAINING & EDUCATION	Enrolment for staff member to complete Diploma of Project Management	2,895.00
EFT35465	05/08/2016	SAFETY DIRECT SOLUTIONS	First Aid Course (SOA staff) 02.06.16	525.00
EFT35466	05/08/2016	SHIRE OF EAST PILBARA	Enrolment for staff members into Pool Lifeguard Requalification 18/09/2016	405.00
EFT35467	05/08/2016	ST THERESA'S CATHOLIC CHURCH	Small Assistance Donation for the St Theresa's Catholic Church Paraburdoo, as a contribution towards the cost of the upcoming 40 Years Celebrations	500.00
EFT35468	05/08/2016	STEMS SOLUTIONS	Monthly Licence Fee July 2016	220.00

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
EFT35469	05/08/2016	STEWART & HEATON CLOTHING CO	Staff Uniforms	537.57
EFT35470	05/08/2016	THALANYJI SERVICE STATIONS	Fuel Onslow	951.26
EFT35471	05/08/2016	THE PILBARA CLEAN MACHINE	Cleaning walls and window frames at front of building Tom Price Library	3,032.70
EFT35472	05/08/2016	TOLL IPEC PTY LTD	Freight charges	1,269.32
EFT35473	05/08/2016	TOM PRICE MEDICAL CENTRE	Staff medical appointment	76.00
EFT35474	05/08/2016	TOURISM COUNCIL WA	Registration for an officer to attend Market Insight China Ready Workshop	95.00
EFT35475	05/08/2016	TOWN OF PORT HEDLAND	Retail/Franchise Attraction Strategy and the associated Memorandum of Understanding	11,000.00
EFT35476	05/08/2016	WA RETICULATION SUPPLIES	sprinklers and parts for all reserves	2,540.75
EFT35477	05/08/2016	WATER CORPORATION	Water usage March - June 2016 - Onslow	8,125.31
EFT35478	05/08/2016	WESTRAC PTY LTD	Machinery Parts	95.15
EFT35479	05/08/2016	WEX AUSTRALIA (MOTORPASS)	Fuel - Tom Price	1,128.59
EFT35480	05/08/2016	YARRI MINING PTY LTD	Rates refund for assessment	990.48
EFT35481	09/08/2016	XTREME BOUNCE PARTY HIRE	Bouncy Castle Hire for the 15th & 16th August - Onslow Town Oval	3,767.50
EFT35504	11/08/2016	4CABLING PTY LTD	Data Cables for servers	2,340.27
EFT35505	11/08/2016	ALLTRACK WA PTY LTD	RFQ 05/16 Various Gravel Road repairs	92,986.30
EFT35506	11/08/2016	APV VALUERS & ASSET MANAGEMENT	RFQ 20/16 Fair Value Plant and Equipment awarded to APV Valuers and Asset Management	6,237.00
EFT35507	11/08/2016	AUSTRALIAN TAXATION OFFICE- PAYG	Monthly PAYG withholding for large withholders - July 2016	260,079.00
EFT35508	11/08/2016	BJK PUBLISHING & PHOTOGRAPHY	Books for Tom Price Visitors Centre	880.00
EFT35509	11/08/2016	BLACKWOODS PTY LTD	Staff PPE uniforms	873.78
EFT35510	11/08/2016	BOB WADDELL CONSULTANTS	Assist with Asset Processing and Balancing - July 2016	3,601.13
EFT35511	11/08/2016	BOC GASES	Staff PPE Equipment	506.60
EFT35512	11/08/2016	BRIDGETOWN DESIGN AND PRINTING	Posters - July School Holiday Program and Onslow Living Event	260.00
EFT35513	11/08/2016	BT EQUIPMENT	Supply parts for Landfill compactor	2,094.55
EFT35514	11/08/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Repair and maintenance works - Tom Price and Paraburdoo	75,430.30
EFT35515	11/08/2016	CARAVAN INDUSTRY ASSOCIATION WA INC	Annual CIAWA Membership for Ocean View Caravan Park for 2016/17	1,100.00
EFT35516	11/08/2016	CCR HOSE & FITTINGS (Zoskar P/L)	Machinery Repairs	1,475.12
EFT35517	11/08/2016	CENTURION TRANSPORT CO PTY LTD	Delivery Charges	368.31
EFT35518	11/08/2016	CIVIC LEGAL	Shire Legal Costs	34,977.25
EFT35519	11/08/2016	COATES HIRE OPERATIONS PTY LTD (TP)	Hire of Message Boards - Parking Message	4,409.68
EFT35520	11/08/2016	CONVIC SKATE PARKS PTY LTD	RFT 14/16 Design and Construction of Onslow Skate Park - Progress claim No:1	26,994.00
EFT35521	11/08/2016	COVS PARTS PTY LTD	Machinery repairs -Purchase of a Scan tool and Parts	8,242.63
EFT35522	11/08/2016	DELL COMPUTER LTD	Purchase of a Dell Computer and accessories	3,131.70
EFT35523	11/08/2016	DEPARTMENT OF HOUSING	Staff housing - Bond for Unit 1K Discovery Park Onslow	1,980.00
EFT35524	11/08/2016	DEPARTMENT OF PREMIER AND CABINET	Gazettal of Shire of Ashburton Town Planning Scheme No.7 - Amendment No.22	230.40
EFT35525	11/08/2016	DICE SOLUTIONS	Repair and maintenance works - Onslow	1,371.90
EFT35526	11/08/2016	DINGO DE CONSTRUCTION	Transport of Shire Loader from Tom Price to Ashburton Downs Station, Sand delivery to Paraburdoo Depot	5,797.00
EFT35527	11/08/2016	E & MJ ROSHER PTY LTD	Machinery repairs	248.25
EFT35528	11/08/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Plants from the ESS Garden shop for garden beds, Town Centre Paraburdoo	260.00
EFT35529	11/08/2016	ESS THANLANYJI P/L	Mandays and back charges for July 2016 for Onslow Airport Camp	56,762.78
EFT35530	11/08/2016	FIRE AND SAFETY WA	Bush Fire Brigade - Firefighting Boots	766.48
EFT35531	11/08/2016	FUJI XEROX AUSTRALIA PTY LTD	Printing Costs	2,442.06
EFT35532	11/08/2016	GFORCE PRINTING	Building Regulations Infringement Notice Book	279.40
EFT35533	11/08/2016	GLOBE AUSTRALIA PTY LTD	Herbicide Paraburdoo Depot	2,283.60
EFT35534	11/08/2016	HITACHI LTD	Machinery repairs	805.73
EFT35535	11/08/2016	HQ MANAGEMENT	Shire Project Management Costs	4,205.05
EFT35536	11/08/2016	IBN CORPORATION PTY LTD	Cleaning of the Tom Price/Paraburdoo Halfway Bridge toilet and building for July 2016	4,528.37
EFT35537	11/08/2016	INSTANT RACKING	Mesh Security Door Cupboards for Tom Price Volunteer Bush Fire Brigade	1,320.00
EFT35538	11/08/2016	ISS INTEGRATED SERVICES Pty Ltd	Fuel from Pannawonica Garage 26.07.16 - 30.07.16	101.27
EFT35539	11/08/2016	J BLACKWOOD & SON PTY LTD	Staff PPE gloves and Masks and purchase of consumables	411.66
EFT35540	11/08/2016	JASON SIGNMAKERS	King Lake sign and Ranger vehicle Striping Tape	207.35
EFT35541	11/08/2016	JOY LEWIS	Reimbursement for 24 pack of water x3 for Club President's Event	20.10
EFT35542	11/08/2016	JR & A HERSEY PTY LTD	Staff PPE Uniforms	79.25
EFT35543	11/08/2016	KEY2CREATIVE	Alterations to Tom Price and Karijini Maps and Onslow Chevron Community Partnership Teardrop Flags	2,849.00
EFT35544	11/08/2016	KLEENHEAT GAS	LPG delivery for Ocean View Caravan Park July 2016	490.89
EFT35545	11/08/2016	LAURA POOLE	Reimburse for purchase of decorations for the garden party event held on the 20th August 2016	248.00
EFT35546	11/08/2016	LIND CONSULTING	Governance and Policy Consultation for July and August 2016	1,300.00
EFT35547	11/08/2016	LJ HOOKER	Shire Housing - Ingoing Rental Invoice 1 x months rent	2,551.66
EFT35548	11/08/2016	LOCAL HEALTH AUTHORITY ANALYTICAL COMMITTEE	2016/17 -Shire to contribute samples to the Local Health Authority Analytical Committee each year	2,693.64
EFT35549	11/08/2016	MANNING PAVEMENT SERVICES PTY LTD	Supply and delivery of 6 tonne asphalt cold mix to Ocean View Caravan Park Onslow	1,221.00
EFT35550	11/08/2016	MCMULLEN NOLAN GROUP	Feature Survey of First Street and Shanks Road areas	2,211.00

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
EFT35551	11/08/2016	MICHAEL DUNNE	Monthly gardening for Pannawonica Library Lawns and Bleeding of Sentinel Chickens for July 2016	471.00
EFT35552	11/08/2016	MURRAY RIVER NORTH/TR HOMES	RFT 16/15 - Supply and Installation of Modular Buildings for the Ocean View Caravan Park Redevelopment, Onslow - Progress Claim No:9	80,338.98
EFT35553	11/08/2016	NORTH REGIONAL TAFE	Certificate III Business Course	338.80
EFT35554	11/08/2016	ONSLow GENERAL STORE	July 2016 - Onslow Living Event - purchase of Wine and Beer	437.76
EFT35555	11/08/2016	ONSLow TOURISM & PROGRESS ASSN INC	Onslow Pipeline July 2016, July School Holiday Program Editorial and Coastal Hazard Risk Management and Adaption Plan workshop advertising	150.00
EFT35556	11/08/2016	ONSLow TYRE SERVICE	Vehicle Tyre repair	55.00
EFT35557	11/08/2016	PANNAWONICA VOLUNTEER FIRE AND RESCUE	Organisers and coordinators for Firefighting activity for Pannawonica School Holiday Program	350.00
EFT35558	11/08/2016	PANNAWONICA YOUTH CLUB	Hire of Venue for two weeks during the July School Holiday Program	200.00
EFT35559	11/08/2016	PARABURDOO IGA	Refreshments for Paraburadoo Administration	49.35
EFT35560	11/08/2016	PARABURDOO'S TABLE (Paraburadoo Milk Bar)	Catering for the Maggie Dent Session in Paraburadoo - 3rd and 4th August 2016	490.50
EFT35561	11/08/2016	PILBARA FOOD SERVICES	Purchase of consumables for Tom Price and Paraburadoo offices	919.10
EFT35562	11/08/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	Repair and maintenance works - Tom Price and Paraburadoo	8,920.28
EFT35563	11/08/2016	PILBARA MOTOR GROUP	Vehicle repair and maintenance	2,537.47
EFT35564	11/08/2016	PILBARA REGIONAL COUNCIL	Member Contributions Quarter 1 2016	60,500.00
EFT35565	11/08/2016	PINDAN CONTRACTING PTY LTD	Construction of Onslow Aquatic and Recreation Centre Progress Claim No:4, Paraburadoo Childcare Centre Progress Claim No: 11	524,230.98
EFT35566	11/08/2016	QUALITY PRESS	Window face envelopes	1,009.80
EFT35567	11/08/2016	RED WEST PTY LTD T/A REDDOG TOOLS	Plug removal tool	90.00
EFT35568	11/08/2016	ROZWAY SIGNS	Signage for the Ocean View Caravan Park	1,190.20
EFT35569	11/08/2016	SAS LOCKSMITHS	Purchase of Padlocks for facilities	1,094.17
EFT35570	11/08/2016	SELECT CONCEPTS	Stage skirt for the stage at Basketball Carnival Onslow	83.60
EFT35571	11/08/2016	SQUADRON RESOURCES PTY LTD	Rates refund for assessment	420.98
EFT35572	11/08/2016	STAPLES AUSTRALIA PTY LIMITED	Stationery items	5.74
EFT35573	11/08/2016	STIHL SHOP MORLEY	Whipper Snipper repairs	255.43
EFT35574	11/08/2016	TAHI MORTON	Reimbursement for return flights to attend L&D Activity - Mosquito Control Conference	1,094.57
EFT35575	11/08/2016	TE RANGI KAMANGU LIM	Provided catering for 80 people at the Olympic Celebration in Pannawonica	400.00
EFT35576	11/08/2016	TENDERLINK.COM	Shire advertising	825.00
EFT35577	11/08/2016	TOM PRICE AMATEUR BASKETBALL ASSOCIATION	Small Assistance Donation as a contribution towards a new Chest Freezer	350.00
EFT35578	11/08/2016	TOM PRICE ARTS AND CRAFTS SOCIETY	Small Assistance Donation as a contribution towards the cost of materials for a quilting table and labour hire	500.00
EFT35579	11/08/2016	TOM PRICE HOTEL MOTEL	Accommodation for Cr Lorraine Thomas to attend the Special meeting of Council 28 - 29 July 2016	234.00
EFT35580	11/08/2016	TOM PRICE TYREPRO	Vehicle repair and maintenance	6,633.25
EFT35581	11/08/2016	TOM PRICE TYRES	Vehicle repair and maintenance - Tyre	80.00
EFT35582	11/08/2016	TOM PRICE VETERINARY CLINIC	1 bag of Chicken Food for the Sentinel Chicken Program	35.60
EFT35583	11/08/2016	WA RETICULATION SUPPLIES	Barrada Estate retic parts for repairs	643.15
EFT35584	11/08/2016	WATER 2 WATER	Service Water Units at the Tom Price Depot	2,031.80
EFT35585	11/08/2016	WINMAR RESOURCES LTD	Rates refund for assessment	389.10
EFT35586	11/08/2016	WOOLLAM CONSTRUCTION	Progress Claim for Onslow Shire Complex Certificate No:15	235,689.42
EFT35587	11/08/2016	WURTH AUSTRALIA	Tom Price Depot workshop spare parts & consumables	930.81
EFT35588	17/08/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Salary Sacrifice Deduction for new Staff member	47.70
EFT35589	17/08/2016	WA LOCAL GOVERNMENT SUPER PLAN	Superannuation contributions	36,719.12
EFT35590	18/08/2016	ABCO PRODUCTS	Purchase of cleaning Products	1,110.96
EFT35591	18/08/2016	ANTHONY WARREN SLATER	Rates refund for assessment	501.72
EFT35592	18/08/2016	APV VALUERS & ASSET MANAGEMENT	Fair Value L&B Assets: Valuation Indices for Land, Building and Other Structures Assets	1,650.00
EFT35594	18/08/2016	ASHBURTON CLEANING SERVICES	Cleaning of the Onslow Airport Terminal 25.07.16 - 05.08.16	2,178.00
EFT35595	18/08/2016	ASHBURTON MINING SOLUTIONS	Maintenance Grading Wyloo - Kooline Road Access Road	7,480.00
EFT35596	18/08/2016	AUSTRALIAN AIRPORTS ASSOCIATION	Membership Renewal for 2016/17 Onslow Airport	2,255.00
EFT35597	18/08/2016	AUSTRALIAN CIVILS PTY LTD	RFT 10/16 Stormwater Drainage Renewal, Paraburadoo for works completed up to July 2016	185,561.39
EFT35598	18/08/2016	BENCO GROUP	Unblock Exeloo toilets in Tom Price Town Centre	132.00
EFT35599	18/08/2016	BLACKWOODS PTY LTD	Staff PPE Uniforms	644.55
EFT35600	18/08/2016	BOB WADDELL CONSULTANTS	Assist with Asset Processing and Balancing- July 2016	3,118.50
EFT35601	18/08/2016	BRIDGETOWN DESIGN AND PRINTING	Active Ashburton Newsletter design/artwork for July 2016	290.00
EFT35602	18/08/2016	BUCHER MUNICIPAL	Machinery Repairs	1,293.40
EFT35603	18/08/2016	CCR HOSE & FITTINGS (Zoskar P/L)	Machinery Repairs	72.91
EFT35604	18/08/2016	CENTURION TRANSPORT CO PTY LTD	Delivery Charges	102.63
EFT35605	18/08/2016	COATES HIRE - ONSLOW	Onslow Living Event - July, Light Tower x 3 Hire for event	198.00
EFT35606	18/08/2016	CRAWFORD REALTY	Staff housing Rent August 2016	500.00
EFT35607	18/08/2016	CREATIVE KIDS ART CLUB	School Holiday Program facilitator	2,179.00
EFT35608	18/08/2016	DENVER TECHNOLOGY	RFT 06/16 Server Replacement and Disaster Recovery Implementation	279,927.35

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
EFT35609	18/08/2016	DIGIROCK PTY LTD	Rates refund for assessment	164.60
EFT35610	18/08/2016	DINGO PROMOTIONS	Staff Uniforms	223.30
EFT35611	18/08/2016	DRILLINE PTY LTD	RFQ 35/16 Construction of Concrete Crossover at Shire Depot Onslow	22,048.35
EFT35612	18/08/2016	ELEANOR LUKALE	Photography for Tom Price Visitor Centre event 18.07.2016	300.00
EFT35613	18/08/2016	ELMO LEARNING SERVICES PTY LTD	Annual Licence fee for ELMO eLearning Course Library	7,700.00
EFT35614	18/08/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Catering for the Ordinary Meeting of Council 19 July 2016	487.31
EFT35615	18/08/2016	FMG PILBARA PTY LTD	Rates refund for assessment	10,109.31
EFT35616	18/08/2016	FOXTEL MANAGEMENT PTY LTD - ONSLOW	Onslow Camp - August 2016	2,337.00
EFT35617	18/08/2016	FRONT ROW RESOURCES	Rates refund for assessment	836.68
EFT35618	18/08/2016	FUJI XEROX AUSTRALIA PTY LTD	Printing costs	3,319.81
EFT35619	18/08/2016	HANCOCK PROSPECTING PTY LTD	Rates refund for assessments	4,246.35
EFT35620	18/08/2016	HANNAH COUPER	Dog Kennelling refund as no longer required	198.00
EFT35621	18/08/2016	HART SPORT	Sporting Equipment for the Tom Price Swimming Pool	401.80
EFT35622	18/08/2016	HOYLAKE NOMINEES T/AS MCMAHON BURNETT TRANSPORT	Delivery Charges	902.00
EFT35623	18/08/2016	HQ MANAGEMENT	Stormwater Drainage Infrastructure Audits as per Drainage Investigation Project	469.76
EFT35624	18/08/2016	IT VISION AUSTRALIA PTY LTD	Rates EOFY, Billing 2016/17 (Includes load, validate VGO Rolls and correct expectations)	9,350.00
EFT35625	18/08/2016	J BLACKWOOD & SON PTY LTD	Purchase of cleaning products	1,905.68
EFT35626	18/08/2016	JASON SIGNMAKERS	Caution signs for Asbestos located near Mt Bruce	96.69
EFT35627	18/08/2016	JETDRYER	Anti bacterial filters for Airport Hand Dryers	203.75
EFT35628	18/08/2016	KALAMAZOO RESOURCES	Rates refund for assessment	63.14
EFT35629	18/08/2016	KEY2CREATIVE	Emergency website coverage in July	264.00
EFT35630	18/08/2016	KHB MOBILE MECHANICAL PTY LTD	Machinery service	802.95
EFT35631	18/08/2016	LESTOK TOURS PTY LTD	Shire staff Bus travel	774.00
EFT35632	18/08/2016	LJ HOOKER	Shire housing Rent August/September 2016	38,848.21
EFT35633	18/08/2016	LO-GO APPOINTMENTS	Consultant Community & Club Development Officer wages for week ending 30.07.16 and 06.08.16	4,974.20
EFT35634	18/08/2016	MAGGIE DENT	Facilitation of 3 Community Parenting Sessions; Real Kids in an Unreal World, 9 Things and Dare to Be Exceptional as a Person	9,116.29
EFT35635	18/08/2016	MAMBA RESOURCE MANAGEMENT PTY LTD	Rates refund for assessment	66.60
EFT35636	18/08/2016	MARKETFORCE PRODUCTIONS	Shire advertising	1,478.96
EFT35637	18/08/2016	MAXXIA PTY LTD	Payroll deductions	2,928.25
EFT35638	18/08/2016	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Purchase of Hardware Items	5,929.40
EFT35639	18/08/2016	ONSITE RENTAL GROUP OPERATIONS	Hire of Fuel Tank, and 2 Generators Onslow Airport Camp for July 2016	8,789.96
EFT35640	18/08/2016	PANNAWONICA GALA ASSOCIATION INC	Signature event funding for Pannawonica Gala Ball	5,000.00
EFT35641	18/08/2016	PARABURDOO IGA	Purchase of Consumables and supplies- Parburdoo	275.63
EFT35642	18/08/2016	PARABURDOO'S TABLE (Parburdoo Milk Bar)	Catering for Planning meeting Community Development - Parburdoo and PGC Meeting 20.07.16	532.00
EFT35643	18/08/2016	PILBARA FOOD SERVICES	Purchase of Consumables Tom Price Depot	738.30
EFT35644	18/08/2016	PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION	Conference facilities booking and catering booking for Pilbara Aboriginal Environmental Health Forum on Thursday 25th August 2016	1,450.90
EFT35645	18/08/2016	PILBARA MOTOR GROUP	Vehicle repairs and maintenance	1,113.74
EFT35646	18/08/2016	PROGRAMMED SKILLED WORKFORCE	Consultant Town Maintenance Officer wages for period ending 16.07.16 - 16.08.16	9,563.48
EFT35647	18/08/2016	RECHARGE PETROLEUM	Tom Price Depot Bulk Diesel delivery of 25,000 litres of fuel	30,569.92
EFT35648	18/08/2016	ROZWAY SIGNS	Supply and install Onslow traffic signs, Onslow Living Event Poster and Multipurpose Courts Opening Poster	1,791.90
EFT35649	18/08/2016	SAS LOCKSMITHS	Additional keys for new staff	278.06
EFT35650	18/08/2016	SOUTH WEST FIRE SOLUTIONS	Fire Blankets and Extinguishers for Ocean View Caravan Park	1,718.75
EFT35651	18/08/2016	ST JOHN AMBULANCE WESTERN AUSTRALIA - BELMONT	Restock First Aid Kit at Onslow Airport	13.70
EFT35652	18/08/2016	STAPLES AUSTRALIA PTY LIMITED	Purchase of Office equipment	913.42
EFT35653	18/08/2016	TALIS CONSULTANTS PTY LTD	Waste Strategy Workshop 28 & 29 July	8,743.90
EFT35654	18/08/2016	TE RANGI KAMANGU LIM	Provided catering for NAIDOC morning tea and luncheon	1,800.00
EFT35655	18/08/2016	TENDERLINK.COM	Shire Advertising	495.00
EFT35656	18/08/2016	THE PAPER COMPANY OF AUSTRALIA	Purchase of Copy Paper	972.68
EFT35657	18/08/2016	TOLL IPEC PTY LTD	Delivery Charges	1,750.03
EFT35658	18/08/2016	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	Parburdoo Library Freight	60.49
EFT35659	18/08/2016	VIVA ENERGY AUSTRALIA LTD	Fuel purchases for July 2016	13,801.98
EFT35660	18/08/2016	WESTRAC PTY LTD	Repairs to Exchange Cylinder	4,436.30
EFT35661	18/08/2016	WOOLLAM CONSTRUCTION	Onslow Airport Terminal Building Progress Claim	104,580.30
EFT35662	18/08/2016	XTREME BOUNCE PARTY HIRE	Bouncy Castle Hire for Opening of Onslow Basketball Courts 19.08.16	5,362.50
EFT35669	26/08/2016	100% SATISFACTION	RFQ 9/16 - Refurbishment of Patio- 398 Acalypha Street Tom Price	18,535.00
EFT35670	26/08/2016	ABCO PRODUCTS	Purchase of cleaning products	1,938.34
EFT35671	26/08/2016	ADVANCE PRESS	Design for the Information on Rates	165.00

