



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

Shire of Irwin

Council Policy Manual Index

October 2020 Rev0.9

Document Control - Amendments

Revision No#	Details of amendment	Reviewed/ Amended Date	Record No#
Version 2017.2		August 2017	
DRAFT	<ul style="list-style-type: none"> New Format - added policy - added policy <i>Fire Management</i> - added policy <i>Local Planning Policy Shipping containers</i> - removed policy <i>Harvesting</i> 	23 July 2019	
Rev0	<ul style="list-style-type: none"> - updated policy <i>Purchasing</i> - updated policy <i>Localised Purchasing</i> - added <i>Visitors Centre Returns and Refunds</i> - updated <i>Risk Management</i> - removed the following policies: <ul style="list-style-type: none"> - <i>Corporate Credit Card</i> - <i>Accounting</i> - <i>Depreciation and Capitalisation of assets</i> - <i>Asset Management</i> - <i>Site Works</i> - <i>Building Activities Rubbish Disposal Charge</i> - <i>Clearance of Conditions of Subdivision</i> - <i>Secondhand Buildings</i> - <i>Land Development – Design and Construction Criteria</i> 	27 August 2019	NPP198975
Rev0.1	<ul style="list-style-type: none"> - Updated policy <i>Persons not physically present at a Council or Committee Meeting</i> 	26 Nov 2019	NPP199265
Rev0.2	<ul style="list-style-type: none"> - added policy <i>Recordkeeping</i> - added policy <i>Two Henry Road Housing Allocation</i> 	25 Feb 2020 24 March 2020	INT20/59A87343 INT20/59A74E27
Rev0.3	<ul style="list-style-type: none"> - updated policy – <i>CP20 Purchasing amended for a declared State of Emergency</i> 	2 June 2020	INT20/3DC4AD0A
Rev0.4	<ul style="list-style-type: none"> - removed the following policies: <ul style="list-style-type: none"> - C10 Non Commercial Camping - P6 Overflow Camping – Dongara Oval 	29/06/2020	INT20/59C6C01E
Rev0.5	<ul style="list-style-type: none"> - Updated policy – <i>C14 Debt Collection</i> - Added policy <i>CP41 Financial Hardship for a declared State of Emergency</i> - Added policy <i>CP43 Disposal of Property</i> 	28/07/2020	INT20/59C6C01E
Rev0.6	<ul style="list-style-type: none"> - Added policy <i>CP44 Councillor Training and Continuing Professional Development</i> - Added policy <i>CP45 Attendance at Events (Council Members and the CEO)</i> 	31/08/2020	INT20/59C6C01E
Rev0.7	<ul style="list-style-type: none"> - Deleted the following policies <ul style="list-style-type: none"> - E20 Staff emergency volunteer service - E10 Gym membership - E2 Christmas closure - P13 Light vehicle fleet - P5 Disposal of chemical drums – Dongara refuse site - P3 Supply of keys to Council-owned buildings - P1 Shark sightings policy 	22/09/2020	INT20/59C6C01E
Rev0.8	<ul style="list-style-type: none"> - Added policy <i>CP35 Declared State of Emergency for a Pandemic</i> 	06/11/2020	INT20/59C6C01E
Rev0.9	<ul style="list-style-type: none"> - Updated policy – <i>E9 Gratuity Payments and renamed to CP32 Payments to Employees in Addition to Contract or Award</i> 	30/11/2020	INT20/758C3255

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2 Introduction

The Local Government Act 1995 empowers Council in the determination of policy under Section 2.7 Role of Council - "(2) (b) determine the local government's policies."

This document provides a reference guide to the Council Policy Manual to assist Elected Members, Shire employees and members of the community in the use and interpretation of this Manual.

2.1 Council Policies

Council Policy is a statement of intent and provides *what can be done*, these are public policies that are required either by legislation or they impact the Community in some way.

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the Shire.

2.2 Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

2.3 Management Policies

Management Policies are developed for administrative and operational requirements. They have an internal focus and provide the requirements for employees in an operational space, these policies may also be legislative and align with the strategic direction of the Shire.

2.4 Procedures

Procedures define the specific guidelines or actions required to apply or implement a policy or process. Most policies are supported by procedures, which ensure that policies are practical and workable. Policies themselves should not document procedural arrangements that are not related to decision making.

3 Council Policy structure

Developing, adopting and reviewing policy is a prime responsibility of the Council. Council Policies provide guidance for future decisions, behaviour and the achievement of rational outcomes by:

- supporting consistency and equity in decision making
- facilitate prompt response to customer requirements; and
- promote operational efficiency.

The structure of the Council Policy Manual Index will align Council policies within the framework of the Shire of Irwin's Strategic Community Plan 2017-2027.

