



ATTACHMENTS TO COUNCIL ITEMS

Part 3 – Office of the CEO

ORDINARY COUNCIL MEETING

27 June 2017

ATTACHMENT:CEO08
Policy Manual Review 2017



POLICY MANUAL

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E1 USE OF COUNCIL CHAMBERS**PURPOSE**

To promote the Shire within the community and to regulate the use of the Council Chambers to ensure public usage reflects the best interests of Council and the community.

POLICY

The Council Chambers may be made available for public meetings on the following basis;

1. That the meeting is related to Council business, or is associated with Council involvement.
2. That a Councillor or staff member is an attendant of the meeting.
3. That the meeting is not a private function, nor used for political or electoral purposes (other than to conduct an election in accordance with the *Local Government Act 1995*).

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

E2 CHRISTMAS CLOSURE**PURPOSE**

To regulate the conditions for closure of the Shire of Irwin workplaces, and to minimise the inconvenience to the public during the Christmas and New Year period.

POLICY

The Shire's Administration Centre, Library, Depot and Irwin Recreation Centre may be closed for business from the cessation of work on the last day before Christmas Day (except when Christmas falls on a Tuesday then work will cease on the Friday before Christmas), and reopen on the day following New Year's Day (except when New Year's Day falls on a Thursday then work will recommence on the Monday following), provided;

- a) Staff use annual leave, leave without pay, time in lieu or rostered days off if not attending work to account for those days not designated as public holidays.
- b) Suitable emergency contacts, either by telephone, or personally, are available to the public.
- c) The closure is advertised in the Dongara Denison Local Rag, Council's website and the Shire of Irwin Facebook page.

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

E3 STAFF SALARY SACRIFICES**PURPOSE**

A policy which provides for all employees to reduce their salary and obtain certain benefits, which are not subject to Fringe Benefits Tax (FBT).

POLICY

To allow employees to package their remuneration more effectively. Offering salary packaging will make the Shire of Irwin more attractive to present and prospective employees. The items are limited to those used primarily for work-related use and are exempt from FBT.

Guidelines:

1. The following items will be available for salary sacrifice packaging by staff:
 - i) Superannuation
 - ii) Portable electronic device – one item per employee per year (including laptops, iPads/tablet, mobile phone)
 - iii) Leisure Centre memberships (under \$500)

2. Items that require the Shire to incur expenditure to purchase are subject to the following:
 - i) Minimum period of employment of 12 months
 - ii) Maximum time to repay is 12 months
 - iii) Must be covered by annual / long service leave accrued at time of agreement

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

(INSERT NAME OF SHIRE PRES)

Shire President

(INSERT NAME OF CEO)

Chief Executive Officer

(B) EXECUTION OF DOCUMENTS WHERE COMMON SEAL NOT REQUIRED

Council authorises the Chief Executive Officer to sign deeds, contracts, funding agreements and other documents not requiring the use of the Common Seal, on behalf of the Shire of Irwin.

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

E5 NAMING OF COUNCIL FACILITIES**PURPOSE**

To establish a framework for the naming of council buildings and parks and to determine the process for considering a name change of council property.

POLICY

Council recognises that the names of buildings, parks and reserves owned by the Shire can influence the future development and sense of community within an area. With this in mind, it has determined that the naming of facilities, buildings and amenities under the control of the Shire will be undertaken in a planned and coordinated way which respects and acknowledges the area's history, heritage and environment.

1. Naming of Parks, Reserves, Buildings and Facilities – General

Parks and Reserves shall be named after an adjacent boundary road or such other name that clearly defines the location.

Buildings and facilities shall be named after the locality in which they reside or after an adjacent road and/or their prime function, where possible, to facilitate ease of identification, alternatives may be developed using the following principles.

2. Principles of Naming Facilities

When proposing names for facilities developed and owned by the Shire, the following will be taken into consideration:

- The locality within which the development is situated;
- Any historical events associated with or near the site;
- Indigenous and cultural heritage relevant to the site;
- Community or corporate sponsorship;
- Marketing opportunities;
- Pioneering families associated with the immediate area;
- Social or calendar events; and
- Significant individuals who have contributed substantially to the community.