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Chq/EFT	Date	Name	Description	Amount
EFT35672	26/08/2016	AERODROME MANAGEMENT SERVICES PTY LTD	RFT 37/14 - Supply of labour for Passenger Security Screening at Onslow Airport from 4th July - 31st July 2016	67,312.30
EFT35673	26/08/2016	AIT SPECIALISTS PTY LTD	Monthly Fuel Rebate Calculations for July 2016	864.16
EFT35674	26/08/2016	ALLMARK & ASSOCIATES PTY LTD	Purchase of Name Badges for Staff	360.25
EFT35675	26/08/2016	APRA - AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Licence Fees for period - 01.09.16 - 30.11.16	257.77
EFT35676	26/08/2016	AQUARIUS TECHNOLOGIES PTY LTD	Annual Fee for Controller monthly report, Onslow Water Park	275.00
EFT35677	26/08/2016	ARCHIVAL SURVIVAL	Copy Paper for Tom Price Administration Office	149.33
EFT35678	26/08/2016	ARCHIVEWISE	Storage Records Archivewise	262.84
EFT35679	26/08/2016	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Refund due to incorrect payment to the Shire	110.00
EFT35680	26/08/2016	AUSTRALIA POST	Postal Charges for the month of July 2016	1,306.85
EFT35681	26/08/2016	AUSTRALIAN TAXATION OFFICE	GST Payable for July BAS 2016	148,665.00
EFT35682	26/08/2016	BASKETBALL WA	Green Referee Shirts for Onslow Basketball Carnival	250.00
EFT35683	26/08/2016	BELINDA MORTLOCK	Purchase of supplies for the Club President Evening and Club Development Stock in Paraburdoo	43.48
EFT35684	26/08/2016	BETHANY CAMPBELL	Fuel - Paraburdoo to Pannawonica	68.04
EFT35685	26/08/2016	BLACKWOODS PTY LTD	Staff safety Boots and Gloves	279.47
EFT35686	26/08/2016	BLOCKBUSTER MORLEY -EMPIRE CITY	Purchase of Books for the Libraries	865.00
EFT35687	26/08/2016	BOB WADDELL CONSULTANTS	Assist with Asset Processing and Balancing	148.50
EFT35688	26/08/2016	BRIDGETOWN DESIGN AND PRINTING	Design and printing of Onslow Multipurpose Courts event opening	1,230.00
EFT35689	26/08/2016	BUCHER MUNICIPAL	Machinery Repairs	445.89
EFT35690	26/08/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Repairs and maintenance repairs - Tom Price and Paraburdoo	28,194.36
EFT35691	26/08/2016	CEIROS BEGG	Facilitation of 3hr Up-Cycling Session for International Youth Day in Paraburdoo	150.00
EFT35692	26/08/2016	CENTRAL PILBARA CONTRACTING PTY LTD	Rates refund for assessment	189.31
EFT35693	26/08/2016	COATES HIRE OPERATIONS PTY LTD (TP)	Hire of message boards - Car parking Directions in Tom Price	4,419.36
EFT35694	26/08/2016	COVS PARTS PTY LTD	Machinery Repairs - Parts	156.07
EFT35695	26/08/2016	CUTIES BY ZOOTYS	Souvenirs for Tom Price Visitors Centre	908.00
EFT35696	26/08/2016	DATA#3 LIMITED	SAP Crystal Reports 2016 - licence	517.58
EFT35697	26/08/2016	DAVID GRAY & COMPANY	Broadleaf chemicals for Tom Price Swimming Pool	195.80
EFT35698	26/08/2016	DELL COMPUTER LTD	Purchase of Computer equipment/Software	6,352.71
EFT35699	26/08/2016	DENVER TECHNOLOGY	Monthly IT Support Services for July 2016	1,823.72
EFT35700	26/08/2016	DIRECT TRADES SUPPLY PTY LTD	Reticulation Supplies for the Paraburdoo Shopping Mall works	284.10
EFT35701	26/08/2016	DREADS	Repair and maintenance works - Onslow	1,646.70
EFT35702	26/08/2016	ECG ENGINEERING	Onslow Airport Terminal Solar GMS Consultancy from 27.06.16 - 29.07.16	3,850.81
EFT35703	26/08/2016	FUJI XEROX AUSTRALIA PTY LTD	Printer costs	4,688.57
EFT35704	26/08/2016	FURNITURE OPTIONS	Ottoman for the Onslow Airport	5,641.35
EFT35705	26/08/2016	GARRARDS PTY LTD	Vermis Bates for Aboriginal Communities	1,119.89
EFT35706	26/08/2016	HITACHI LTD	Purchase of parts	1,418.97
EFT35707	26/08/2016	ID CONSULTING PTY LIMITED	Demographic Profiling - Yearly Subscription fee from April 2016 - April 2017	3,960.00
EFT35708	26/08/2016	INITIAL HYGIENE / PINK HYGIENE SOLUTIONS	Hygiene Services 28.08.16 - 27.09.16	2,670.02
EFT35709	26/08/2016	ISS INTERGRATED SERVICES PTY LTD	Supermarket supplies from Pannawonica Supermarket for July 2016	348.82
EFT35710	26/08/2016	IT VISION AUSTRALIA PTY LTD	Billing 16/17 - Valuation changes and back rates processing	1,925.00
EFT35711	26/08/2016	J BLACKWOOD & SON PTY LTD	Purchase of Hardware items - Onslow	1,363.55
EFT35712	26/08/2016	JETDRYER	Consumables for airport hand dryers	20.38
EFT35713	26/08/2016	JR & A HERSEY PTY LTD	Staff Uniforms	214.50
EFT35714	26/08/2016	KEITH PEARSON	Keith Pearson - Consultancy Fees for the month of July 2016 - Wittenuom	2,807.20
EFT35715	26/08/2016	KEY2CREATIVE	Artwork for Dog and Cat Registration forms	418.00
EFT35716	26/08/2016	KHB MOBILE MECHANICAL PTY LTD	Machinery Repairs	567.11
EFT35717	26/08/2016	KYLE CAMERON	Reimbursement - Application for Dart Pistol to be added onto SOA Corporate Firearms Licence	189.00
EFT35718	26/08/2016	LANDGATE	Mining Tenements Chargeable and Gross Rental Valuations	584.11
EFT35719	26/08/2016	LASERCORPS	Pannawonica School Holiday Program facilitators	2,450.00
EFT35720	26/08/2016	LIND CONSULTING	Governance and Policy Consultation for week ending 12.08.16	520.00
EFT35721	26/08/2016	MAGIQ SOFTWARE	Consulting Services for the Financial year rollover 2015/16	825.00
EFT35722	26/08/2016	MARKETFORCE PRODUCTIONS	Shire advertising	1,760.03
EFT35723	26/08/2016	MERCURE HOTEL PERTH	Accommodation for CEO Neil Hartley to attend the 2016 WA Local Government Association 1st August-7th August 2016 and PRC Workshop 07.08.16 - 12.08.16 in Perth	2,236.95
EFT35724	26/08/2016	MOORE STEPHENS	Audit of Acquittal for the Onslow MPC and Tom Price Town Centre Projects	4,950.00
EFT35725	26/08/2016	MUZZYS HARDWARE - RED DAWN ENTERPRISES	Purchase of Hardware Items	57.65
EFT35726	26/08/2016	NORWEST REFRIGERATION SERVICES	Supply and fit strip curtains for Paraburdoo Tip Donga	446.60
EFT35727	26/08/2016	ONSITE RENTAL GROUP OPERATIONS	Hire of 35KVA generator for July 2016	1,907.21
EFT35728	26/08/2016	ONSLow SUN CHALETS	Accommodation in Onslow for Council Meeting and Basketball Carnival	1,955.00
EFT35729	26/08/2016	PILBARA FOOD SERVICES	Backorder of supplies	40.39
EFT35730	26/08/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	Repair and maintenance works - Tom Price and Paraburdoo	5,772.12



## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
EFT35731	26/08/2016	PILBARA INDUSTRIES ELECTRICAL PTY LTD	Repair and maintenance works - Tom Price and Paraburdoo	1,699.50
EFT35732	26/08/2016	PILBARA PORTS AUTHORITY	Lease of office space 16 Parliament Place Perth 10.08.16 - 09.09.16	1,544.21
EFT35733	26/08/2016	POWERVAC	Vacuum cleaner head for the Onslow MPC	90.00
EFT35734	26/08/2016	PROGRAMMED SKILLED WORKFORCE	Consultant Town Maintenance Officer, Paraburdoo wages for period ending 13.08.16	2,078.12
EFT35735	26/08/2016	QUALITY PRESS	Information Flyer for Rate Payers	641.30
EFT35736	26/08/2016	RED WEST PTY LTD T/A REDDOG TOOLS	Tom Price mechanical workshop supplies	313.00
EFT35737	26/08/2016	ROYAL WOLF TRADING	Transportable Accommodation Hire Onslow Airport Camp	65,016.77
EFT35738	26/08/2016	ROZWAY SIGNS	Signs for Shire facilities	2,596.00
EFT35739	26/08/2016	SAS LOCKSMITHS	Supply new door locks, Tom Price Depot	989.28
EFT35740	26/08/2016	SHEREE FORD	No longer needed to kennel their dog Jet on the 29.7.16 and 30.7.16	36.00
EFT35741	26/08/2016	SIGMA CHEMICALS	Chemicals for Onslow Airport Camp	214.99
EFT35742	26/08/2016	SIGNSWEST	SES and Bush Fire Brigade Signs	2,614.70
EFT35743	26/08/2016	SLIMLINE WAREHOUSE	Dog Registration Signs	1,561.25
EFT35744	26/08/2016	STAPLES AUSTRALIA PTY LIMITED	Stationery Items	1,465.27
EFT35745	26/08/2016	STATE LIBRARY OF WA	Purchase of Yellow packs for the Better Beginnings Program carried out across all Shire libraries	539.00
EFT35746	26/08/2016	TAYLOR BURRELL BARNETT	RFT 08/16 Local Planning Strategy - Professional Services to 30th June 2016	20,561.23
EFT35747	26/08/2016	TENDERLINK.COM	Shire advertising	660.00
EFT35748	26/08/2016	THE PILBARA CLEAN MACHINE	Full detail of machine in preparation for disposal	1,795.20
EFT35749	26/08/2016	THE VAULT	Catering - Club Presidents Evening Paraburdoo	600.00
EFT35750	26/08/2016	TOLL IPEC PTY LTD	Delivery Charges	4,057.49
EFT35751	26/08/2016	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	State Library Services freight	203.49
EFT35752	26/08/2016	TOM PRICE HOTEL MOTEL	Accommodation for Cr Lorraine Thomas to attend Ordinary Council Meeting 16 August 2016	569.93
EFT35753	26/08/2016	TOM PRICE TYREPRO	Vehicle repairs and maintenance	7,784.85
EFT35754	26/08/2016	V SWANS	Term 2 Youth Development 8 week Program in Onslow	20,792.00
EFT35755	26/08/2016	VISIMAX SAFETY PRODUCTS	Animal Control Program Tom Price	1,487.85
EFT35756	26/08/2016	WA RETICULATION SUPPLIES	Rotator Nozzles for Clem Thompson Oval and Tom Price Shopping Mall	495.05
EFT35757	26/08/2016	WALGA - WA LOCAL GOV. ASSOC.	2016 WA Local Government Convention Registration for CEO Neil Hartley, Kylie Hartley, Cr Dias and Deputy President Rumble 3 -8th August 2016	5,136.00
EFT35758	26/08/2016	WATER 2 WATER	12 month contract for supply of water to Shire Office in Paraburdoo	1,566.15
EFT35759	26/08/2016	WATER CORPORATION	Water use account for June - August 2016 Onslow	2,021.83
EFT35760	26/08/2016	WESTRAC PTY LTD	Machinery Repairs - Mower Blades	3,306.18
EFT35761	26/08/2016	WRAPPED CREATIONS	SOA and Chevron Partnership Logos (Branding)	605.00
EFT35762	26/08/2016	WURTH AUSTRALIA	Machinery parts	27.58
<b>Total</b>				<b>3,172,927.61</b>

**Superannuation Payments**

DD10112.1	09/08/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	37,982.02
DD10112.2	09/08/2016	TELSTRA SUPER PTY LTD	Superannuation contributions	264.63
DD10112.3	09/08/2016	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,133.68
DD10112.4	09/08/2016	COLONIAL FIRST STATE FIRSTCHOICE SUPERANNUATION	Superannuation contributions	228.89
DD10112.5	09/08/2016	IOOF SUPERANNUATION	Payroll deductions	1,972.97
DD10112.6	09/08/2016	BT BUSINESS SUPER	Superannuation contributions	128.46
DD10112.7	09/08/2016	SUNSUPER	Payroll deductions	3,228.32
DD10112.8	09/08/2016	UNISUPER	Payroll deductions	1,132.73
DD10112.9	09/08/2016	ASGARD SUPERANNUATION	Payroll deductions	1,295.74
DD10202.1	23/08/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	37,842.69
DD10202.2	23/08/2016	TELSTRA SUPER	Superannuation contributions	264.63
DD10202.3	23/08/2016	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,148.83
DD10202.4	23/08/2016	COLONIAL FIRST STATE FIRSTCHOICE SUPERANNUATION	Superannuation contributions	289.67
DD10202.5	23/08/2016	IOOF SUPERANNUATION	Payroll deductions	1,903.41
DD10202.6	23/08/2016	BT BUSINESS SUPER	Superannuation contributions	136.91
DD10202.7	23/08/2016	SUNSUPER	Payroll deductions	2,645.17
DD10202.8	23/08/2016	UNISUPER	Payroll deductions	1,505.10
DD10202.9	23/08/2016	ASGARD SUPERANNUATION	Payroll deductions	1,282.66
DD10112.10	09/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10112.11	09/08/2016	THE SUPERANNUATION FUND	Payroll deductions	418.48
DD10112.12	09/08/2016	BT PERSONAL SUPER PLAN	Superannuation contributions	98.79
DD10112.13	09/08/2016	HESTA SUPER FUND	Payroll deductions	1,321.48
DD10112.14	09/08/2016	MLC SUPER	Payroll deductions	538.83
DD10112.15	09/08/2016	ONEPATH MASTERFUND	Payroll deductions	1,216.64
DD10112.16	09/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10112.17	09/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10112.18	09/08/2016	BT SUPER FOR LIFE	Superannuation contributions	203.84

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Chq/EFT	Date	Name	Description	Amount
DD10112.19	09/08/2016	KINETIC SUPERANNUATION LTD	Superannuation contributions	439.80
DD10112.20	09/08/2016	THE TRUSTEE FOR THE SUPERANNUATION FUND	Payroll deductions	775.58
DD10112.21	09/08/2016	BT SUPER FOR LIFE	Payroll deductions	330.24
DD10112.22	09/08/2016	CBUS SUPER	Payroll deductions	385.08
DD10112.23	09/08/2016	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	1,939.25
DD10112.24	09/08/2016	MACQUARIE SUPERANNUATION FUND	Superannuation contributions	68.86
DD10112.25	09/08/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Payroll deductions	1,473.32
DD10112.26	09/08/2016	AMP SUPER DIRECTIONS FUND	Payroll deductions	547.87
DD10112.27	09/08/2016	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	767.77
DD10112.28	09/08/2016	STATEWIDE SUPERANNUATION	Superannuation contributions	1,035.41
DD10112.29	09/08/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	1,662.53
DD10112.30	09/08/2016	CARE SUPER PTY LTD	Superannuation contributions	114.44
DD10112.31	09/08/2016	OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,364.43
DD10112.32	09/08/2016	MTAA SUPERANNUATION FUND	Superannuation contributions	229.59
DD10112.33	09/08/2016	AUSTRALIAN SUPER	Payroll deductions	8,181.20
DD10112.34	09/08/2016	Q SUPER	Superannuation contributions	689.86
DD10112.35	09/08/2016	REST SUPERANNUATION	Payroll deductions	3,866.05
DD10112.36	09/08/2016	SUPERFUND	Superannuation contributions	264.63
DD10112.37	09/08/2016	REI SUPER	Superannuation contributions	584.62
DD10202.10	23/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10202.11	23/08/2016	THE SUPERANNUATION FUND	Payroll deductions	418.48
DD10202.12	23/08/2016	BT PERSONAL SUPER PLAN	Superannuation contributions	98.79
DD10202.13	23/08/2016	HESTA SUPER FUND	Payroll deductions	1,279.92
DD10202.14	23/08/2016	MLC SUPER	Superannuation contributions	1,252.90
DD10202.15	23/08/2016	ONEPATH MASTERFUND	Payroll deductions	1,216.64
DD10202.16	23/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10202.17	23/08/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD10202.18	23/08/2016	BT SUPER FOR LIFE	Superannuation contributions	203.84
DD10202.19	23/08/2016	KINETIC SUPERANNUATION LTD	Superannuation contributions	138.04
DD10202.20	23/08/2016	THE TRUSTEE SUPERANNUATION FUND	Payroll deductions	775.58
DD10202.21	23/08/2016	BT SUPER FOR LIFE	Payroll deductions	330.24
DD10202.22	23/08/2016	CBUS SUPER	Payroll deductions	385.08
DD10202.23	23/08/2016	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	2,265.47
DD10202.24	23/08/2016	MACQUARIE SUPERANNUATION FUND	Superannuation contributions	98.71
DD10202.25	23/08/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Payroll deductions	1,489.63
DD10202.26	23/08/2016	AMP SUPER DIRECTIONS FUND	Payroll deductions	547.87
DD10202.27	23/08/2016	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	767.77
DD10202.28	23/08/2016	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation contributions	264.63
DD10202.29	23/08/2016	STATEWIDE SUPERANNUATION	Payroll deductions	1,035.41
DD10202.30	23/08/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	1,662.53
DD10202.31	23/08/2016	CARE SUPER PTY LTD	Superannuation contributions	114.44
DD10202.32	23/08/2016	OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,364.43
DD10202.33	23/08/2016	MTAA SUPERANNUATION FUND	Superannuation contributions	235.31
DD10202.34	23/08/2016	AUSTRALIAN SUPER	Payroll deductions	8,282.08
DD10202.35	23/08/2016	REST SUPERANNUATION	Payroll deductions	3,808.54
DD10202.36	23/08/2016	Q SUPER	Superannuation contributions	404.86
DD10202.37	23/08/2016	SUPERFUND	Superannuation contributions	549.63
DD10202.38	23/08/2016	REI SUPER	Superannuation contributions	584.62
<b>Total</b>				<b>153,853.76</b>
<b>Municipal Cheques</b>				
28389	05/08/2016	C MUNRO CONTRACTORS	Repair and maintenance works for Onslow	9,418.52
28390	05/08/2016	HORIZON POWER	Electricity Usage June/July 2016 Onslow	4,350.38
28391	05/08/2016	SHIRE OF ASHBURTON	Building Permit Application Fee - Onslow Shire Complex	1,180.40
28393	05/08/2016	SHIRE OF ASHBURTON ( PAYROLL DEDUCTIONS)	Payroll deductions	2,233.00
28394	11/08/2016	CHEVRON AUSTRALIA PTY LTD	Refund due to double payment of A51310 on 18.04.16 and 21.04.16	857.62
28395	11/08/2016	HORIZON POWER	Electricity Usage June/July 2016 Onslow	10,256.55

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
28396	11/08/2016	SHIRE OF ASHBURTON	Donation to Yinhawangka Corporation to cover the cost of Refuse Site fees for INV#25325 raised through Debtors for the clean-up of Westside Camp	17,201.00
28397	18/08/2016	AUREUS INVESTMENT PTY LTD	Rates refund for assessment	37.22
28398	18/08/2016	COLCHIS RESOURCES PTY LTD	Rates refund for assessment	166.32
28399	18/08/2016	CROYDON GOLD PTY LTD	Rates refund for assessment	95.26
28400	18/08/2016	HORIZON POWER	Electricity Usage July 2016 Onslow	117.81
28401	18/08/2016	IRON ORE HOLDINGS LTD	Rates refund for assessment	35.71
28402	18/08/2016	POSTIES GENERAL STORE	Onslow Paper Account for July 2016	301.64
28403	18/08/2016	SHIRE OF ASHBURTON ( PAYROLL DEDUCTIONS)	Payroll deductions	2,739.50
28404	18/08/2016	SHIRE OF ASHBURTON (PETTY CASH)	Expenses for the Tom Price Administration Office	861.20
28405	18/08/2016	TELSTRA	Monthly Telephone charges for August 2016	2,410.46
28406	18/08/2016	WATER CORPORATION	Trade Waste Permit Onslow	140.72
28407	26/08/2016	C MUNRO CONTRACTORS	Repair and repaint ceiling at 335 First Avenue Onslow	2,838.00
28408	26/08/2016	GLH CONTRACTING	Dry hire of Caravan for period 01.11.14 - 30.11.14	1,787.50
28409	26/08/2016	SHIRE OF ASHBURTON	Retention Held - Australian Civils Paraburdoo Stormwater Drainage Renewal	16,995.80
28410	26/08/2016	TELSTRA	Monthly Telephone charges for August 2016	87,026.66
<b>Total</b>				<b>161,051.27</b>