1. Economic
2. Environment
3. Social
4. Leadership

1. ECONOMIC	<i>A prosperous and diverse economy</i>	1.1 Opportunities are maximised to promote economic growth and local development
2. ENVIRONMENT	<i>To be custodians of our natural and built environment</i>	2.1 Our natural and built environment is managed through contemporary land-use practices
3. SOCIAL	<i>A friendly, safe and inclusive community enjoying a high quality lifestyle</i>	3.1 The community has access to suitable community spaces, vibrant events and relevant services 3.2 Arts, culture, heritage and recreation are valued 3.3 Our safe community is maintained
4. LEADERSHIP	<i>Leading the community with engaged and progressive governance</i>	4.1 An engaged and inclusive community 4.2 Effective governance, management and prudent financial responsibility 4.3 A local government that is professional, transparent and accountable

4 Development / Review

4.1 Development

Council Policy development may be initiated by one or more of the following:

- Elected Members - request by one or more Elected Members for a policy to address an identified strategic requirement.
- CEO recommendation due to changes in regulatory requirements – introduction of new Legislation or amendments to existing Legislation.

4.2 Review

A Council Policy review may be initiated in response to the following:

- A request made to the CEO by one or more Elected Members
- A change to regulatory requirements
- Officer recommendation to the CEO
- Within a six-month period following an Ordinary Election; or
- On or after the recommended policy review date.

Each Council Policy is to be reviewed on a biennial basis from the date of last review, unless statutory requirements provide for an annual review.

4.3 Definitions

Unless otherwise stated policy terms are defined under s. 1.4 Terms used, *Local Government Act 1995*. Definitions are subject to any Local Government Act 1995 amendments which may occur. Where Policies within the Manual relate to Legislation other than the Local Government Act 1995 or reference a section of the Local Government Act 1995 which specifies alternative terms, key term definitions may be noted within the policy document.

5 Policies - Economic

Policy title	Date Adopted	Minute number
CP01 Localised Purchasing (Regional Price Preference Policy)	27/08/2019	070819

6 Policies – Environment

Policy title	Date Adopted	Minute number
CP02 Bush Fire Management	23/07/2019	090719

7 Policies - Social

Policy title	Date Adopted	Minute number
CP28 Two Henry Road Housing Allocation	24/03/2020	080320
CP37 Visitors Centre Returns and Refunds	27/08/2019	040819

8 Policies - Leadership

Policy title	Date Adopted	Minute number
CP45 Attendance at Events (Council Member and the CEO)	25/08/2020	100820
CP36 Council or Committee Meeting attendance by telephone, video conference or other electronic means	26/11/2019	091119
CP44 Councillor Training and Continuing Professional Development	25/08/2020	090820
CP35 Declared State of Emergency for a Pandemic	27/10/2020	051020
CP14 Debt Recovery	28/07/2020	120720
CP43 Disposal of Property	28/07/2020	140720
CP41 Financial Hardship for a declared State of Emergency	28/07/2020	100720
CP32 Payment to Employees in Addition to Contract or Award	24/11/2020	041120
CP20 Purchasing – Amended for a declared State of Emergency	26/05/2020	060520
CP24 Recordkeeping	25/02/2020	100220
CP38 Risk Management	27/08/2019	050819

9 Policies – Planning

Policy title	Date Adopted	Minute number
LPP01 Local Planning Policy – Shipping Containers	23/07/2019	080719

10 Appendix 1 – Current Council Policies (Old format)

Policy title	Date Adopted	Minute number
E1 USE OF COUNCIL CHAMBERS	27/06/2017	140617
E2 CHRISTMAS CLOSURE Policy has been removed	27/06/2017 22/09/2020	140617 070920
E3 STAFF SALARY SACRIFICES	27/06/2017	140617
E4 USE OF COMMON SEAL	27/06/2017	140617
E5 NAMING OF COUNCIL FACILITIES	27/06/2017	140617
E6 ACCEPTANCE OF COUNCIL DOCUMENTS IN ELECTRONIC FORMAT	27/06/2017	140617
E7 PERSONS NOT PHYSICALLY PRESENT AT A COUNCIL OR COMMITTEE MEETING Updated – CP36 Council or Committee Meeting attendance by telephone, video conference or other electronic means	27/06/2017 26/11/2019	140617 091119
E8 ENTERTAINMENT ALLOCATION	27/06/2017	140617
E9 GRATUITY PAYMENTS Updated – CP32 Payments to Employees in Addition to Contract or Award	27/06/2017 24/11/2020	140617 041120
E10 GYM MEMBERSHIP Policy has been removed	27/06/2017 22/09/2020	140617 070920
E11 CODE OF CONDUCT Policy has been removed	27/06/2017 25/08/2020	140617 080820
E12 EMERGENCY SERVICES VOLUNTEER DISCOUNT	27/06/2017	140617
E13 RISK MANAGEMENT Updated – CP38 Risk Management	27/06/2017 27/08/2019	140617 050819
E14 ELECTED MEMBERS' ALLOWANCES AND EXPENSES	27/06/2017	140617
E15 ELECTED MEMBERS IPAD	27/06/2017	140617
E16 ELECTED MEMBERS' COMMUNICATION	27/06/2017	140617
E17 LEGAL REPRESENTATION	27/06/2017	140617
E18 PERSONAL AND PROFESSIONAL DEVELOPMENT OF ELECTED MEMBERS AND STAFF	27/06/2017	140617
E19 HARVESTING RESTRICTIONS Information contained in CP02 Bush Fire Management	27/06/2017 23/07/2019	140617 090719
E20 STAFF EMERGENCY VOLUNTEER SERVICE Policy has been removed	27/06/2017 22/09/2020	140617 070920
E21 PROTECTIVE CLOTHING FOR VOLUNTEER BUSH FIRE BRIGADES	27/06/2017	140617
E22 SECURITY CAMERAS	27/06/2017	140617
E23 LOCAL RECOVERY MANAGEMENT	27/06/2017	140617
C1 USE OF SHIRE OF IRWIN COMMUNITY BUS	27/06/2017	140617
C4 'THE VILLAGE' HOUSING POLICY	27/06/2017	140617
C5 COMMUNITY ENGAGEMENT AND PUBLIC CONSULTATION	27/06/2017	140617
C6 ONLINE COMMUNICATION AND ACCESS POLICY	27/06/2017	140617
C7 FINANCIAL ASSISTANCE FUNDING POLICY	25/07/2017	061717
C8 ART ACQUISITION DISPLAY AND MANAGEMENT	27/06/2017	140617