3. Procedures for Naming New Facilities

The naming of new facilities will be undertaken in a timely and coordinated fashion. Due process will be given to the consideration of any proposed name for any new facility. Where a new facility is being developed/constructed, elected members and the community may suggest, in writing, names for the facility and the reasons for the suggestion. Where it is proposed to name the facility after a person who is no longer living and who made a significant contribution to the community, it is a requirement that background information on that person be provided as part of the written material.

In the event that a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria listed above, the Chief Executive Officer will prepare a confidential report on the proposed names.

4. Proposals to Rename Existing Council Facilities

4.1 Criteria for renaming an existing facility

The Shire recognises that from time to time it may be appropriate to rename a Shire owned facility. When considering options for re-naming Shire facilities, in addition to the criteria listed in Section 2 (above), the following will also be considered:

- The historical reasons for the original name;
- The public profile/familiarity of the facility's original name;
- The costs associated with changing the facility's name; and
- The relevance to the facility's main user group of the proposed new name.

4.2 Proposing the Renaming of a facility

Any resident of the Shire may propose the renaming of a Council facility, however the proposal must be supported in writing by an elected member. Nominations must be made in writing to the Chief Executive Officer.

On receipt of a nomination the Chief Executive Officer will cause a report to be prepared based on the naming criteria identified in this policy. The report shall be circulated to all elected members as a confidential item. If two or more elected members express an objection to the nomination, the nomination is deemed to be refused. If only one or no elected member objects to the report's recommendation, it shall be included in the Agenda for the next ordinary Council meeting as a confidential item.

4.3 Recognition of Community Members

In instances where the renaming proposal relates to recognising a member of the community who, in their lifetime, demonstrated outstanding contributions to the Shire, the following criteria will be required to be met:

- Persons nominated should have made substantial contribution directly to the Shire of Irwin, largely in a voluntary capacity;
- The nominee must have given extensive and distinguished service to the community that goes beyond the particular Local Government Authority concerned (e.g. service to other organisations, voluntary and community groups, school P&C etc.) in a largely voluntary capacity;
- The service should be easily recognisable as having a direct benefit to the Shire and have produced substantial long term improvement for the Shire;
- Nominees should have lived within the Shire for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire.

The person making a nomination to re-name a facility after an individual will provide sufficiently detailed background information to enable the Chief Executive Officer to prepare a report on the proposal which considers the criteria listed in this policy.

Date of Original Adoption – 28 April 2009

(reviewed 27 June 2017 Minute 000000)

E6 ACCEPTANCE OF COUNCIL DOCUMENTS IN ELECTRONIC FORMAT**PURPOSE**

To allow acceptance of notice papers, agendas and documents in electronic format (PDF) for tabling at Council or committee meetings or produced for presentation at that meeting.

POLICY

That notice papers, agendas and documents are accepted in electronic format (PDF), as the sole format, for tabling at Council or committee meetings or produced for presentation at that meeting, unless a request is received on notice by the Chief Executive Officer.

Date of Original Adoption – 23 October 2012 (reviewed 27 June 2017 Minute 000000)

E7 PERSONS NOT PHYSICALLY PRESENT AT A COUNCIL OR COMMITTEE MEETING**PURPOSE**

To allow a person who is not physically present at a meeting of council or a committee to be taken as present if in contact by electronic means in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996 (Regulation 14A).

POLICY

That a person who is not physically present at a meeting of Council or committee is to be taken as present at that meeting if the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting and the person is in a “suitable place”.

In the absence of a prior resolution to approve an alternative “suitable place”, and subject to Regulation 14A, Council approves the use of:

- (i) another local government facility; or
- (ii) an existing and active residential facility (such as a homestead or workers camp)

as a “suitable” place.

Guidance Note: Council cannot give approval under subregulation (1)(c) of Regulation 14A if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.

Date of Last Amendment –15 December 2015 (reviewed 27 June 2017 Minute 000000)

E8 ENTERTAINMENT ALLOCATION**PURPOSE**

To enable the CEO and Directors to reciprocate hospitality and to promote the Shire of Irwin in an appropriate environment.