**Trust Payments**

202839	10/08/2016	SHIRE OF ASHBURTON	Key bond for Tom Price Performing Arts refund used to pay Debtors account and Shire Rio Commissions	1,155.06
202840	23/08/2016	BUILDERS REGISTRATION BOARD OF WA	BRB Levy Collected for July 2016	339.90
202841	23/08/2016	SHIRE OF ASHBURTON	Key and Venue Bond Reversal, Cindy returned key and Bond will be used to pay off overdue account, Shire Commission for BRB July 2016, Commission for Mine Tours	1,389.11
EFT35494	10/08/2016	ANGELA DAVIDSON	Tom Price Senior High School key Bond, paid to Angela Davidson on behalf of School	100.00
EFT35495	10/08/2016	BJK PUBLISHING & PHOTOGRAPHY	BJK Publishing refund for June 2016	161.00
EFT35496	10/08/2016	CAROL TUCKER	Key Bond refund	1,100.00
EFT35497	10/08/2016	FRANK RICHARDSON	Frank Richardson refund June 2016	1,140.80
EFT35498	10/08/2016	GEOFFREY DODD	Crossover Bond for 19 McGrath Street Onslow	1,000.00
EFT35499	10/08/2016	GRAEME G HAMMOND	Refund for June 2016	51.00
EFT35500	10/08/2016	LESTOK TOURS PTY LTD	Mine Tours for July 2016	19,018.99
EFT35501	10/08/2016	NAOMI CRETHAR	Refund for June 2016	23.80
EFT35502	10/08/2016	RICHARD ANDREW MACKENZIE	Crossover Bond for 17 3rd Avenue Onslow	1,000.00
EFT35503	10/08/2016	WILCO JACOBSZ	Gym card bond refund	15.00
EFT35663	23/08/2016	BJK PUBLISHING & PHOTOGRAPHY	Total Sales for July 2016	171.50
EFT35664	23/08/2016	FRANK RICHARDSON	Total Sales for July 2016	693.60
EFT35665	23/08/2016	GRAEME G HAMMOND	Total Sales for July 2016	259.25
EFT35666	23/08/2016	INTEGRITY COACH LINES (AUST) P/L	Integrity Bus lines for July 2016	158.10
EFT35667	23/08/2016	LESTOK TOURS PTY LTD	Mine Tours for July 2016	31,605.33
EFT35668	23/08/2016	SHAWN HEIDERICH	Refund bond for use of Community Garden Onslow	100.00
<b>Total</b>				<b>59,482.44</b>

**JULY 2016 STATEMENTS****Credit Card Payments**

Exec Name	Date	Name	Description	Amount	
<b>AMBER STEVENSON \$1000</b>	01/07/2016	MUZZYS HARDWARE	Paint Brushes for School Holiday Program	29.87	
	14/07/2016	COLES SUPERMARKETS - TOM PRICE	Refreshments for Tom Price Visitors Centre Opening Event 25.07.16	73.89	
	14/07/2016	LIQUORLAND TOM PRICE	Alcohol for the Tom Price Visitors Centre Opening Event 25.07.16	489.00	
	14/07/2016	LIQUORLAND TOM PRICE	Alcohol for Tom Price Visitors Centre Opening Event 25.07.16	50.00	
	18/07/2016	LIQUORLAND TOM PRICE	Alcohol Shot Cups for the Tom Price Visitors Centre Opening 25.07.16	4.00	
	14/07/2016	LIQUORLAND TOM PRICE	Refund of left over alcohol from the Tom Price Visitors Centre Opening	-	
	18/07/2016	TOM PRICE COMPUTER SERVICES	Computer supplies for Tom Price Visitors Centre Opening 25.07.16	25.90	
	18/07/2016	TOM PRICE HOTEL MOTEL	Alcohol for Tom Price Visitors Centre Opening 25.07.16	44.97	
	18/07/2016	TOM PRICE HOTEL MOTEL	Ice for the Tom Price Visitors Centre Opening 25.07.16	42.00	
	<b>Total</b>				<b>591.63</b>

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
<b>TROY DAVIS</b>				
<b>\$10,000</b>				
	17/07/2016	KUMARINA ROADHOUSE	Fuel purchase due to roadhouse not accepting fuel cards	150.00
	19/07/2016	ECLIPSE EDUCATION	Online white card for staff member required to operate roller	38.00
	19/07/2016	WHOLESALE DIRECT	Solar Light LED Spot Light for Street Sweeper Shed Tom Price	149.00
	11/07/2016	ELECTRICAL PRODUCTS	Largo Exterior Bulkhead Light - replaced damaged lighting	464.95
	19/07/2016	QANTAS	Return Flights for Douglas Pearce - Paraburdoo 16.08.16 through to Devonport 30.08.16 (FIFO STAFF)	1,194.82
	14/07/2016	QANTAS	Return flights - Paraburdoo 27.07.16 - Perth 29.07.16 for Troy Davis, Brenton Hall & Sharon Mitchell to attend meeting with Talis	3,113.34
	12/07/2016	QANTAS	Return flights - Nicole Mazzucchelli Perth 08.08.16 - Paraburdoo 12.08.16 FIFO Employee	832.99
	06/07/2016	QANTAS	Return flights - Greg West, Paraburdoo 22.07.16 - Perth 01.08.16 FIFO Employee	832.99
	25/07/2016	QANTAS	Return Flights - Greg West, Paraburdoo 12.08.16 - Perth 27.08.16 FIFO Employee	802.99
	15/07/2016	VIRGIN AUSTRALIA	Return Flights - Arlo Bowman-Bragg Onslow 25.08.16 through to Sydney 04.09.16 (FIFO STAFF)	1,220.16
	14/07/2016	MERCURE HOTEL PERTH	Accommodation for Troy Davis, Brenton Hall & Sharon Mitchell to attend meeting with Talis , Check in 27.07.16 & Check out 29.07.16	804.00
	08/07/2016	THE BLUE POD COFFEE CO	Lavazza Blue Cafe Crema Coffee Pods for Depot	400.00
	29/07/2016	SWAN TAXIS	Troy Davis Cab charges - office to airport for Waste Strategy Workshop 29.07.16	34.34
	29/07/2016	SWAN TAXIS	Troy Davis Cab charges - Perth to Leederville, Waste Strategy Workshop 29.07.16	19.43
	28/07/2016	SWAN TAXIS	Troy Davis Cab charges - Perth to Leederville, Waste Strategy Workshop 28.07.16	19.22
	28/07/2016	SWAN TAXIS	Troy Davis Cab charges - Suburbs to Leederville, Waste Strategy Workshop 28.07.16	21.63
	28/07/2016	SWAN TAXIS	Troy Davis Cab charges - City to Perth, Waste Strategy Workshop 28.07.16	18.43
	04/07/2016	SAI GLOBAL LTD	SAI Global subscription additions	338.24
	27/07/2016	LIVE TAXI EBAY (WA)	Troy Davis Cab charges - Airport to Hotel (Perth), Waste Strategy Workshop 27.07.16	33.73
	26/07/2016	DEPARTMENT OF TRANSPORT	Toyota Prado - Change of licence plates from AS9151 to 1000AS, Toyota Landcruiser - Change of licence plates from 1000AS to AS9151	33.20
<b>Total</b>				<b>10,521.46</b>
<b>KIM PARKS</b>				
<b>\$15,000</b>				
	01/07/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	1 nights accommodation at Windawarri Lodge Tom Price for Dianna Nguyen, Jason Hall, Asha Gopal & Trish Stirbinskis	849.89
	19/07/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	6 nights Accommodation for Nasir Shah at the Windawarri Lodge Tom Price	1,274.83
	11/07/2016	QANTAS	Return flights for Kim Park Perth 22.11.16 - Paraburdoo 09.12.16 - FIFO employee	832.99
	11/07/2016	QANTAS	Return flights for Kim Parks Perth 11.09.16 - Paraburdoo 23.09.16 - FIFO employee	832.99
	11/07/2016	QANTAS	Return flights for Kim Parks Perth 09.10.16 - Paraburdoo 21.10.16 - FIFO employee	832.99
	11/07/2016	QANTAS	Return flights for Kim Parks. Perth 17.07.16 - Paraburdoo 29.07.16 FIFO employee	832.99
	11/07/2016	QANTAS	Return flights for Kim Parks Perth 14.08.16 - Paraburdoo 26.08.16 - FIFO employee	832.99
	11/07/2016	QANTAS	Return flights for Sam Byard Perth 19.08.16 - Paraburdoo 28.08.16 - FIFO Employee	832.99
	11/07/2016	QANTAS	Return flights for Sam Byard Perth 09.09.16 - Paraburdoo 18.09.16 - FIFO employee	832.99
	12/07/2016	QANTAS	Change of flight expense for Jon Tapper attending L&D Activity	118.00
	12/07/2016	QANTAS	Return flights for Amber Barrett to attend L&D activity Certificate IV in Government Paraburdoo 04.09.16 - Perth 10.09.16	647.00
	15/07/2016	QANTAS	Return flights for Gary Anderson-Smith to attend L&D activities LIWA Conference & Pool Lifeguard requalification Paraburdoo 13.08.16 - Perth 17.08.16	707.00
	19/07/2016	QANTAS	Return flights for Tanya Jones to attend L&D activities (Municipal Law A&B) Paraburdoo 25.07.16 - Perth 13.08.16 extended stay due to annual leave	602.00
	20/07/2016	QANTAS	Return flights for Sam Byard Paraburdoo 07.10.16 - Perth 24.10.16 - FIFO employee	832.99
	20/07/2016	QANTAS	Return flights for Sam Byard Paraburdoo 04.11.16 - Perth 13.11.16 - FIFO employee	832.99

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
	20/07/2016	QANTAS	Return flights for Sam Byard Paraburadoo 25.11.16 - Perth 04.12.16 - FIFO employee	832.99
	22/07/2016	QANTAS	Flight for Samantha Dilkes, potential Records Coordinator site visit Melbourne - Paraburadoo 03.08.16	522.99
	06/07/2016	QANTAS	Return Flights for Jeremy Hamilton to attend L&D Activity - LIWA Conference & Pool Lifeguard Requalification. Paraburadoo 13.08.16 - Perth 17.08.16	707.00
	06/07/2016	QANTAS	Return Flights for Jon Tapper to attend L&D activity LIWA Conference & Apply First Aid Course Paraburadoo 14.08.16 - Perth 18.08.16	647.00
	06/07/2016	QANTAS	Flight for Peter Bracegirdle - Club & Capacity Development Manager (Contractor) Perth to Paraburadoo 10.07.16	357.00
	07/07/2016	QANTAS	Return Flights for training consultant Sean Fletcher for Local Government Act Training Perth 21.08.16 - Paraburadoo 25.08.16	677.00
	11/07/2016	QANTAS	Return flight for Kim Parks Perth 06.11.16 - Paraburadoo 18.11.16 - FIFO Employee	832.99
	14/07/2016	VIRGIN AUSTRALIA	Return flights for Melissa Raffan to attend L&D activity - Executive Certificate in Event Management Onslow 14.08.16 - Perth 18.08.16	598.00
	22/07/2016	VIRGIN AUSTRALIA	Flight for Samantha Dilkes, potential Records Coordinator site visit Paraburadoo - Melbourne 05.08.16	446.70
	25/07/2016	VIRGIN AUSTRALIA	Flight for Vijay Krishnan Paraburadoo - Perth 19.08.16 - FIFO employee	306.70
	04/07/2016	CITY STAY APARTMENTS	Accommodation for Sarah Johnston to attend L&D activity - How to Prepare a Business Case Paraburadoo - Perth 04.07.16 - 06.07.16	310.00
	18/07/2016	CENTRAL REGIONAL TAFE	Registration for Tanya Jones to attend L&D activity Activities Municipal LAW A&B	563.34
	12/07/2016	SEBEL PERTH	6 nights accommodation for Amber Barret to attend L&D activity, Certificate IV in Government	1,147.20
	28/07/2016	INDUSTRIAL RELATIONS SOCIETY	Professional membership (contractual entitlement)	108.35
	19/07/2016	ROYAL LIFE SAVING SOCIETY - WA	Enrolment for Gary Anderson-Smith into the Pool Lifeguard Requalification Course	135.00
	06/07/2016	ROYAL LIFE SAVING SOCIETY - WA	Registration for Jeremy Hamilton to attend L&D activity - Pool Lifeguard Requalification	135.00
	28/07/2016	ASCOT QUAYS	One nights accommodation for Tahi Morton returning from L&D activity, Mosquito Conference. Check in 15.09.16 & Check out 16.09.16	214.00
	28/07/2016	ASCOT QUAYS	One nights accommodation for Tahi Morton to attend L&D activity, Mosquito Conference. Check in 02.09.16 - Check out 03.09.16	179.00
	28/07/2016	MANTRA LEGENDS HOTEL	6 nights accommodation for Tahi Morton to attend L&D activity, Mosquito conference. Check in 03.09.16 - 09.09.16	1,203.00
	27/07/2016	SEASONS HOTEL NEWMAN	2 nights accommodation for Tanya Coad, David Ellam & Jon Tapper to attend L&D activity, Pool Lifeguard Requalification	1,020.00
	06/07/2016	ST JOHN AMBULANCE TOM PRICE	Registration for Jon Tapper to attend L&D activity, apply first aid refresh	160.00
	21/07/2016	STAPLES AUSTRALIA PTY LIMITED	New chair for Onslow Library Officer, Leanne McGowan	218.95
	27/07/2016	COLES SUPERMARKETS - TOM PRICE	Kitchen utensils for share house 1217 Wilgerup	12.00
	11/07/2016	COLES SUPERMARKETS - TOM PRICE	Recognition of service gift cards	750.00
	27/07/2016	TOM PRICE BETTA HOME LIVING	Rice Cooker for 1217 Wagerup	49.95
	11/07/2016	TOURISM COUNCIL WA	Registration for Kylie Hartley into L&D activity, 2016 WA tourism conference	50.00
<b>Total</b>				<b>23,879.79</b>
<b>ANIKA SERER</b>				
<b>\$5000</b>				
	01/08/2016	RMS	Software Licence Renewal/Support - Hosting Fee for period 01.08.16 - 31.10.16. Ocean View Caravan Park Onslow	483.76
	29/07/2016	THE RANGES KARRATHA	Accommodation for Anika Serer for meeting with City of Karratha, Horizon Power & PDC 29.07.16	196.62
	26/07/2016	VIDEO GUYS AUSTRALIA	Purchase of Wall Mount, Time Lapse Camera & Weather Resistant Cover	491.35
	15/07/2016	VIRGIN AUSTRALIA	Return Flights - Paul Byard Onslow 29.07.16 - Perth 09.08.16 (FIFO Staff)	598.00
	15/07/2016	VIRGIN AUSTRALIA	Return Flights - Paul Byard Onslow 26.08.16 - Perth 06.09.16 (FIFO Staff)	598.00
<b>Total</b>				<b>2,367.73</b>
<b>LYNNETTE</b>				
<b>O'REILLY</b>				
<b>\$1,000</b>				
<b>(New Card)</b>				
<b>Total</b>				

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
<b>LEE REDDELL</b>				
<b>\$5,000</b>				
	01/08/2016	AUSTRALIAN SECURITIES & INVESTMENT COMMISSION	David Morley requested company search on NWSP - Lot 72 Mettawandy Place, Paraburdoo WA for prosecution	19.00
	27/07/2016	AUSTRALIAN SECURITIES & INVESTMENT COMMISSION	David Morley requested to have a company search performed for Lot 327 Warara Street, Tom Price	9.00
	06/07/2016	ENVIRONMENTAL HEALTH AUSTRALIA	Alert food safety training package renewal 01.06.16 - 30.06.17	330.00
	28/07/2016	SEA BREEZE RESORT EXMOUTH	Accommodation for Lee Reddell in Exmouth at the end of field trip/survey of the islands off the coast with DPAW	165.00
	16/07/2016	POINCIANA NURSERY AND LANDSCAPING	Screening Plants - Beach House Onslow - Purchased by Lee Reddell with permission of Housing & CEO	203.20
	05/07/2016	VIRGIN AUSTRALIA	Return Flights - Andrew Patterson to attend CHRMAP Workshop/Council Meeting. Perth 15.08.16 - Onslow 19.08.16 FIFO Employee	598.00
	05/07/2016	VIRGIN AUSTRALIA	Return flights for Karen Lamb & David Van Senden to attend CHRMAP workshop. Perth 15.08.16 - Onslow 16.08.16	1,196.00
	05/07/2016	VIRGIN AUSTRALIA	Return Flights - Carroll Melia to attend CHRMAP Workshop/Council meeting. Perth 15.08.16 - Onslow 17.08.16	598.00
<b>Total</b>				<b>3,118.20</b>
<b>FRANK LUDOVICO</b>				
<b>\$5,000</b>				
	18/07/2016	PIVOTEL	Monthly access fee - Safety GPS Spot Tracker	197.48
	19/07/2016	THE BLUE POD COFFEE CO	Lavazza Blue Cafe Crema Gusto (Tan) Coffee Pods, Skim Milk Power & Chocolate Powder	764.00
	20/07/2016	ARCHIVAL SURVIVAL	Supply of Archive boxes for records	717.81
	28/07/2016	QANTAS	Return Flights - Al Lind Perth 04.09.16 - Paraburdoo 09.09.16 FIFO Employee	707.00
<b>Total</b>				<b>2,386.29</b>
<b>CEO NEIL HARTLEY</b>				
<b>\$10000</b>				
	01/07/2016	QANTAS	Flight for Kylie Hartley to attend WALGA Week & China Ready Workshop Perth to Paraburdoo 11.08.16	327.00
	04/07/2016	QANTAS	Return Flights for Cr Peter Foster to attend WALGA week Paraburdoo 02.08.16 - Perth 06.08.16	802.99
	07/07/2016	VIRGIN AUSTRALIA	Return Flights for Cr Kerry White to attend WALGA Meeting Onslow 31.07.16 - Perth 06.08.16	598.00
	11/07/2016	ISSUU	Yearly subscription for the Shire of Ashburton Website	313.07
	18/07/2016	LEADKINTO CATERING PTY LTD - RED BREEZE	Ordinary council meeting dinner and refreshments for July meeting	299.43
	18/07/2016	LEADKINTO CATERING PTY LTD - RED BREEZE	Ordinary council meeting dinner and refreshments for July meeting	815.25
	31/07/2016	DROPBOX	Premium drop box subscription for Media for the month of July 2016,	13.77
	26/07/2016	CHAMBER OF COMMERCE AND INDUSTRY	Refund of Investment Portfolio Launch 25.07.16 as Neil Hartley did not attend course	220.00
<b>Total</b>				<b>2,949.51</b>
<b>CHANTELLE BRYCE</b>				
<b>\$9000</b>				
<b>Temporary increase whilst EMCD position Vacant</b>				
	06/07/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for David Cameron 06.07.16 - 07.07.16 to facilitate Tom Price and Paraburdoo School Holiday Program	212.47
	08/07/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Olman Walley and Theo Kearing 07.07.16 - 10.07.16 to facilitate Tom Price and Paraburdoo School Holiday Program	1,274.83
	08/07/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Mike Cornish and Tim Cornish 10.07.16 - 12.07.16 to facilitate Tom Price and Paraburdoo School Holiday Program	849.89
	10/07/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Accommodation for David Cameron 07.07.16 - 08.07.16 to facilitate Tom Price and Paraburdoo School Holiday Program	173.01
	16/07/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Accommodation for Mike Cornish and Tim Cornish 12.07.16 - 16.07.16 to facilitate Tom Price and Paraburdoo School Holiday Program	1,384.10
	22/07/2016	COLES SUPERMARKETS - TOM PRICE	Mouse Traps	68.48

## LIST OF PAYMENTS FOR AUGUST 2016

Chq/EFT	Date	Name	Description	Amount
	26/07/2016	VIRGIN AUSTRALIA	Return flights for Jarrah Calder and David Naylor Perth to Karratha 19.08.16 - 22.08.16 - Facilitators from Basketball WA for Onslow Basketball Carnival	1,291.40
	28/07/2016	ISS INTERGRATED SERVICES PTY LTD	Accommodation for Jen Withers 27.07.16 - 28.07.16 for meeting in Pannawonica with Club and Capacity Development Manager, Accommodation for Peter Bracegirdle 27.07.16 - 28.07.16 for meeting with the Pannawonica Team	342.00
	28/07/2016	ISS INTERGRATED SERVICES PTY LTD	Mick Cornish Rio Tinto Accommodation 26.07.16 - 28.07.16 - Squash WA Regional Visit	342.00
<b>Total</b>				<b>5,938.18</b>
<b>Total Credit Cards</b>				<b>48,634.59</b>

<b>MUNICIPAL TOTALS</b>	
EFT TRANSACTIONS	\$ 3,172,927.61
SUPER PAYMENTS	\$ 153,853.76
CHEQUES	\$ 161,051.27
CREDIT CARDS	\$ 48,634.59
	<b>\$ 3,536,467.23</b>
<b>TRUST TOTALS</b>	
CHEQUES AND EFT TRANSACTION	\$ 59,482.44
	<b>\$ 59,482.44</b>



**File No: CORP\_ORG**

<b>Policy Name:</b>	<b>EMP24 CORPORATE CREDIT CARD</b>
<b>File Number</b>	EMP24 FI.BA (Superseded)
<b>Policy Purpose:</b>	All cardholders must have either the authority or delegated authority to commit Council to expenditure. The Council must approve Corporate Credit Cardholders.
<b>Principles / Framework</b>	Financial Management
<b>Application:</b>	Staff nominated
<b>Statutory Environment:</b>	Local Government Act 1995 Section 2.7 (2) (a) & (b) Section 6.5 (a) (LGA), Local Government (Financial Management] Regulation 11(1)(a), Use of Corporate Credit Cards (Department of Local Government Guideline No 11)
<b>Minute Number:</b>	12.03.10; 1396; 11428; 11875
<b>Approval Date:</b>	OCM 24 October 2006 OCM 23 January 2013 OCM 13 February 2013 Executive Managers Meeting 20 May 2013 OCM 19 November 2014

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### **Policy Content**

The Council supports the use of corporate credit cards on the basis it provides a necessary and efficient financial management tool for the Shire.