C9	DONGARA PUBLIC LIBRARY	27/06/2017	140617
C10	NON-COMMERCIAL CAMPING Policy has been removed	27/06/2017 23/06/2020	140617 090620
C11	PUBLIC ACCESS TO THE INTERNET AND COMPUTER FACILITY AT THE DONGARA PUBLIC LIBRARY	27/06/2017	140617
C12	LOCALISED PURCHASING Updated - CP01 Localised Purchasing (Regional Price Preference Policy)	27/06/2017 27/08/2017	140617 070819
C13	PURCHASING Updated – CP20 Purchasing	27/06/2017 27/08/2017	140617 070819
C14	DEBT COLLECTION Updated – CP14 Debt Recovery	27/06/2017 28/07/2020	140617 120720
C15	MANAGEMENT OF INVESTMENTS	27/06/2017	140617
C16	CORPORATE CREDIT CARD Policy has become a Management Policy MP01 Corporate Credit Card	27/06/2017 27/08/2019	140617 070819
C17	ASSET MANAGEMENT Policy has been removed – see P23 Asset Management	27/06/2017 27/08/2019	140617 080819
C18	DEPRECIATION AND CAPITALISATION OF ASSETS Policy has been removed	27/06/2017 27/08/2019	140617 080819
C19	ACCOUNTING Policy has been removed	27/06/2017 27/08/2019	140617 080819
C20	RELATED PARTY DISCLOSURES		
P1	SHARK SIGHTINGS POLICY Policy has been removed	27/06/2017 22/09/2020	140617 070920
P2	SITE WORKS Policy has been removed	27/06/2017 27/08/2019	140617 080819
P3	SUPPLY OF KEYS TO COUNCIL OWNED BUILDINGS Policy has been removed	27/06/2017 22/09/2020	140617 070920
P4	TEMPORARY ACCOMMODATION	27/06/2017	140617
P5	DISPOSAL OF CHEMICAL DRUMS – DONGARA REFUSE SITE Policy has been removed	27/06/2017 22/09/2020	140617 070920
P6	OVERFLOW CAMPING – DONGARA OVAL Policy has been removed	27/06/2017 23/06/2020	140617 090620
P7	BUILDING ACTIVITIES RUBBISH DISPOSAL CHARGE Policy has been removed	27/06/2017 27/08/2019	140617 080819
P9	CLEARANCE OF CONDITIONS OF SUBDIVISION Policy has been removed	27/06/2017 27/08/2019	140617 080819
P10	PERFORMANCE BONDS	27/06/2017	140617
P11	SECONDHAND BUILDINGS Policy has been removed	27/06/2017 27/08/2019	140617 080819
P12	PAYMENT OF GRAVEL ROYALTIES	27/06/2017	140617
P13	LIGHT VEHICLE FLEET Policy has been removed	27/06/2017 22/09/2020	140617 070920
P14	PRIVATE WORKS – LOCAL CLUBS / ORGANISATIONS	27/06/2017	140617
P15	LAND DEVELOPMENT – DESIGN AND CONSTRUCTION CRITERIA Policy has been removed	27/06/2017 27/08/2019	140617 080819

removed		
P16 PROTECTION OF KERB/FOOTPATH & CLEANING OF ROAD AND/OR DRAINS	27/06/2017	140617
P17 STREET TREES AND VERGE TREATMENT	27/06/2017	140617
P18 PUBLIC OPEN SPACE	27/06/2017	140617
P19 EMPLOYEE HIRE OF PLANT AND EQUIPMENT	27/06/2017	140617
P20 VEHICLE CROSSOVER POLICY	27/06/2017	140617
P21 REQUESTS FOR THE CLEARANCE OF VEGETATION ON RESERVES MANAGED BY THE SHIRE OF IRWIN IN ORDER TO REDUCE BUSHFIRE ATTACK LEVELS FOR HABITABLE BUILDINGS ON ADJACENT LAND	27/06/2017	140617
P22 STALLHOLDER PERMITS	27/06/2017	140617
P23 ASSET MANAGEMENT	27/06/2017	220617