POLICY

The CEO shall be provided with an allocation of up to \$2,000 per annum from within current budgetary allocation for moderate acts of hospitality to business associates of Council.

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

E9 GRATUITY PAYMENTS

PURPOSE

To provide guidance on Council contributions or gifts upon retirement or resignation of employees.

POLICY

For the purpose of section 5.50 of the Local Government Act (Payments to employees in addition to contract or award) under no circumstances will Council pay to an employee whose employment with the Shire is finishing, an amount in addition to any amount to which the employee is otherwise entitled.

Council provides for the retirement of employees through the contribution of the superannuation guarantee (compulsory in accordance with the *Superannuation Guarantee (Administration) Act 1992*) plus an additional contribution of 5% to match contributions from employees who voluntarily contribute 5%. If more than 5% is additionally contributed from employees then Council will contribute 5%.

Council is supportive of recognising the service of employees whose employment with the Shire is finishing by providing a suitable gift and/or function in accordance with this policy.

Upon resignation/retirement of an employee who has provided satisfactory service to Council for 5 (five) years or more, the Chief Executive Officer, in consultation with the Shire President, may authorise a suitable gift to be presented to that employee. The following is a guide to the value of the gift:

5 years	\$200	10 years	\$400
15 years	\$600	20 years	\$800

Objectives:

To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/Staff relations.

Guidelines:

At the discretion of the Chief Executive Officer, a gift may be provided to employees leaving Council prior to 5 years of service. The value of the gift to be approximately \$30 for every year of service.

An appropriate farewell/presentation to be organised for Executive Officer's leaving Council, at the discretion of the Shire President and Chief Executive Officer

Date of Last Amendment –15 December 2015	(reviewed 27 June 2017 Minute 000000)
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E10 GYM MEMBERSHIP**PURPOSE**

To promote improved health, fitness and well being amongst Council staff by encouraging them to use the gymnasium facilities available at the Irwin Rec.

POLICY

Permanent full-time and permanent part-time Shire employees are provided with free membership to the gymnasium at the Irwin Rec. Membership is for maximum periods of 12 months at a time and access to this privilege ceases when membership is due for renewal and that person is no longer a permanent staff member.

When eligible persons take advantage of this opportunity the normal amount of that membership will be credited to the gymnasium revenue account and charged as an employee cost.

Date of Last Amendment – 15 December 2015 (reviewed 27 June 2017 Minute 000000)

E11 CODE OF CONDUCT**PURPOSE**

To specify the ethical standards expected of Councillors, Committee members and staff in their role as representatives of the electors of the Shire of Irwin.

POLICY**PREAMBLE**

This Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES**1.1 Role of Council Member**

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

“A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*

(b) provides leadership and guidance to the community in the district;

(c) facilitates communication between the community and the council;

(d) participates in the local government's decision-making processes at council and committee meetings; and

(e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995: -

"The CEO's functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws;

(b) ensure that advice and information is available to the council so that informed decisions can be made;

(c) cause council decisions to be implemented;

(d) manage the day to day operations of the local government;

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;

(f) speak on behalf of the local government if the mayor or president agrees;

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

“(1) The council —

(a) directs and controls the local government’s affairs; and

(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government’s finances and resources; and

(b) determine the local government’s policies.”

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council’s functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual’s rights to maintain their

own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (1) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (2) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
- (3) A requirement described under items (1) and (2) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (4) A person is excluded from the requirement made under subregulation (2) or (3) to disclose the nature of an interest if —
 - (a) the person’s failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person’s failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (5) If, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (6) If —
 - (a) to comply with a requirement made under subregulation (2), the nature of a person’s interest in a matter is disclosed at a meeting; or
 - (b) a disclosure is made as described in subregulation (5)(b) at a meeting; or

- (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(1) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(2) A person who is an employee and who accepts a notifiable gift from a person who -

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(3) The notification of the acceptance of a notifiable gift must be in writing and include -

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift”

(whether or not it is also a notifiable gift under paragraph (a) of that definition) –

- (i) a description; and
- (ii) the estimated value; and
- (iii) the date of acceptance,

of each other gift accepted within the 6 month period.