Credit cards need though, to be responsibly managed in order to ensure good governance and financial accountabilities. The CEO shall ensure that Corporate credit card management procedures that suitable accommodate these sentiments and the following protocols, shall be in place –

1. They are maintained in a secure manner.
2. They are to be used only for Shire activities and that there is no approval given for any private use.
3. That all payments (included disputed transactions) are to be listed in the Schedule of Accounts and Credit Card Purchases section of the monthly financial report to Council.



4. That where applicable, purchases are to be made in accordance with the Shire of Ashburton's Purchasing Policies, and associated Procedures.
5. That inappropriate purchases, even on the basis of them being operationally related, may be recoverable from the cardholder. The cardholder is required to conclude that purchases are fair and reasonable business expenses.
6. They are not to be used for cash withdrawals.
7. That all cardholder responsibilities as outlined by the card provider (i.e. the Bank) are met.
8. Credit limits are not to be exceeded.
9. A procedure for dealing with lost cards is to be established to suitable protect the Shire and the card holder.
10. That the Cardholder is responsible to pursue and resolve incorrect charges (as due to privacy legislation, only the cardholder can initiate any request for information from the bank).
11. That all relevant documentation regarding each transaction is retained by the cardholder and produced as part of the reconciliation procedure (or a suitable declaration made if that documentation is unavailable).
12. That procedures are in place to ensure the surrender of credit cards before an employee's termination date, or if the credit card is no longer required as a result of employee position/duties changes.
13. If a Loyalty Reward Scheme is in place by the issuing Bank, it is not to be used for a card holder's private benefit.
14. A suitable 'Agreement' is to be in place between the Shire and the employee addressing the above matters (including procedures for breaches of this Policy or any associated operational procedures).



[Signature]  
Signed

**Monitor and Review:**  
**Last Review Date**  
**Next Review Date**  
**Review Period:**

Kerry White

[Print Name]  
**Shire President**

Chief Executive Officer  
19 November 2104  
June 2016  
Biennial

**This policy is to remain in force until otherwise determined by the Council, CEO or superseded.**



<b>File No: CORP_ORG</b>	<b>AS.WI.5 or EMP02</b>
<b>Policy Name:</b>	<b>Prohibited Areas – Wittenoorn and Yampire Gorge</b>
<b>Policy Purpose:</b>	<b>The purpose of this policy is to detail the asbestos exposure controls required to protect the health of Shire personnel, volunteers and contractors.</b>
<b>Principles / Framework</b>	<b>Work Health and Safety</b>
<b>Application:</b>	<b>Shire personnel, volunteers and contractors</b>
<b>Statutory Environment:</b>	<b>Local Government Act 1995 section 5.40(d) OSH Act 1984 Sect 19, 20</b>
<b>Minute Number:</b>	<b>12.07.1045</b>
<b>Approval Date:</b>	<b>13<sup>th</sup> March 2013 Adopted at the Ordinary Meeting of Council held on 18 November 1997, Reviewed at the Ordinary Meeting of Council held on 20 November 2001 and adopted with minor alterations, Reviewed at the Ordinary Meeting of Council held on 17 September 2002 and adopted with minor alterations Reviewed at the Ordinary Meeting of Council held on 11 February 2003</b>

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Asbestos is a hazardous material, which poses a health risk when airborne fibres are inhaled. Asbestos exposure is known to cause mesothelioma, asbestosis and lung cancer.

From 2006, Western Australian Government policy on Wittenoorn requires that:  
*Pending the town's closure, organisations with regulatory responsibilities should put in place a level of regulation which more appropriately balances their obligations for the health and safety of their staff and contractors with the significant health, safety and legal risks attendant upon their not discharging their regulatory responsibilities to residents of, and visitors to, the township"*

<http://wa.gov.au/wittenoorngovernmentpolicy/>

If for any reason a Council employee does enter or pass through Wittenoom or the areas of the mine sites, then protective clothing and apparatus is required (pursuant to the provisions of national standards for dealing with asbestos) to be provided by the Council and worn by the employee upon entering the site(s).

No Council employee shall go onto or pass through the areas to be avoided with Council vehicles or equipment unless on Council business with prior permission from the CEO. This specifically includes employees with personal use of a council vehicle on their own time.

In the event that a vehicle is taken into these sites, it shall be hosed down in an appropriate manner as soon as possible after leaving the site(s).

## Wittenoom Zones

### Hot Zone

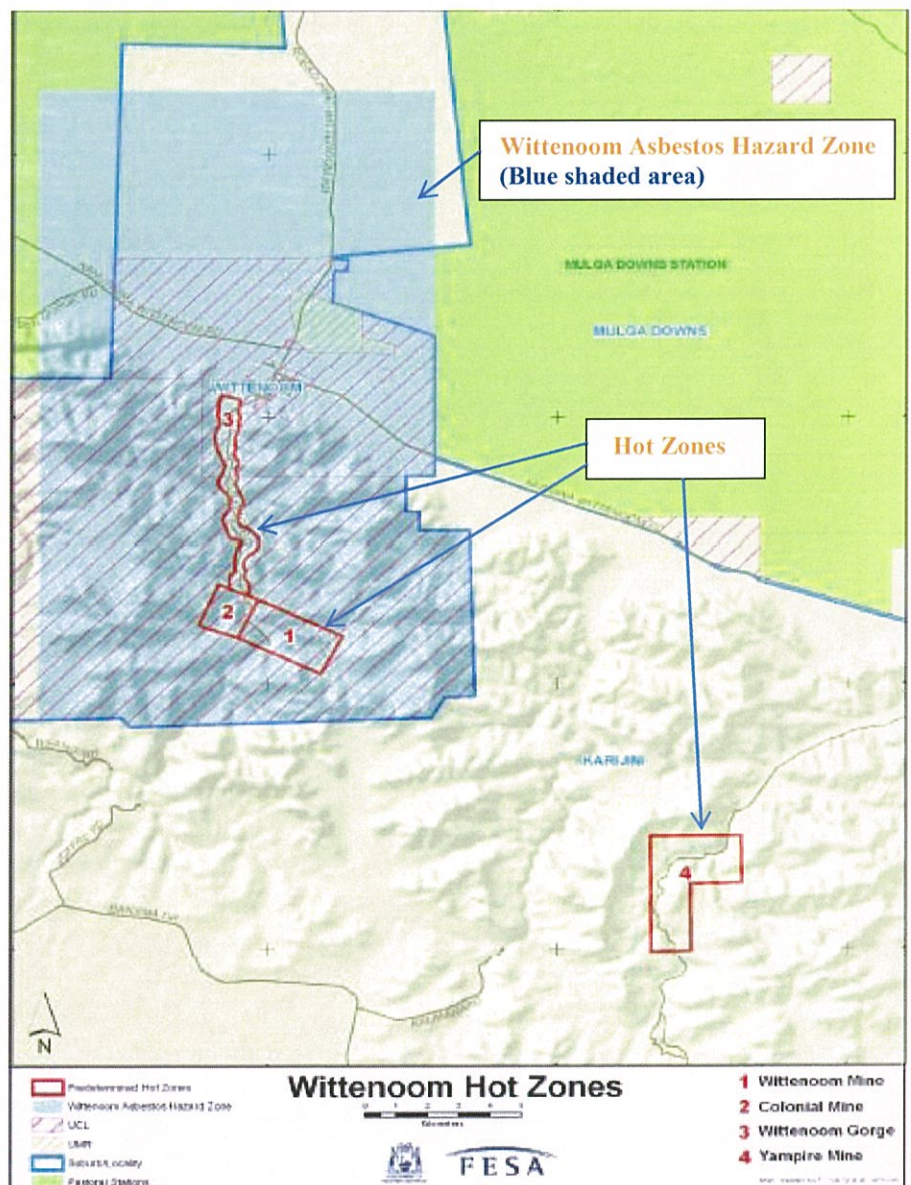
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### Warm Zone

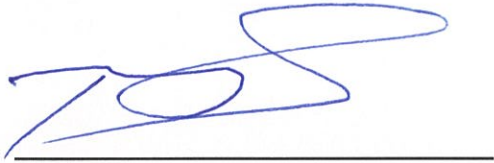
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operate from safely with minimal PPE. The outer perimeter of the Cold Zone will be secured by police to exclude members of the public.



**Signed**



**Shire President** COMMISSIONER

**Monitor and Review:**

**Last Review Date**

13/03/2013  
Click here to enter a date.

**Next Review Date**

Click here to enter a date.

**This policy is to remain in force until otherwise determined by the Council or superseded.**



# Wittenoom

## Information on the former town of Wittenoom

### Alternative attractions

There are many beautiful destinations in the Pilbara to visit including:

#### Karijini National Park

Karijini National Park is one of Western Australia's largest national parks and arguably one of the most spectacular. Unbeatable for adventure, the park is famous for its sheer gorges, waterfalls and cool swimming holes.

#### Tom Price

Nestled deep in the Hamersley Ranges, at the base of the beautiful Mt Nameless, is the town of Tom Price. Tom Price is a picturesque, modern and fully serviced town designed to blend into the natural environment and is a great destination during the sunny winter months.

#### Nullagine & Marble Bar

With the discovery of gold in 1888, and later diamond and gem stones, Nullagine is unspoilt nature and is a must for the traveller seeking true four wheel adventure and off the beaten track wilderness. Stop in Marble Bar to visit the historic gold rush mining town and the Comet Mine.

### The "closing down" of Wittenoom

Mining in Wittenoom ceased in 1966. In 1978, the State Government began phasing down the townsite and encouraging residents to relocate because of concerns over health risks from the presence of airborne asbestos fibres.

Between 1986 and 1992 houses and buildings were demolished and the school, nursing post and police station were closed, with alternative services being provided primarily from Tom Price. In 1993, the airport was officially closed.

In December 2006, the Government of Western Australia removed the town's official status and shut off the power grid. In June 2007 the townsite was officially degazetted and the town's name was removed from official maps and road signs.

As a result of verified environmental reports, the town was declared a contaminated site in 2008 under the Contaminated Sites Act (2003).

The Department of Lands is leading a State Government project team that has taken responsibility for addressing the human health risks posed by the asbestos contamination.

### For land information:

Department of Lands  
Contaminated Sites Branch  
[www.lands.wa.gov.au](http://www.lands.wa.gov.au)  
[Wittenoom@lands.wa.gov.au](mailto:Wittenoom@lands.wa.gov.au)  
Phone: (08) 6552 4400

### For health information:

Department of Health  
Environmental Health  
Directorate  
[www.health.wa.gov.au](http://www.health.wa.gov.au)  
Phone: (08) 9388 4999





**Contaminated area:**

The entire area below was officially declared a contaminated site in 2008 by the Department of Environment and Conservation under the Contaminated Sites Act (2003).

Exposure to asbestos can cause the development of asbestosis, mesothelioma and lung cancer.

**Diseases associated with Asbestos**

Asbestosis is a scarring of the lung as a result of asbestos exposure. The lung scarring may cause shortness of breath and varies in severity. Smoking doesn't cause asbestosis but it will make the disease worse.

Mesothelioma is a cancer which occurs in the thin lining (called the mesothelium) between the chest wall and the lungs and heart; and between the stomach and intestines.

Lung cancers are cancers which begin in lung tissue. Smoking is the main cause of lung cancers, but they are also caused by asbestos. Smoking and asbestos exposure combined increase the risk of lung cancers.

Mesothelioma and lung cancer can develop after even brief exposure to asbestos. The time between the exposure to the asbestos and the occurrence of the cancer can be 20 to 50 years after exposure, or even longer.

The former town of Wittenoom is within the largest contaminated site in the Southern Hemisphere.

**Asbestos in Wittenoom**

Asbestos remnants from past mining operations in Wittenoom have already resulted in thousands of fatalities among miners, residents and visitors to the town.

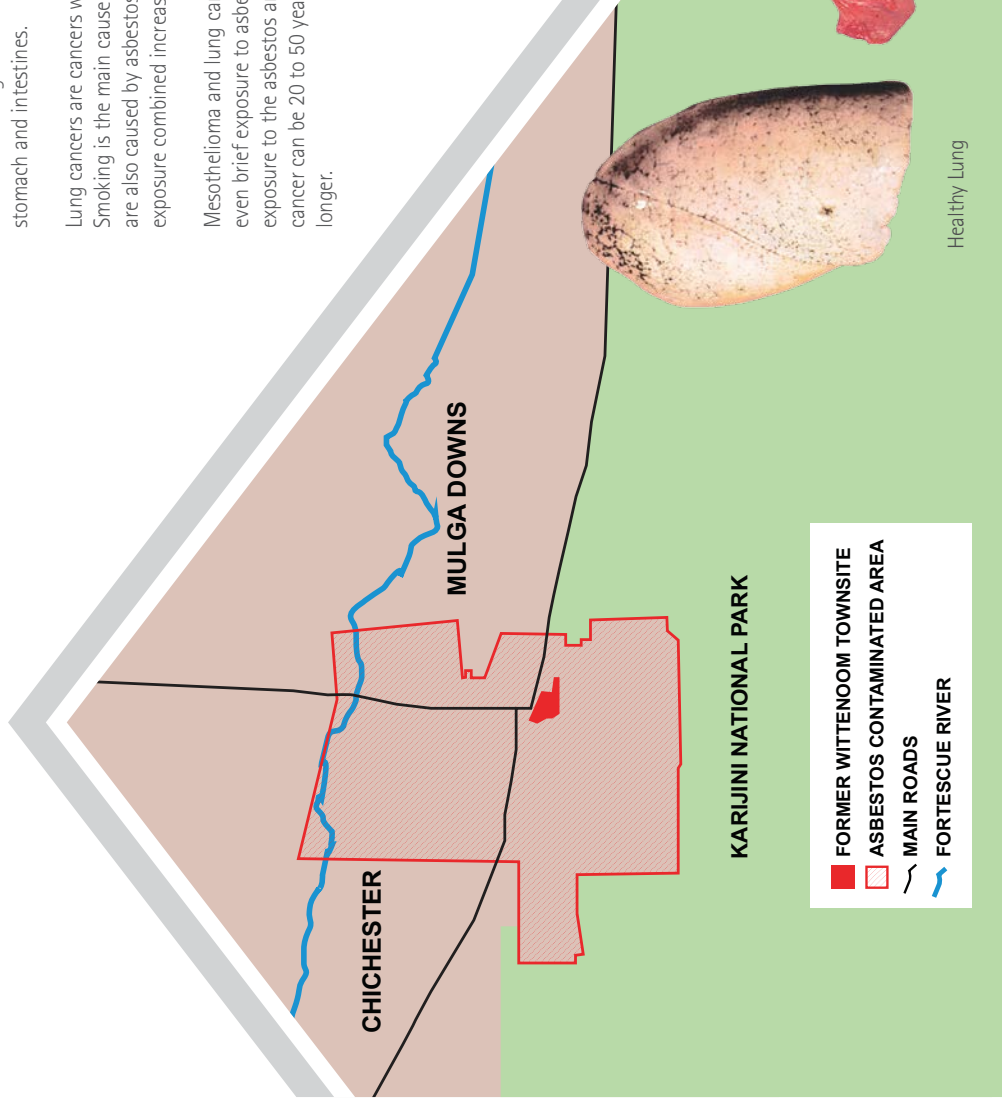
Asbestos (a naturally occurring mineral) was once considered valuable, and was used in building materials, paper and textile products and friction products such as brake linings for vehicles.

It has since been discovered that inhaling asbestos fibres poses a high risk of contracting fatal diseases such as mesothelioma, asbestosis and lung cancer.

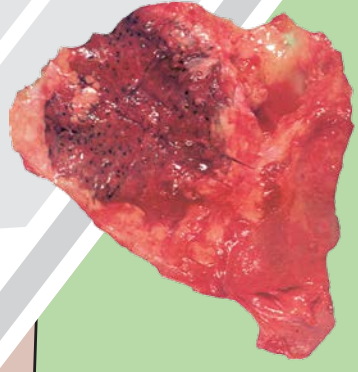
Blue asbestos (crocidolite), the type once mined in Wittenoom, is the most deadly of all types of asbestos. Remnants of blue asbestos mining are still present in Wittenoom.

The asbestos fibres are carried by wind and water, and can be disturbed by human activities such as walking or driving through the area.

The State Government strongly advises against ALL travel through Wittenoom and the surrounding areas.



Healthy Lung



Lung affected by Mesothelioma

# SHIRE OF ASHBURTON

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Administration Centre, P.O. Box 567, Tom Price, 6751  
Telephone (08) 9188 4444  
Facsimile (08) 9189 2252  
Email: soa@ashburton.wa.gov.au

Enquiries: F Ludovico  
Our Ref: AS.WI.00005.000

All communications to be  
addressed to Chief Executive Officer

03 September 2014

Wittenoom Steering Committee  
C/- Department of Lands  
PO Box 1143  
WEST PERTH WA 6872

Attn: Antoine Macmath

Dear Sir

## Clarification of Issues

The Shire of Ashburton is currently reviewing its policies concerning Wittenoom. During this process we have become aware of certain issues that require clarification.

There appears to be inconsistencies between the Department of Fire and Emergency Services Wittenoom Management Plan and the Wittenoom Steering Committee Exclusion Zone. The boundaries appeared to be different between the two documents and it is believed there is a need to be consistent. Attached is a copy of our policy EMP02 which shows the inconsistencies.


We also note that a small portion of the Weano Gorge Road which leads to important tourist attractions in the Karijini National Park traverses the Exclusion Zone. Is it appropriate to modify the Zone boundary to deal with this situation?

We are also concerned about the various developments that may occur within the Exclusion Zone (e.g. mining, railway). We would like to be assured that any developer is aware of the Exclusion Zone and the reason the Zone is in place.

We would also like to receive information in respect to the Management Plan Main Roads WA has in respect of the Wittenoom Munjina Road. The Shire also has roads within the Exclusion Zone and it would be appropriate for a consistent approach to be developed in respect to Road maintenance. It might for example, be cost effective for the Shire to engage with the MRWA contractor to undertake shire road maintenance in the Exclusion Zone, to maximise cost efficiencies for both our organisations.

If you have any queries please contact Frank Ludovico on 9188 4444

Yours Sincerely



Neil Hartley  
Chief Executive Office

pp



<b>File No:</b> CORP_ORG	AS.WI.5 or EMP02
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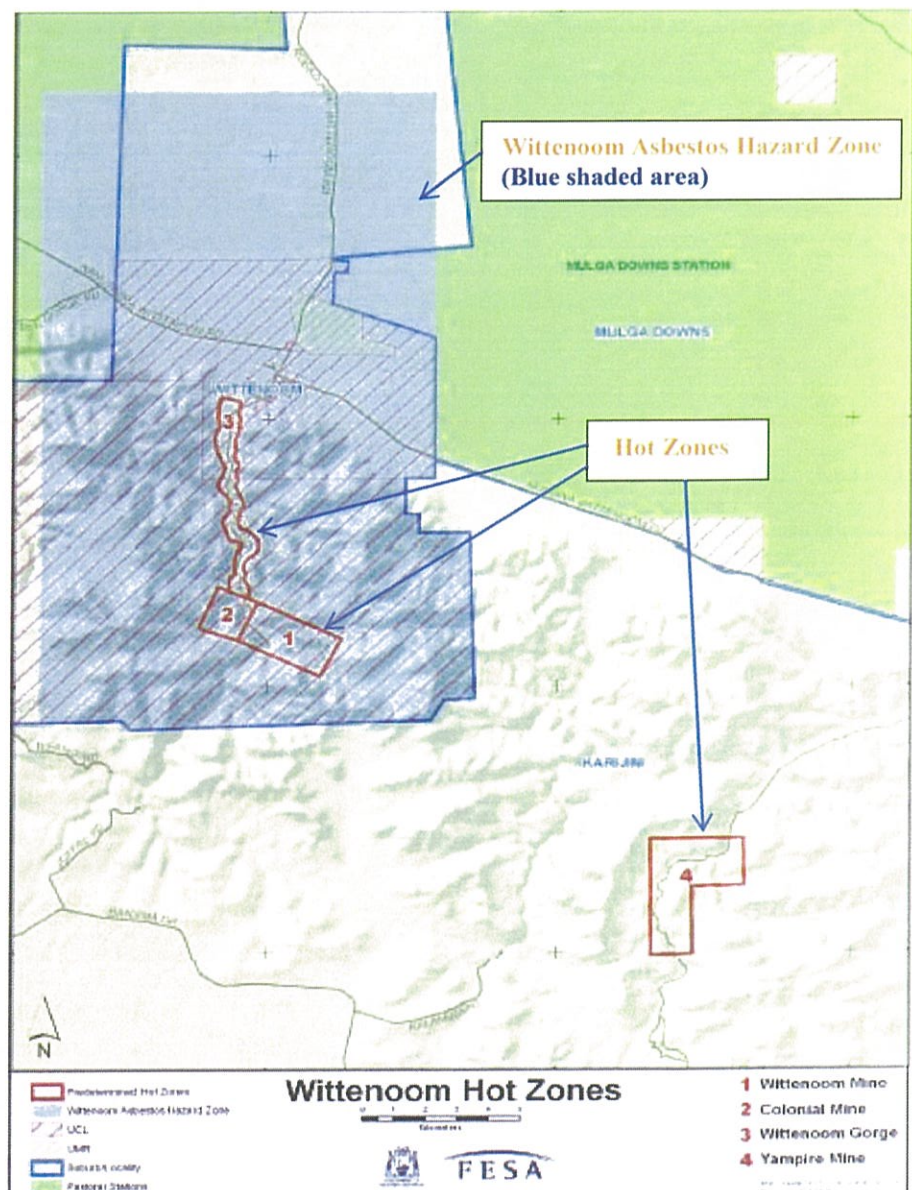
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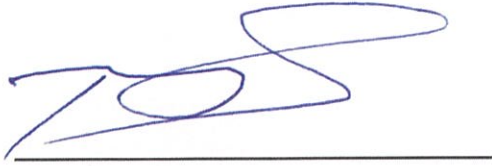
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**Signed**

**Shire President** COMMISSIONER

**Monitor and Review:**

**Last Review Date**

13/03/2018  
Click here to enter a date.

**Next Review Date**

Click here to enter a date.

**This policy is to remain in force until otherwise determined by the Council or superseded.**



Government of **Western Australia**  
Department of **Lands**

Your ref: AS.WI.00005.000  
Our ref: L00288-2013, A5310511.  
Enquiries: Eduardo Ruther, Ph 08 6552 4509

Mr Neil Hartley  
Chief Executive Officer  
Shire of Ashburton  
PO Box 567  
TOM PRICE WA 6751

Dear Mr Hartley

### **Issues Concerning the Wittenoom Asbestos Management Area**

Thank you for your letter dated 3 September 2014 regarding several issues concerning the Wittenoom Asbestos Management Area (WAMA).

I have written to DFES seeking consistency in relation to boundaries and will advise of the outcome of these discussions.

I am not of the view that the exclusion zone boundary needs to be changed, given that this area is a significant distance from the main contamination zones and are 'up gradient' of the contamination source.

Instead, the Department of Lands (DoL) will place a sign on the boundary to warn tourists and travelers in the region.

The Wittenoom Steering Committee is the appropriate interagency forum to discuss the number and interrelationships of land uses within the WAMA.

DoL officers have made preliminary contact with MRWA officers to assess the feasibility of this approach. I suggest that you discuss this matter directly with MRWA.

In the meantime, Mr Gary Player, Regional Manager Pilbara, MRWA, can be contacted by phone on 08 9172 8877, or email at [gary.player@mainroads.wa.gov.au](mailto:gary.player@mainroads.wa.gov.au).

For further information, please contact Eduardo Ruther on 08 6552 4509.

Yours sincerely

Peter Zadeian  
Executive Director, Land Asset Management and Projects

// February 2015

MINUTES – ORDINARY MEETING OF COUNCIL  
20 MAY 2008

8

OAM508789

**10.05.0 ENGINEERING SERVICES REPORT**

**10.05.10 REVIEW OF COUNCIL POLICY – ENG02**

**FILE REFERENCE:** TR.AT.1.4 ; ES.CM.5

**AUTHOR'S NAME AND POSITION:** Jeff Breen  
Executive Manager Engineering Services

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 3 May 2008

**DISCLOSURE OF FINANCIAL INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** Not Applicable

**Summary**

As part of an ongoing process the Engineering Policy with respect to Access to Pastoral Properties ENG02 has been reviewed.

**Background**

Engineering Policy ENG02 was last reviewed in July 2003.

**Comment**

The attached marked up copy indicates the proposed changes to the policy.

**ATTACHMENT 10.05.10**

Whilst it still recognises that Council will maintain Station Access roads and airstrips superfluous information regarding what isn't a Station access Road has been removed.

**Consultation**

Executive Manager Engineering Services

**Statutory Environment**

There are no known statutory implications relative to this issue.

**Policy Implications**

Outcomes for Policy remain unchanged.

**Financial Implications**

MINUTES – ORDINARY MEETING OF COUNCIL  
20 MAY 2008

9

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There are no financial implications relative to this issue.

**Strategic Implications**

There are no known strategic implications relative to this issue.

**Voting Requirement**

Simple Majority Required

**Council Decision / Officers Recommendation**

**MOVED :** Cr Martin

**SECONDED :** Cr Rumble

**That Council accept the changes to policy Access to Pastoral Properties ENG02 as outlined in Attachment 10.05.10.**

**CARRIED 9/0**

ATTACHMENT 10.05.10

ENG02

## POLICY MANUAL

**Title:** Access to Pastoral Properties

**File No:** TR.AT.1.4 and ES.CM.5

**Statutory Environment:** Local Government Act 1995 Part 1 Section 1.3(2) (d)

**Minute No:** 12.07.1045

**Date:** Adopted at Ordinary Meeting 18 November 1997  
 Reviewed at the Ordinary Meeting of Council held on 20 November 2001  
 Reviewed at the Ordinary Meeting of Council held on 11 February 2003  
 Reviewed at the Ordinary Meeting of Council held on 15 July 2003  
Reviewed at the Ordinary Meeting of Council held on 13 May 2008

### Objective:

~~To attempt to provide~~ To provide year round air and road access to pastoral properties in an equitable and efficient manner.

### Policy:

#### Roads

~~If required~~ The Council will maintain one Station Access Road, as defined in Council's Asset Management Road Hierarchy access road to each pastoral property on the basis that the access road is the shortest route to the property's homestead. Where two homesteads occupy one ratable pastoral property access will be maintained to the principal homestead.

~~The following roads are not classified as pastoral "access" roads in accordance with this policy.~~

- ~~(a) Twitchen Road~~
- ~~(b) Onslow to Peedamulla~~
- ~~(c) Yarraleela Millstream Road~~
- ~~(d) Ashburton Downs & Ashburton Downs-Meekatharra Road~~
- ~~(e) Towera Road and Towera Lyndon Road~~

#### Airstrips

If required Station airstrips will be graded in conjunction with grading of Station access roads.

# SHIRE OF ASHBURTON



SHIRE/TOWN/CITY OF ASHBURTON

## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, <sup>(1)</sup> Peter Foster wish to declare an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup> Tuesday 27th September 2016

Agenda Item <sup>(3)</sup> 16.2 Onslow Boating Precinct

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995  
 Proximity pursuant to Section 5.60B of the Local Government Act 1995  
 Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995  
 Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup>

Employed by Department of Transport & receive an income/wage.

The extent of my interest is <sup>(6)</sup>

Financial; employed by Department of Transport, receive a wage.

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

[Signature]

27/09/2016

Signature

Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

DESIGN AND CONSTRUCTION OF RESIDENTIAL DWELLINGS IN BARRARDA ESTATE, ONSLOW

RFI 16/16 Tenderer Evaluation Worksheet

Price Ratio Based on Budget



COMPLIANCE CRITERIA														Tendered Price		Relevant Past Company Performance		Key Personnel and Resources		Drawings & Specifications, Technology, Innovation, Program, Systems, Risk		Comparison	
NON-WEIGHTED CRITERIA														40%		15%		15%		30%		20%	
NON-WEIGHTED CRITERIA														The assessment of the Tenderers Financials shall be based on, but not limited to the information provided in Schedules 1A & 2.		The assessment of the Tenderers Competence shall be based on, but not limited to the information provided in Schedules 3 & 4.		The assessment of the Tenderers capacity shall be based on, but not limited to the information provided in Schedules 5, 6 & 7.		The assessment of the Tenderers submission shall be based on, but not limited to the information provided in Schedules 1B, 8, 9, 10, 11, 12 & 13.		Value for Money	
Compliance with the Specification contained in the Request	Compliance with the Conditions of Tendering this Request. Was the tender received at the correct location before deadline?	Compliance with the Price Schedule and Tenderer's Response	Quality Assurance evidence of details of quality assurance position	Financial - pay all debts in full when due, and no current litigation for \$50k or more	Registered and Licensed - Builders Registration	Signed acknowledgment of Tender addendum submitted with tender documents.	Part 7: All sections of the checklist completed & returned	Score (0-10)	Weighted Score	Score (0-10)	Weighted Score	Score (0-10)	Weighted Score	Score (0-10)	Weighted Score	Price Ratio Score (0-10)	Excluding Price Rank	TOTAL weighted score	TOTAL RANK				
Y	Y	Y	Y	Y	Y	N	Y	7.0	21.0	6.7	10.0	7.0	10.5	4.6	18.6	9.8	25.3	4	69.9	4			
Y	Y	Y	Y	Y	Y	N	Y	7.0	21.0	7.3	11.0	7.7	11.5	4.2	16.8	9.6	26.2	3	69.9	3			
Y	Y	Y	Y	Y	Y	N	Y	7.0	21.0	7.0	10.5	5.7	8.5	6.9	27.8	11.1	26.6	2	78.9	2			
Y	Y	Y	Y	Y	Y	N	Y	6.0	18.0	7.0	10.5	6.0	9.0	2.6	10.3	8.9	21.6	5	56.7	5			
Y	Y	Y	Y	Y	Y	N	Y	6.3	19.0	7.0	10.5	6.7	10.0	7.2	28.9	11.2	27.2	1	79.6	1			

Budget \$1,346,000.00  
Ave \$1,338,219.50

SCORE PANEL GUIDELINES (Definition of the Score)		Score (0-10)
Exceeds requirements, or the evaluation panel is very confident that the supplier has more than the necessary capability		10 points
Meets the requirement and exceeds in some aspects - or the evaluation panel is quite confident that the supplier has more than the necessary capability		8-9 points
SATISFACTORY - Meets the requirement and no more - solution 'complies'		6-7 points
Does not meet the requirement, but may be adaptable or made acceptable - or the evaluation panel is somewhat confident that the supplier has the necessary capability - partially complies		4-5 points
Does not meet the requirement except for a few aspects or the evaluation panel is not very confident that the supplier has the necessary capability		2-3 points
Does not meet the requirement at all or no response to this criteria or the evaluation panel has no confidence that the supplier has the necessary capability - where a "No" is given where a "yes" was expected or the solution "Does Not Comply"		0-1 points

Overall Evaluation Notes:

Please review the Tenderer's Evaluation Workbook as well as the Evaluation Spreadsheet.

Sean Ripley  
Michelle Mews  
Janelle Fall

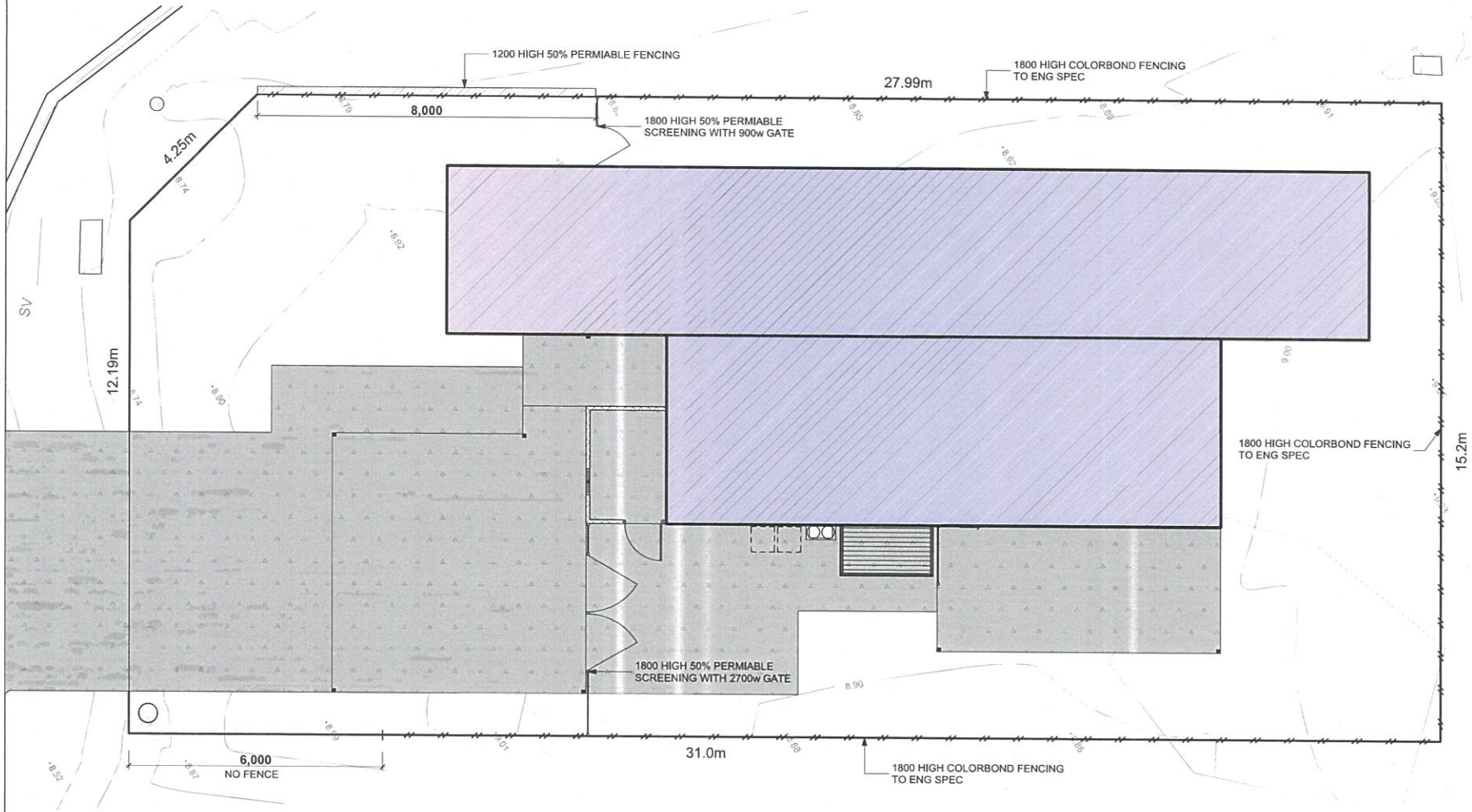
*Sean Ripley*  
*Michelle Mews*  
*Janelle Fall*







**LOT 94**  
467m<sup>2</sup>



**NOTES**

**PINDAN MODULAR**  
BUILDING ON PARTNERSHIPS

225 Kelvin Rd, Orange Grove  
Po Box 93, Belmont WA 6984  
Tel: 1300 422 633 : [www.pindanmodular.com.au](http://www.pindanmodular.com.au)

Proposed  
**LOT 94 YUNGU RD,  
BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**

**ISSUE FOR TENDER**

Rev	Date	Description	Dr	Ch
A	02/08/16	CONCEPT DESIGN	MB	

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Drawing  
**FENCING PLAN**

Dwg N°  
**PMQ0164 - A01**

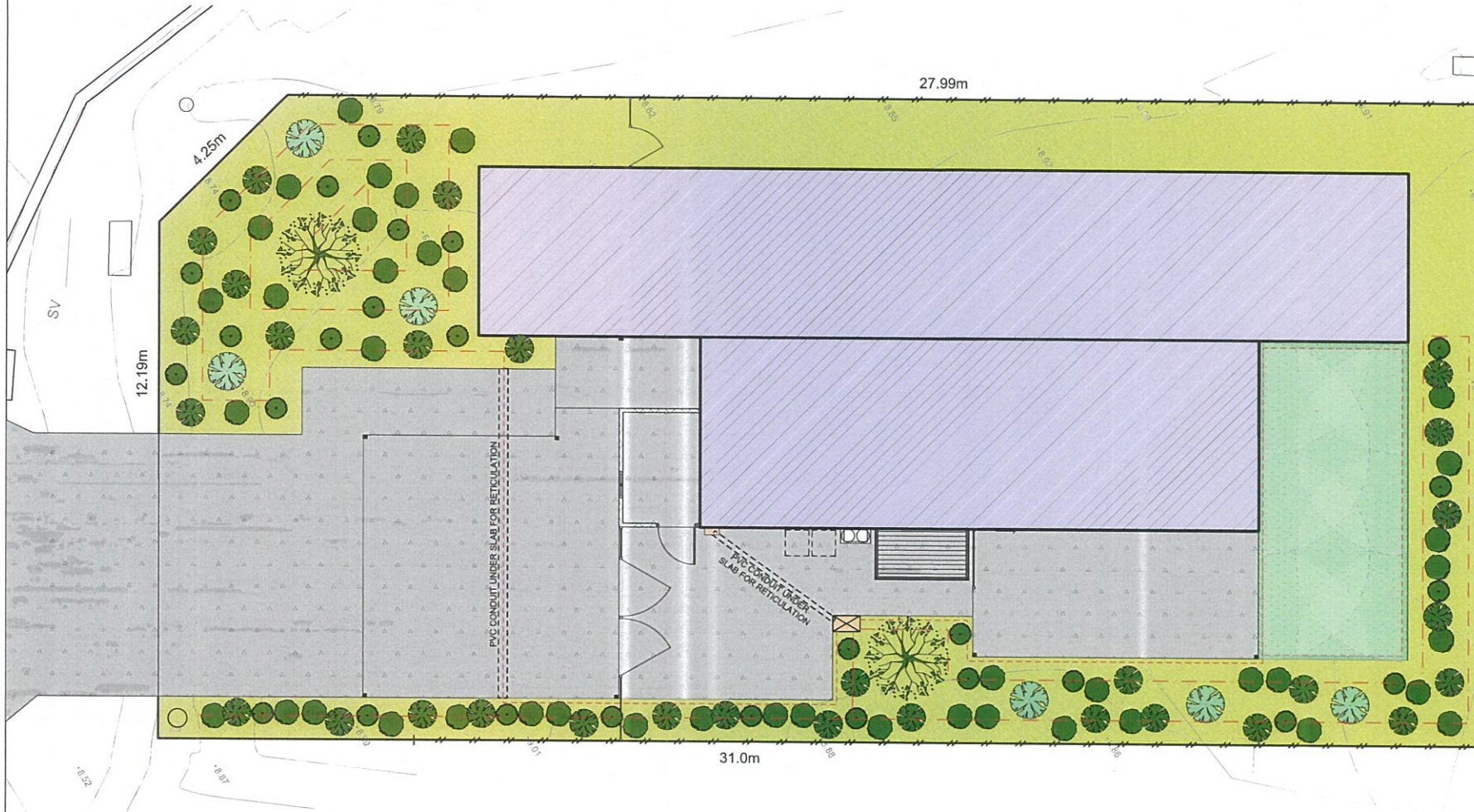
Job N°  
**PMQ0164**

Scale  
**1:150, 1:100 @ A3**

Rev  
**A**



**LOT 94**  
467m<sup>2</sup>



**NOTES**

**LANDSCAPING KEY PLAN**

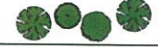
100lt MATURE TREES  
ONE OF EITHER  
FRANGIPANI, TUCKEROO, OLIVE



ACCENTS MIX  
HARDY FEATURE SPECIMENS SUCH AS  
AGAVES, CYCADS, DRACENAS AND  
YUCCAS TO CREATE POINTS OF  
INTEREST



GROUND COVER AND  
STRAPPY MIX  
SUCCULENTS OF SENECIO AND  
CARPOBROTUS CONTRAST WITH  
STRAPPYS LIKE DIANELLA, CRINIUM AND  
CLIVIAS PLANTED AT 3 PER SQ/M



**GROUND COVER**

NATIVE ORGANIC MULCH

HARD WEARING GRASS

CONCRETE PAVING -  
BROOM FINISH

**RETICULATION KEY**

RETIC CONTROLLER

CONTROL VALVES

DRIP LINE

PIPE RUN

ABOVE GROUND SPRINKLER

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Proposed  
**LOT 94 YUNGU RD,**  
**BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**

**ISSUE FOR TENDER**

Rev	Date	Description	Dr	Ch
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Drawing  
**LANDSCAPING/RETIC PLAN**

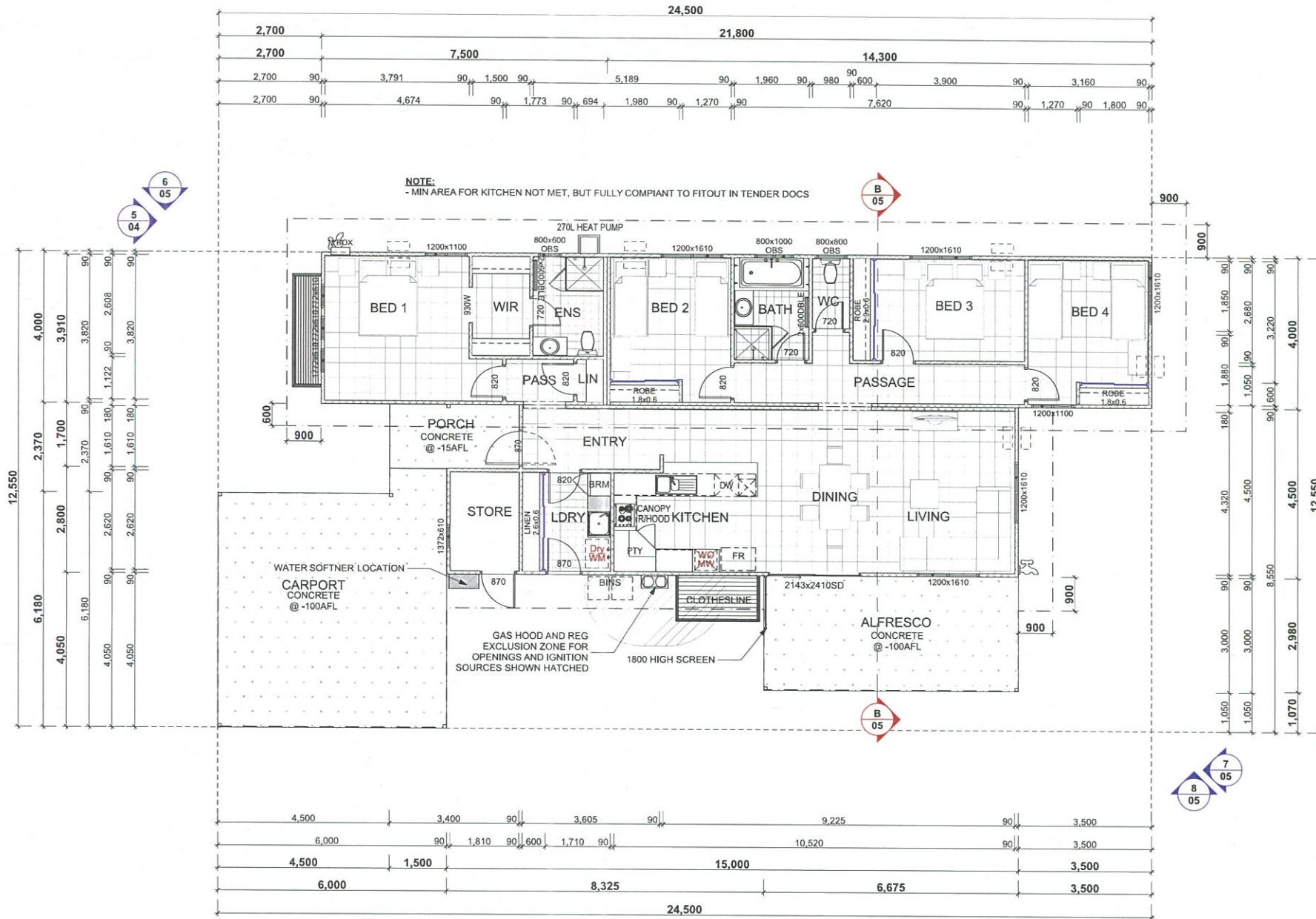
Dwg N°  
**PMQ0164 - A02**

Job N°  
**PMQ0164**

Scale  
**1:100, 1:150 @ A3**

Rev  
**A**

**NOTES**



**NOTE:**  
- MIN AREA FOR KITCHEN NOT MET, BUT FULLY COMPLIANT TO FITOUT IN TENDER DOCS

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Proposed  
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BARRADA ESTATE**

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**SHIRE OF ASHBURTON**  
**ISSUE FOR TENDER**

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Drawing  
**GROUND FLOOR PLAN**

Dwg N°  
**PMQ0164 - A03**

Job N°  
**PMQ0164**

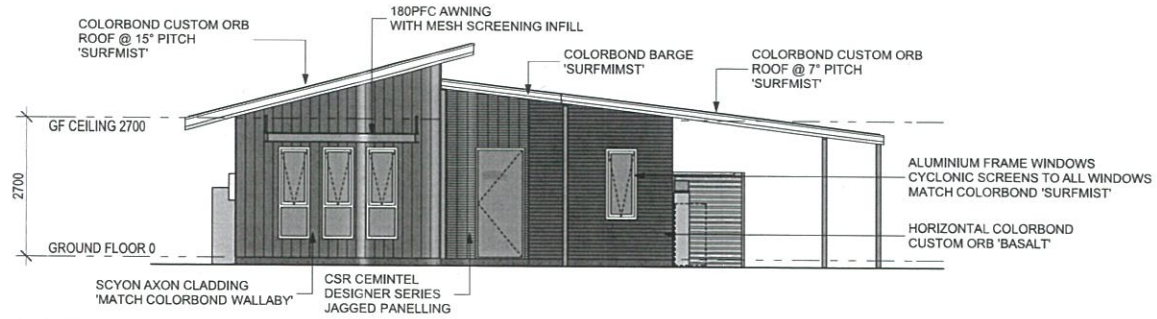
Scale  
**1:100 @ A3**

Rev: **A**

AREAS		
FLOOR PLAN	FECA	STORE
A: 146.1 m <sup>2</sup>	A: 140.7 m <sup>2</sup>	A: 5.3 m <sup>2</sup>
PORCH	CARPOR	ALFRESCO
A: 5.8 m <sup>2</sup>	A: 37.1 m <sup>2</sup>	A: 20.0 m <sup>2</sup>
<b>TOTAL</b>	<b>ROOF (UNIT ONLY)</b>	
A: 214.4 m <sup>2</sup>	A: 202.2 m <sup>2</sup>	
P: 87.0 m	P: 69.6 m	

ATTACHMENT 16.3B

**NOTES**



**FRONT ELEVATION**  
1:100



**ARTIST PERSPECTIVE**

LANDSCAPING AND FENCING SHOWN FOR ILLUSTRATION PURPOSES ONLY REFER TO LAYOUTS FOR EXACT DETAILS

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BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**

**ISSUE FOR TENDER**

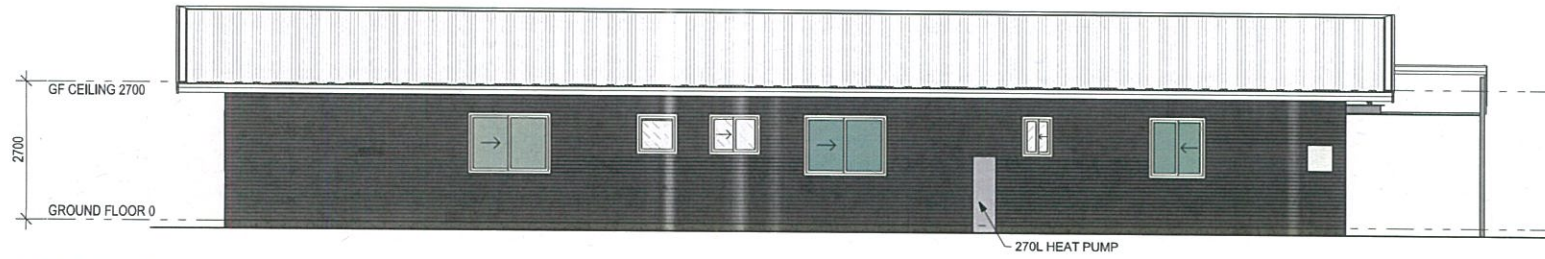
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A	02/08/16	CONCEPT DESIGN		MS

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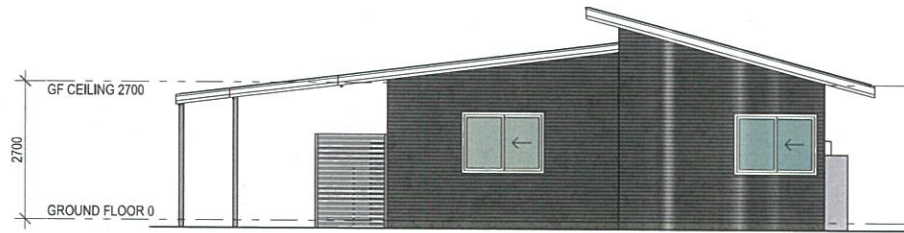
Drawing  
**ELEVATIONS**

Dwg N° <b>PMQ0164 - A04</b>	Rev: <b>A</b>
Job N° <b>PMQ0164</b>	
Scale <b>1:200, 1:100 @ A3</b>	

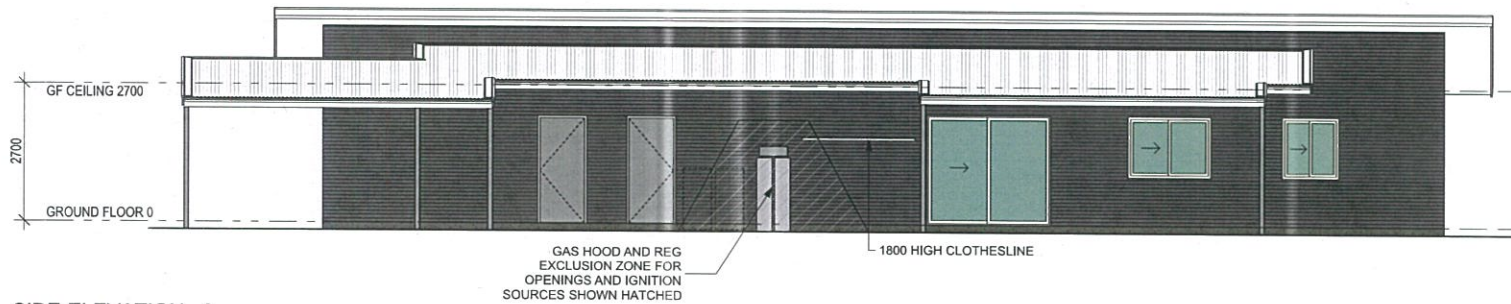
**NOTES**



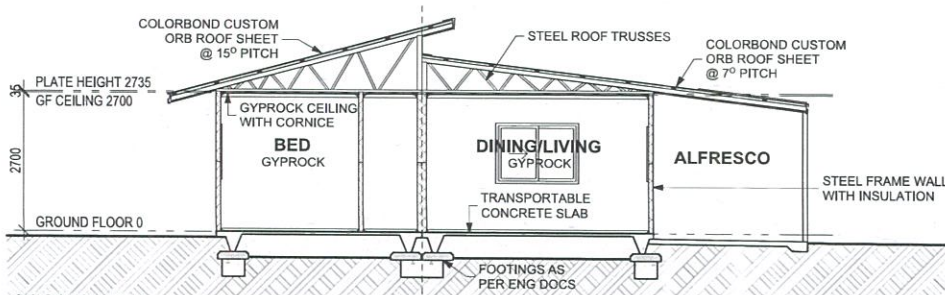
**SIDE ELEVATION - 6**  
1:100



**REAR ELEVATION - 7**  
1:100



**SIDE ELEVATION - 8**  
1:100



**SECTION B-B**  
1:100

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Proposed  
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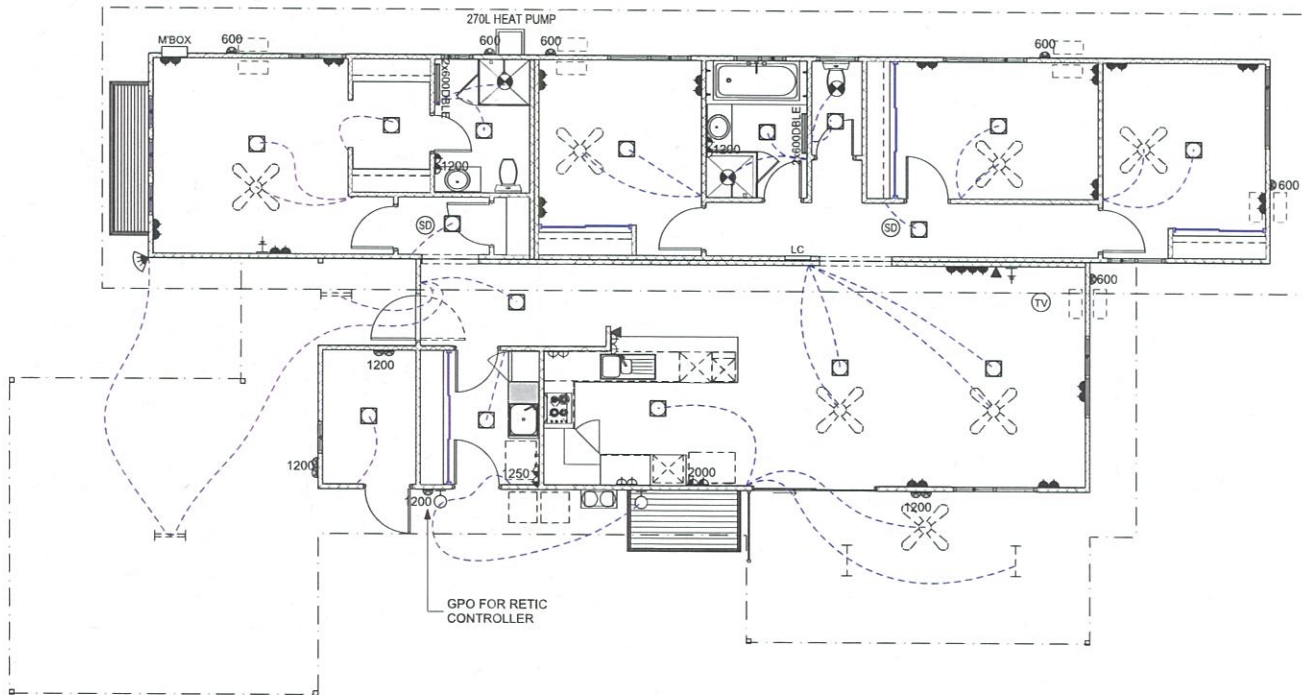
Drawing  
**ELEVATIONS AND SECTION**

Dwg N°  
**PMQ0164 - A05**

Job N°  
**PMQ0164**

Scale  
**1:100 @ A3**

Rev:  
**A**



**NOTES**

**ELECTRICAL LEGEND**

- ☐ ALL LIGHT SWITCHES TO BE AT 1200 AFL TO CENTER
- ☐ CEILING LIGHT - SQUARE FROSTED GLASS
- WALL BUNKER LIGHT @ 2100 AFL
- 1270 LONG SINGLE FLURO
- == 1200 LONG DOUBLE FLURO
- ⊗ EXHAUST FAN FLUED TO EXTERNAL AIR
- ⊕ SENSOR LIGHT
- ▲ DOUBLE GPO 300 AFL
- ▲ DOUBLE GPO 1050 AFL
- 1200 ▲ DOUBLE GPO AT NOMINATED HEIGHT
- 600 ▲ A/C ISOLATOR
- 1200 ▲ DOUBLE GPO - WEATHERPROOF AT NOM HT
- Ⓢ SMOKE ALARM - TO AS 3786-1993
- ⊕ T.V POINT 300 AFL (UNO)
- ⊕ ELECTRIC METERBOX
- ⊕ LOAD CENTRE
- ⊕ TV AERIAL ON ROOF BARGE
- ⊕ TELEPHONE POINT 300 AFL (UNO)
- ⊗ CEILING FAN

NOTE: POWER CONNECTIONS AS REQUIRED FOR RANGEHOOD, UBO AND M/WAVE RECESS

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Drawing  
**ELECTRICAL PLAN**

Dwg N°  
**PMQ0164 - A06**

Job N°  
**PMQ0164**

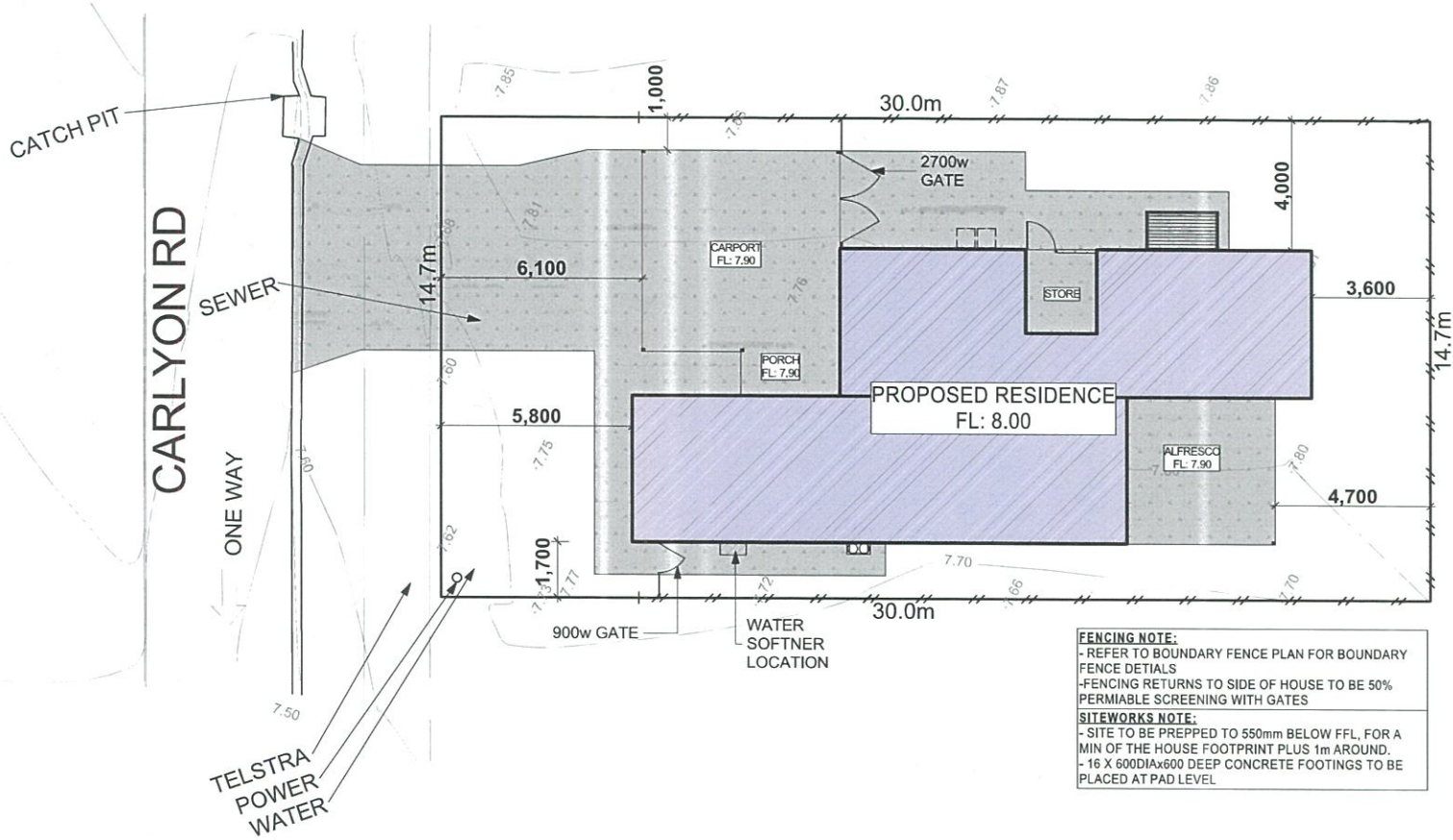
Scale  
**1:100 @ A3**

Rev  
**A**

ATTACHMENT 16.3B

**NOTES**

**LOT 170**  
441m<sup>2</sup>



**FENCING NOTE:**  
 - REFER TO BOUNDARY FENCE PLAN FOR BOUNDARY FENCE DETAILS  
 - FENCING RETURNS TO SIDE OF HOUSE TO BE 50% PERMIABLE SCREENING WITH GATES

**SITWORKS NOTE:**  
 - SITE TO BE PREPPED TO 550mm BELOW FFL, FOR A MIN OF THE HOUSE FOOTPRINT PLUS 1m AROUND.  
 - 16 X 600DIAx600 DEEP CONCRETE FOOTINGS TO BE PLACED AT PAD LEVEL

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Proposed  
**LOT 170 CARLYON RD,**  
**BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**

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Drawing  
**SITE PLAN**

Dwg N°  
**PMQ0164 - A07**

Job N°  
**PMQ0164**

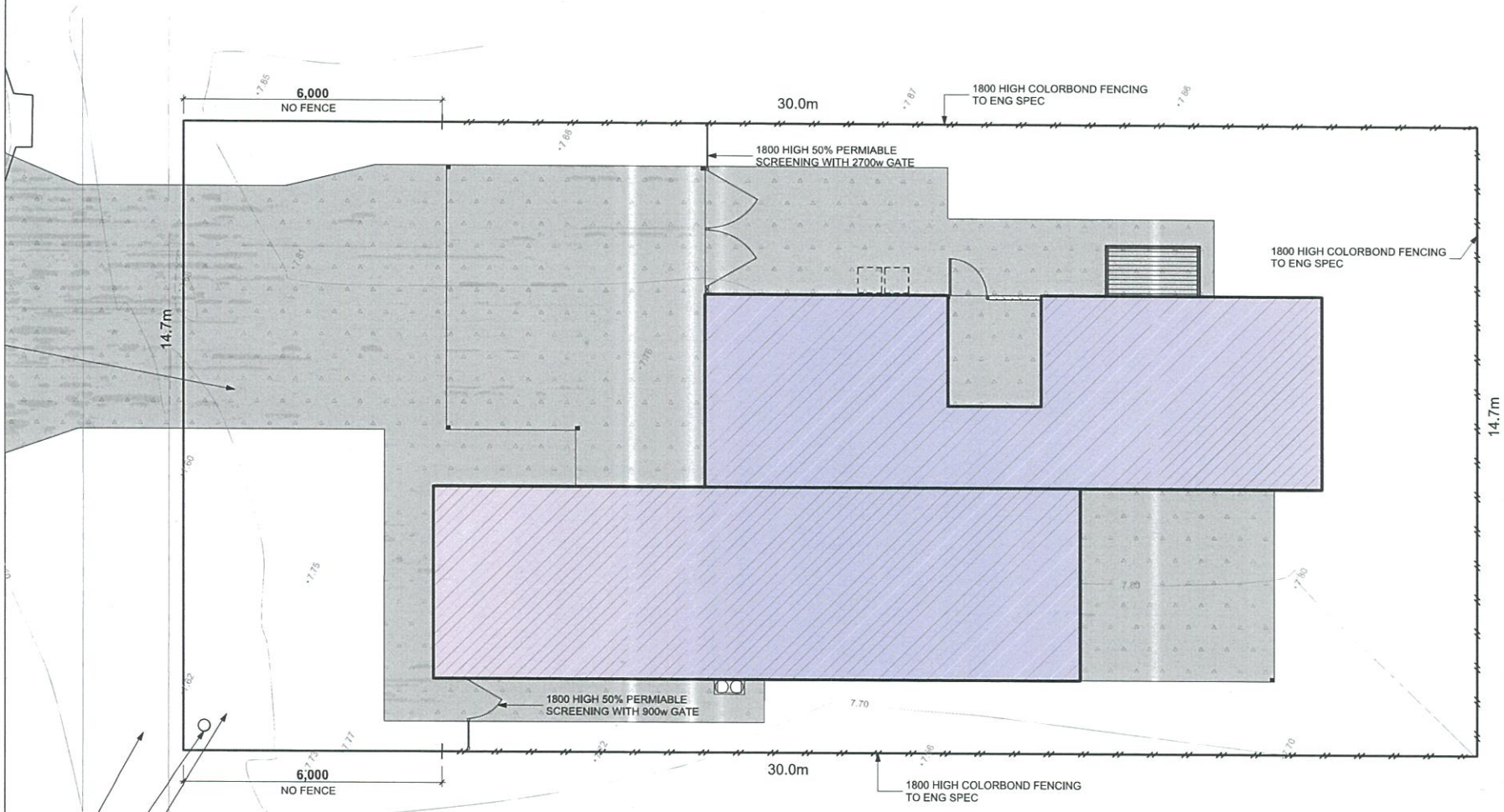
Scale  
**1:150 @ A3**

Rev:  
**A**

ATTACHMENT 16.3C



**LOT 170**  
441m<sup>2</sup>



**NOTES**

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Proposed  
**LOT 170 CARLYON RD,  
BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**  
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Drawing  
**FENCING PLAN**

Dwg N°  
**PMQ0164 - A08**

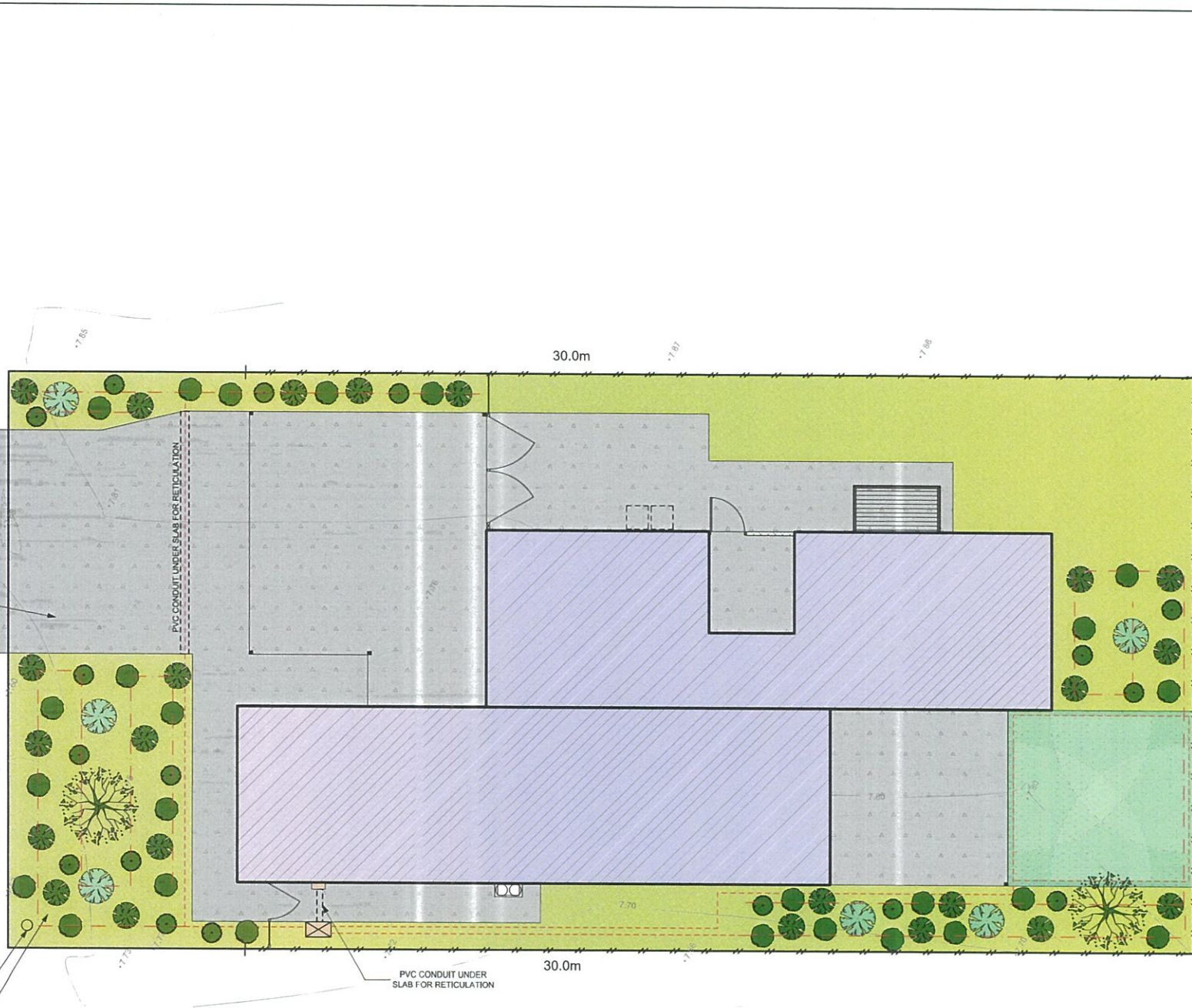
Job N°  
**PMQ0164**

Scale  
**1:100, 1:150 @ A3**

Rev:  
**A**

ATTACHMENT 16.3C

  
**LOT 170**  
**441m<sup>2</sup>**



**NOTES**

**LANDSCAPING KEY PLAN**

**100lt MATURE TREES**  
 ONE OF EITHER  
 FRANGIPANI, TUCKEROO, OLIVE



**ACCENTS MIX**

HARDY FEATURE SPECIMENS SUCH AS  
 AGAVES, CYCADS, DRACENAS AND  
 YUCCAS TO CREATE POINTS OF  
 INTEREST






**GROUND COVER AND STRAPPY MIX**



SUCCULENTS OF SENECIO AND  
 CARPOBROTUS CONTRAST WITH  
 STRAPPYS LIKE DIANELLA, CRINIUM AND  
 CLIVIAS PLANTED AT 3 PER SQ/M



**GROUND COVER**

- NATIVE ORGANIC MULCH 
- HARD WEARING GRASS 
- CONCRETE PAVING - BROOM FINISH 

**RETICULATION KEY**

- RETIC CONTROLLER 
- CONTROL VALVES 
- DRIP LINE 
- PIPE RUN 
- ABOVE GROUND SPRINKLER 

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Drawing  
**LANDSCAPING/RETIC PLAN**

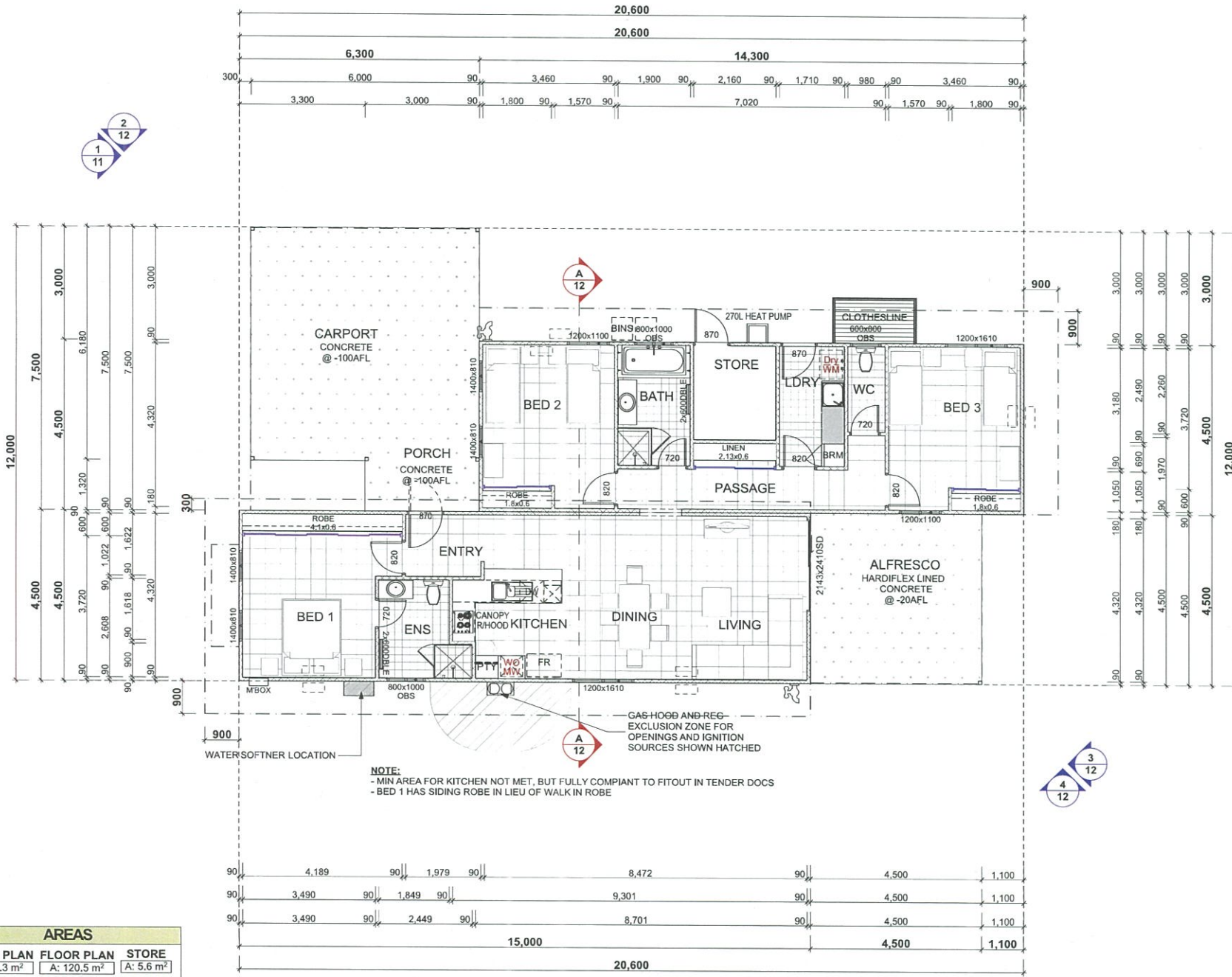
Dwg N°  
**PMQ0164 - A09**

Job N°  
**PMQ0164**

Scale  
**1:100, 1:150 @ A3**

Rev:  
**A**

**NOTES**



**NOTE:**  
 - MIN AREA FOR KITCHEN NOT MET, BUT FULLY COMPLIANT TO FITOUT IN TENDER DOCS  
 - BED 1 HAS SIDING ROBE IN LIEU OF WALK IN ROBE

GAS HOOD AND REG EXCLUSION ZONE FOR OPENINGS AND IGNITION SOURCES SHOWN HATCHED

**AREAS**

<b>FLOOR PLAN</b> A: 126.3 m <sup>2</sup>	<b>FLOOR PLAN</b> A: 120.5 m <sup>2</sup>	<b>STORE</b> A: 5.6 m <sup>2</sup>
<b>PORCH</b> A: 4.1 m <sup>2</sup>	<b>CARPORT</b> A: 37.1 m <sup>2</sup>	<b>ALFRESCO</b> A: 20.3 m <sup>2</sup>
<b>TOTAL</b> A: 193.1 m <sup>2</sup> P: 71.2 m	<b>ROOF (UNIT ONLY)</b> A: 169.3 m <sup>2</sup> P: 66.3 m	

90	4,189	90	1,979	90	8,472	90	4,500	1,100
90	3,490	90	1,849	90	9,301	90	4,500	1,100
90	3,490	90	2,449	90	8,701	90	4,500	1,100
					15,000		4,500	1,100
					20,600			

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**Proposed**  
**LOT 170 CARLYON RD,**  
**BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**  
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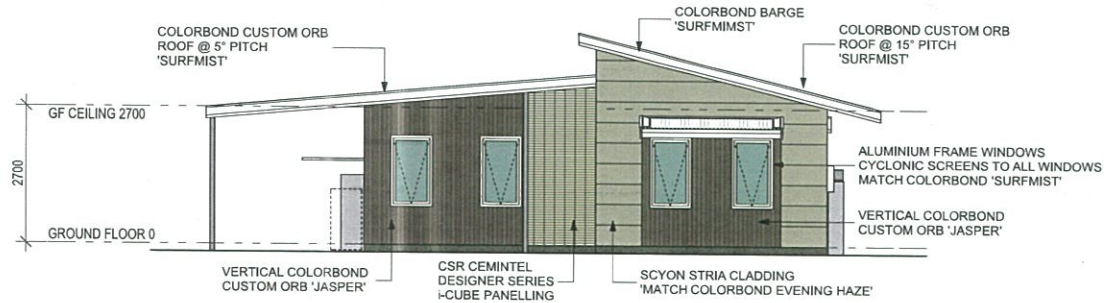
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Drawing  
**GROUND FLOOR PLAN**

Dwg N° PMQ0164 - A10	Rev: <b>A</b>
Job N° PMQ0164	
Scale 1:100 @ A3	

ATTACHMENT 16.3C

**NOTES**



**FRONT ELEVATION**  
1:100



**ARTIST PERSPECTIVE**  
LANDSCAPING AND FENCING SHOWN FOR ILLUSTRATION PURPOSES ONLY REFER TO LAYOUTS FOR EXACT DETAILS

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Drawing  
**ELEVATIONS**

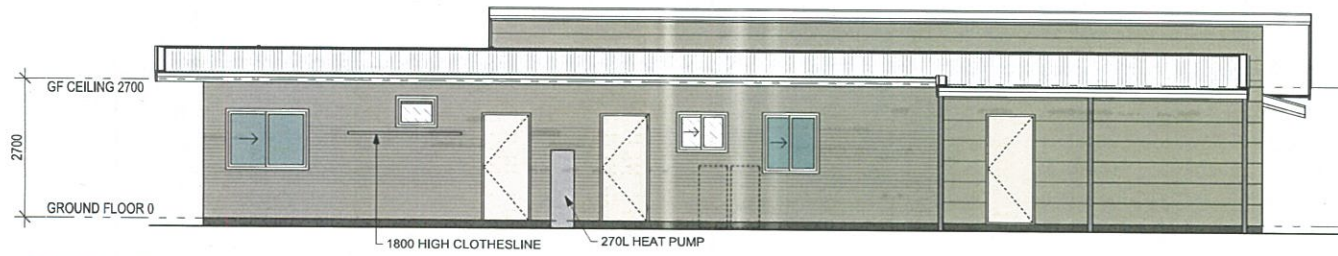
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**PMQ0164 - A11**

Job N°  
**PMQ0164**

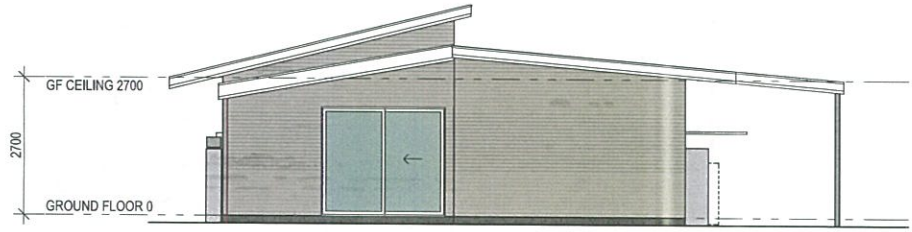
Scale  
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Rev.  
**A**

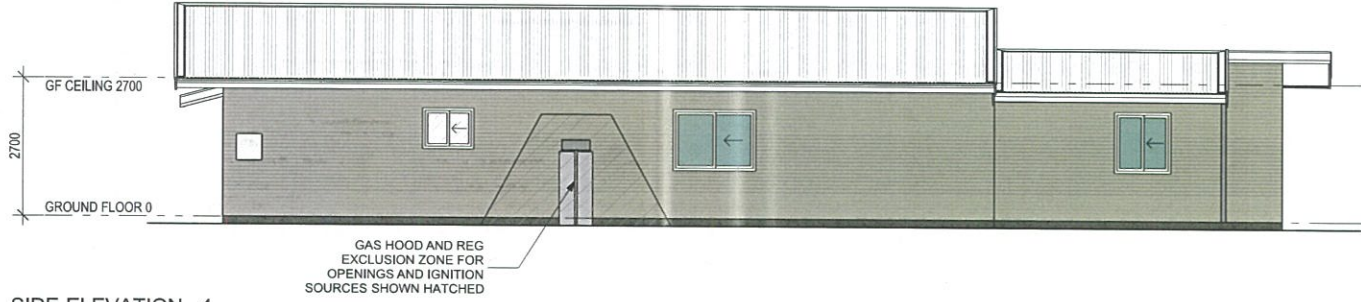
**NOTES**



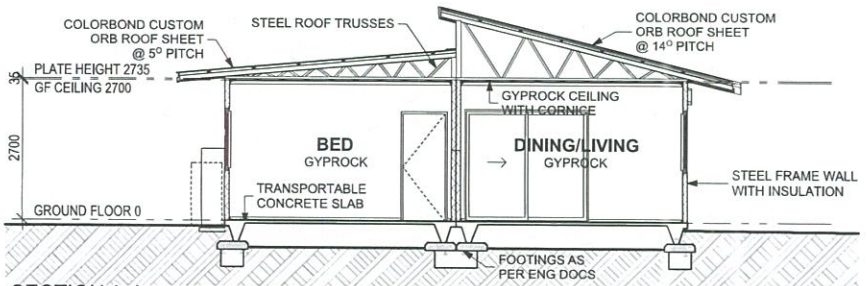
**SIDE ELEVATION - 2**  
1:100



**REAR ELEVATION - 3**  
1:100



**SIDE ELEVATION - 4**  
1:100



**SECTION A-A**  
1:100

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Proposed  
**LOT 170 CARLYON RD,  
BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**  
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Drawing  
**ELEVATIONS AND SECTION**

Dwg N°  
**PMQ0164 - A12**

Job N°  
**PMQ0164**

Scale  
**1:100 @ A3**

Rev:  
**A**

ATTACHMENT 16.3C



NOTES

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**LOT 194 THINK ST.**  
**BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**  
**ISSUE FOR TENDER**

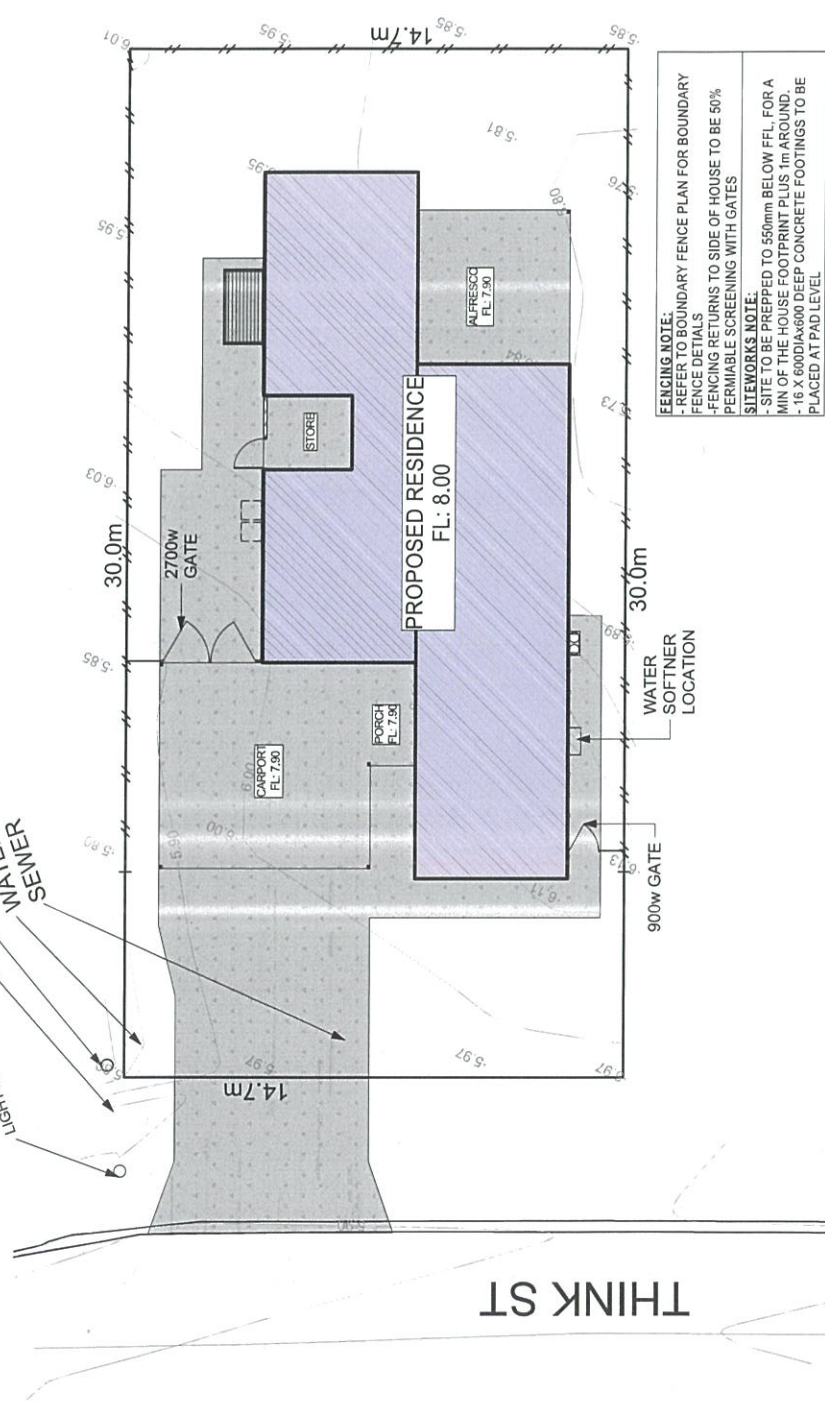
Rev	Date	Description	By	Chk
1		FOR TENDER	MS	

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Drawing  
**SITE PLAN**

Drawn	PMQ0164 - A14
Job No	PMQ0164
Scale	1:150 @ A3
Rev	<b>A</b>

**LOT 194**  
**441m<sup>2</sup>**



**FENCING NOTE:**  
 - REFER TO BOUNDARY FENCE PLAN FOR BOUNDARY FENCE DETAILS  
 - FENCING RETURNS TO SIDE OF HOUSE TO BE 50% PERMISSIBLE SCREENING WITH GATES

**SITEWORKS NOTE:**  
 - SITE TO BE PREPARED TO 550mm BELOW FFL FOR A MIN OF THE HOUSE FOOTPRINT PLUS 1m AROUND.  
 - 16 X 600DIAx600 DEEP CONCRETE FOOTINGS TO BE PLACED AT PAD LEVEL

NOTES

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Proposed  
**LOT 194 THINK ST.  
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Client  
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Drawing  
**FENCING PLAN**

Dwg No  
**PMQ0164 - A15**

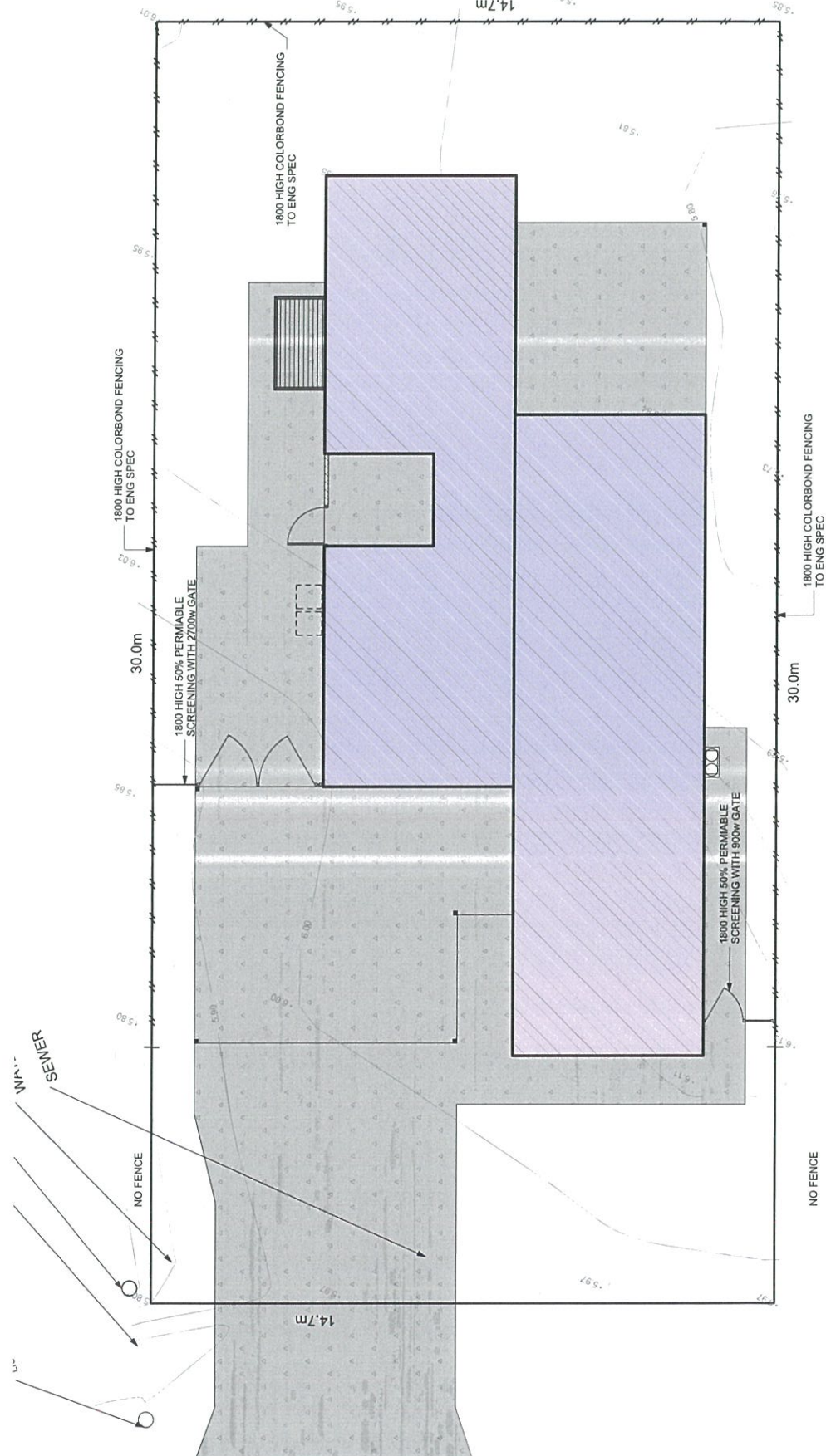
Job No  
**PMQ0164**

Scale  
**1:100, 1:150 @ A3**












Rev  
**A**

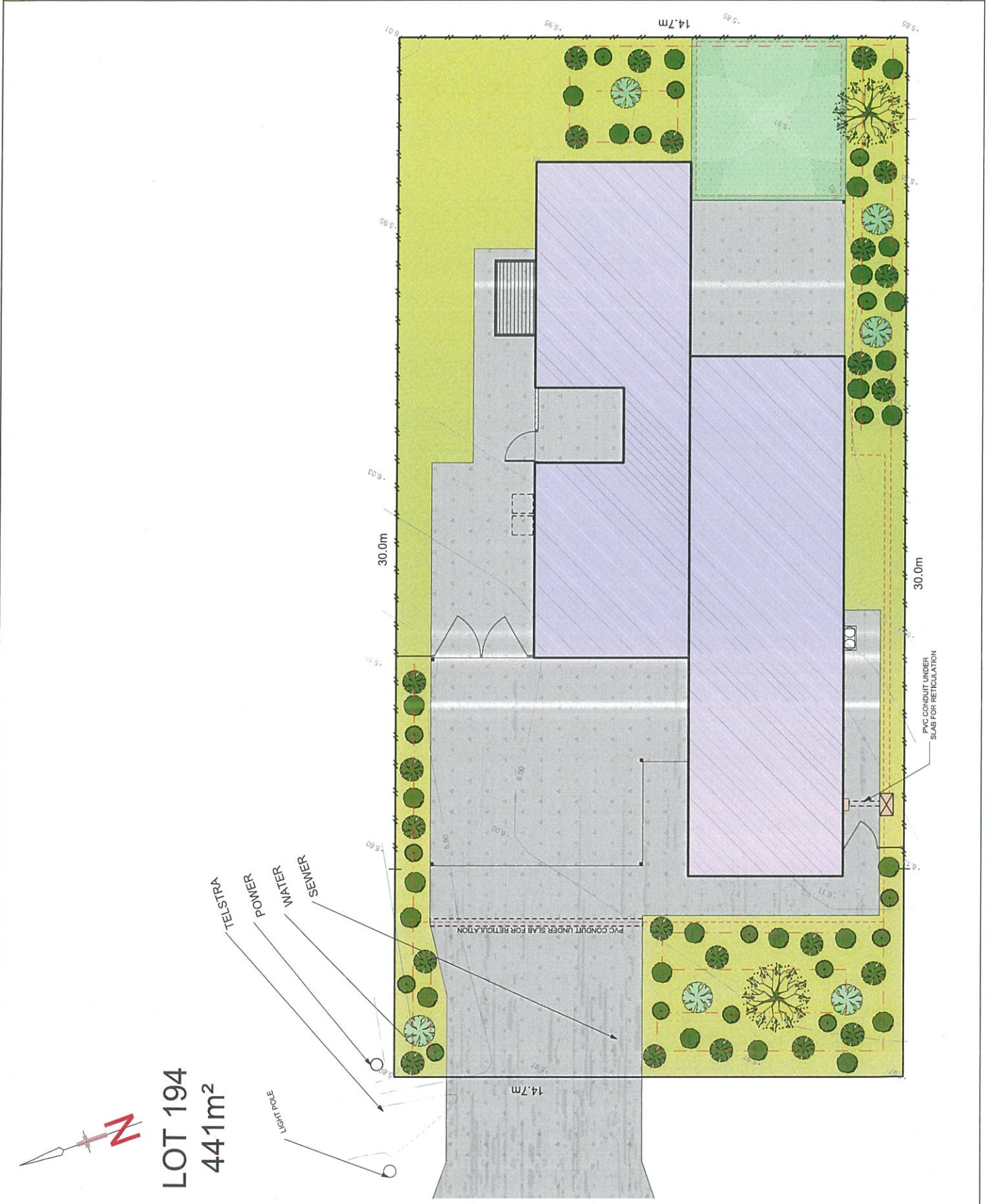


**LOT 194**  
**441m<sup>2</sup>**





<b>NOTES</b>	
<b>LANDSCAPING KEY PLAN</b>	
100II MATURE TREES ONE OF EITHER FRANGIPANI, TUCKEROO, OLIVE	
<b>ACCENTS MIX</b> HARDY FEATURE SPECIMENS SUCH AS AGAVES, CYCADS, DRACENAS AND YUCCAS TO CREATE POINTS OF INTEREST	
<b>GROUND COVER AND STRAPPY MIX</b> SUCCULENTS OF SENECIO AND CARPOBROTUS CONTRAST WITH STRAPPYS LIKE DIANELLA, CRINIUM AND CLIVIAS PLANTED AT 3 PER SQ/M	
<b>GROUND COVER</b>	
NATIVE ORGANIC MULCH	
HARD WEARING GRASS	
CONCRETE PAVING - BROOM FINISH	
<b>RETICULATION KEY</b>	
RETIC CONTROLLER	
CONTROL VALVES	
DRIP LINE	
PIPE RUN	
ABOVE GROUND SPRINKLER	
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<b>LOT 194 THINK ST. BARRADA ESTATE</b>	
Client: <b>SHIRE OF ASHBURTON</b>	
Issue for Tender	
Rev. Date Description	Dr. Ch
A 12/09/16 CONCEPT DESIGN	MJB
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Drawing: <b>LANDSCAPING/RETIC PLAN</b>	
Dwg No: <b>PMQ0164 - A16</b>	Rev: <b>A</b>
Job No: <b>PMQ0164</b>	Scale: <b>1:100, 1:150 @ A3</b>



NOTES

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 Proposed

**LOT 194 THINK ST,  
 BARRADA ESTATE**

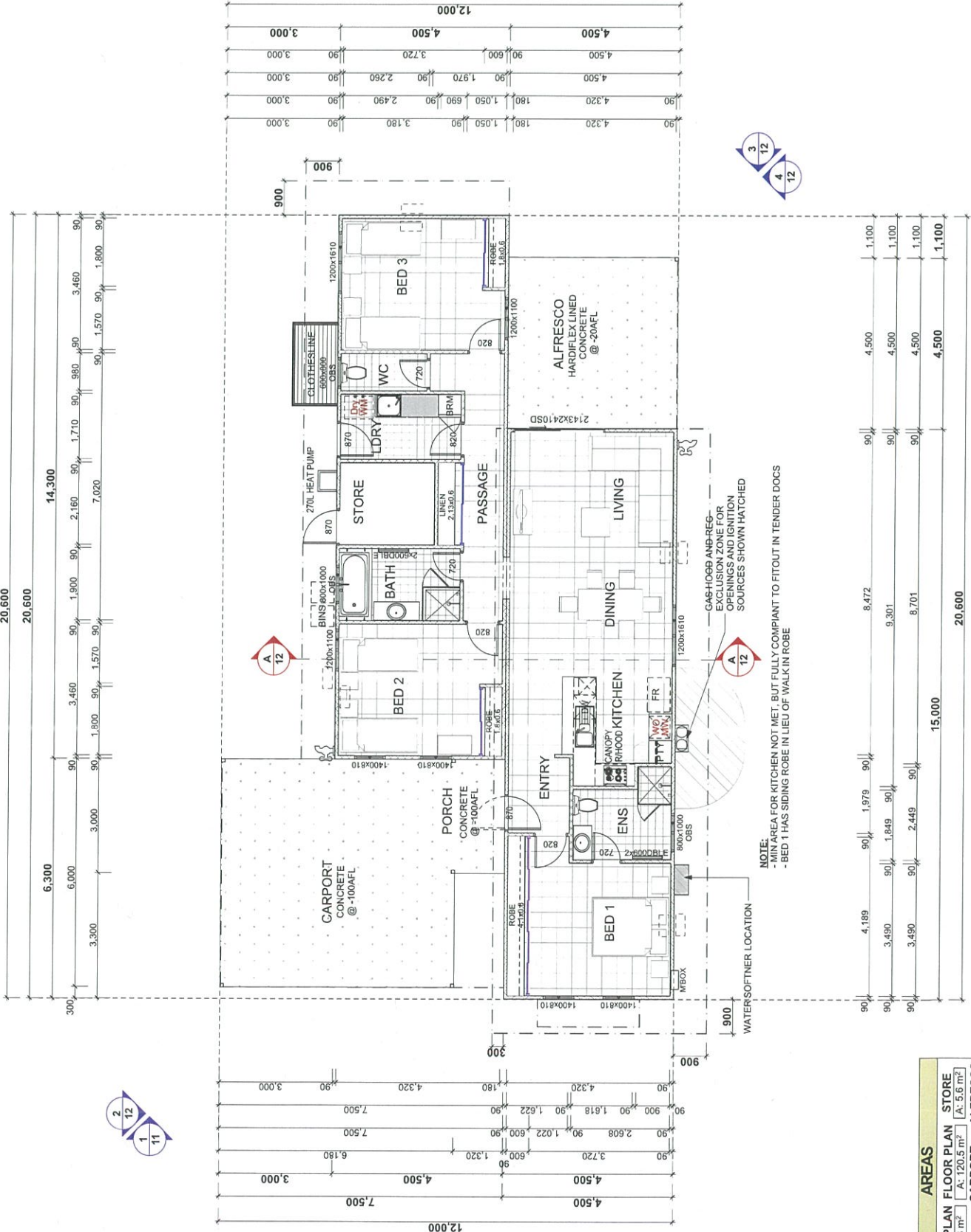
Client: **SHIRE OF ASHBURTON**  
 Issue For: **ISSUE FOR TENDER**

No	Date	Description	Dr	Ch
1		CONCEPT DESIGN	MB	

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**GROUND FLOOR PLAN**

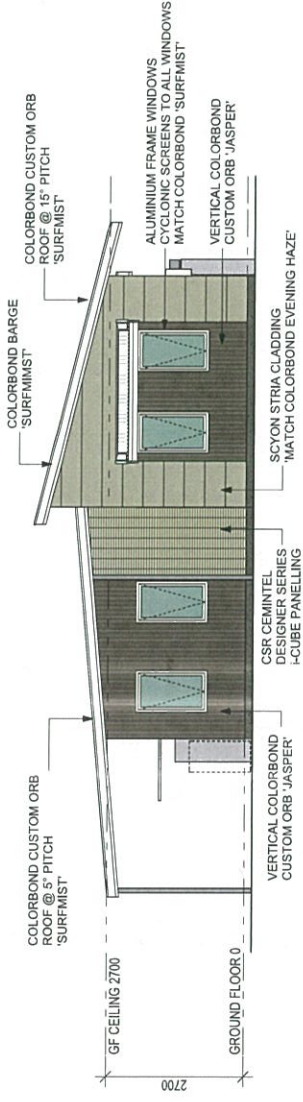
Dwg No: **PMQ0164 - A17**  
 Job No: **PMQ0164**  
 Scale: **1:100 @ A3**



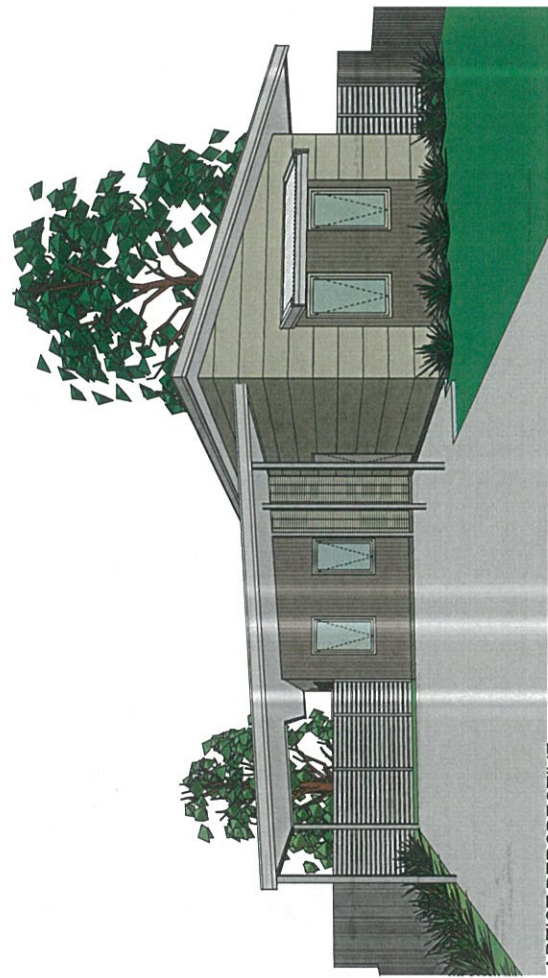
NOTE:  
 - MIN AREA FOR KITCHEN NOT MET, BUT FULLY COMPLIANT TO FITOUT IN TENDER DOCS  
 - BED 1 HAS SIDING ROBE IN LIEU OF WALK-IN ROBE

AREAS	
FLOOR PLAN	STORE
PORCH	ALFRESCO
CARPOR	ALFRESCO
TOTAL	ROOF (UNIT ONLY)
A: 126.3 m <sup>2</sup>	A: 5.6 m <sup>2</sup>
A: 4.1 m <sup>2</sup>	A: 20.3 m <sup>2</sup>
A: 37.1 m <sup>2</sup>	A: 169.3 m <sup>2</sup>
P: 71.2 m	P: 66.3 m

NOTES



**FRONT ELEVATION**  
1:100



**ARTIST PERSPECTIVE**  
LANDSCAPING AND FENCING SHOWN FOR ILLUSTRATION PURPOSES ONLY REFER TO LAYOUTS FOR EXACT DETAILS

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Proposed  
**LOT 194 THINK ST.  
BARRADA ESTATE**

Client  
**SHIRE OF ASHBURTON**

**ISSUE FOR TENDER**

Rev	Date	Description	By	Ch
A		FOR I/E CONCEPT DESIGN	MS	

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Drawing  
**ELEVATIONS**

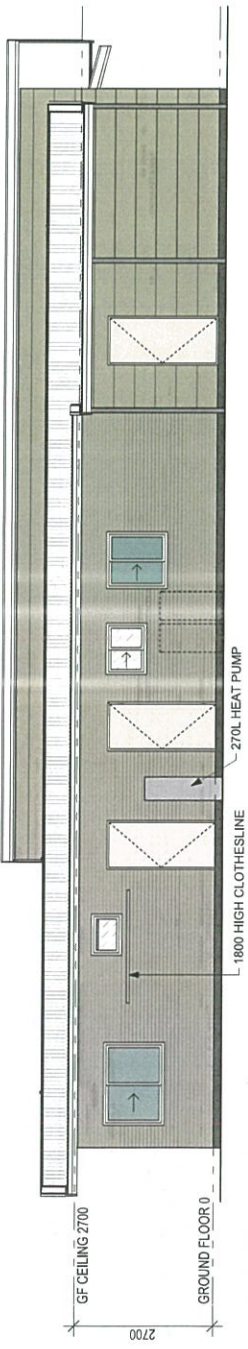
Dwg No	PMQ0164 - A18
Job No	PMQ0164
Scale	1:200, 1:100 @ A3
Rev	<b>A</b>

NOTES

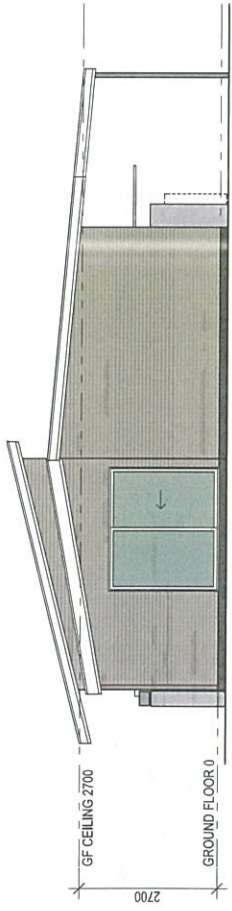
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Proposed  
**LOT 194 THINK ST,  
 BARRADA ESTATE**

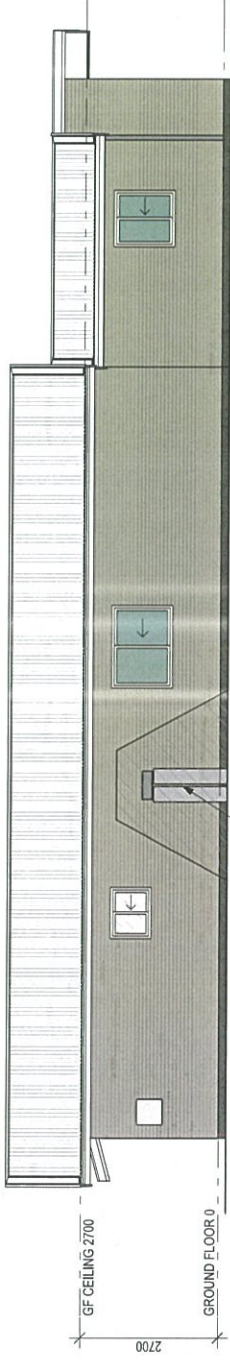
Client		SHIRE OF ASHBURTON
Issue for Tender		ISSUE FOR TENDER
Rev	Date	Description
		A 10/01/16 CONCEPT DESIGN
Dr	Chk	MS
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<p><b>ELEVATIONS AND SECTION</b></p>		
Dwg No	PMQ0164 - A19	
Job No	PMQ0164	
Scale	1:100 @ A3	
Rev	A	



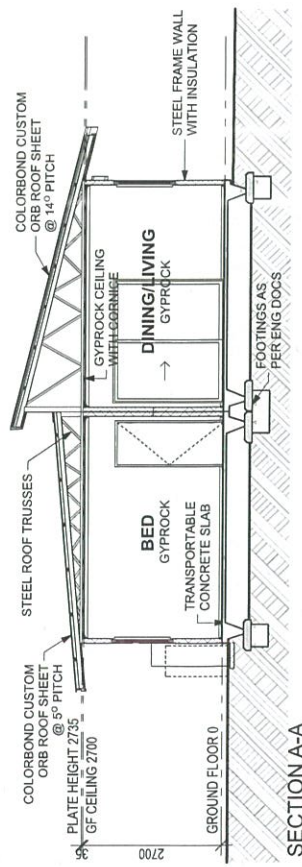
**SIDE ELEVATION - 2**  
1:100



**REAR ELEVATION - 3**  
1:100



**SIDE ELEVATION - 4**  
1:100



**SECTION A-A**  
1:100

GAS HOOD AND REG EXCLUSION ZONE FOR OPENINGS AND IGNITION SOURCES SHOWN HATCHED

<b>NOTES</b>	
<b>ELECTRICAL LEGEND</b>	
ALL LIGHT SWITCHES TO BE AT 1200 AFL TO CENTER	
□ CEILING LIGHT - SQUARE FROSTED GLASS	
○ WALL BUNKER LIGHT @ 2100 AFL	
--- 1270 LONG SINGLE FLURO	
== 1200 LONG DOUBLE FLURO	
⊖ EXHAUST FAN FLUED TO EXTERNAL AIR	
⊖ SENSOR LIGHT	
▲ DOUBLE GPO 300 AFL	
▲▲ DOUBLE GPO 1050 AFL	
1200 DOUBLE GPO AT NOMINATED HEIGHT	
600 A/C ISOLATOR	
1200 DOUBLE GPO - WEATHERPROOF AT NOM HT	
⊖ SMOKE ALARM - TO AS 3788-1583	
⊖ T.V POINT 300 AFL (UNO)	
□ ELECTRIC METERBOX	
□ LOAD CENTRE	
⊖ TV AERIAL ON ROOF BARGE	
⊖ TELEPHONE POINT 300 AFL (UNO)	
⊖ CEILING FAN	
NOTE: POWER CONNECTIONS AS REQUIRED FOR RANGEROOD, UBO AND MYWAVE RECESS	
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Client <b>SHIRE OF ASHBURTON</b>	
<b>ISSUE FOR TENDER</b>	
Rev	Date
A	12/08/18
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Drawing <b>ELECTRICAL PLAN</b>	
Drawn <b>PMQ0164 - A20</b>	
Job No <b>PMQ0164</b>	
Scale <b>1:100 @ A3</b>	
Rev <b>A</b>	