(4) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (3).

(5) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

(6) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is

presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

(1) Council Members, Committee Members and staff will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Local Government.

(2) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(1) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly :

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(2) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(3) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and

- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

6 BREACHES

Any person who has reason to believe that a council member, committee member or an employee of the Shire of Irwin has committed a breach of this Code of Conduct may complain about the breach to the Shire's designated complaints officer (the CEO) as determined in accordance with the Local Government (Rules of Conduct) Regulations 2007 and Part 5, Division 9 of the Local Government Act 1995..

A report of a breach, or suspected breach, of this Code may be made:

- (a) By a member or an employee (other than the CEO) – to the CEO; or
- (b) By the CEO – to the Shire President

Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.

The Rules of Conduct have their own enforcement structure as per the Local Government (Rules of Conduct) Regulations 2007.

6.1 Misconduct

The CEO has a statutory obligation to report to the Public Sector Commission (for minor misconduct) or the Corruption and Crime Commission (for serious misconduct or corruption):

- (a) Any allegation of misconduct; or
- (b) Any situation that otherwise comes to his or her attention involving misconduct,

Where the CEO considers on reasonable grounds that misconduct may have occurred.

Note: For these purposes, 'misconduct' and 'serious misconduct' are defined in Section 4 of the Corruption and Crime Commission Act 2003 (Corruption, Crime and Misconduct Act 2003).

6.2 Public Interest Disclosure Act 2003

The Public Interest Disclosure Act 2003 facilitates the reporting of public interest information and provides protection for those who report this information under the Act.

The Shire:

- (a) Does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire, by its members, employees or contractors;
- (b) Is committed to the aims and objectives of the Public Interest Disclosure Act 2003;
- (c) Strongly supports disclosures being made by members or employees as to corrupt or other improper conduct;
- (d) Will take all reasonable steps to provide protection to members and employees who make disclosures from any detrimental action in reprisal for the making of a public interest disclosure; and
- (e) Does not tolerate any of its members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Members and employees are encouraged to contact one of the Shire's nominated Public Interest Disclosure Officers to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the Shire's nominated Public Interest Disclosure Office under Section 5 of the Public Interest Disclosure Act 2003:

- (a) Incurs no civil or criminal liability for doing so; and
- (b) Is not, for doing so, liable:
 - (i) To any disciplinary action under written law;
 - (ii) To be dismissed;
 - (iii) To have his or her services dispensed with or otherwise terminated; or
 - (iv) For any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (section13)

6.3 Submitting a Complaint

The complaint is to be made in writing and is to include the following detail;

- (a) Who is making the complaint
- (b) Who is alleged to have committed the breach;
- (c) The contravention that is alleged to have resulted in the breach; and
- (d) Any other relevant information

Within 14 days of receiving the complaint, the complaints officer must:

- (a) Give the person making the complaint a written acknowledgement that the complaint has been received; and
- (b) Give the person whom the complaint is being made a copy of the complaint.

As soon as practicable from acknowledging the complaint, the complaints officer (or his or her nominee) is to carry out a thorough investigation, having regard to procedural fairness and natural justice. While undertaking the thorough investigation, the complaints officer may engage the services of appropriate persons.

At the completion of the investigation, the complaints officer shall advise the outcomes of the investigation to:

- (a) CEO, if the investigating officer is not the CEO; and
- (b) Person subject of the complaint, and
- (c) Person who made the complaint.

If the complaint is about a council member, the report is to be presented to the Council.

If the complaint is about an employee, please refer to the Shire's Grievances, Investigations and Resolution Policies and Procedures and Disciplinary Policy.

Any actions taken as a result of a proven breach of the Code of Conduct will be made in accordance with the provisions of any applicable legislation or common law provisions that governs the operations of the Shire, its council members, committee members and its employees.

6.4 Declaration

I, _____ have read and understand the conditions of the Shire of Irwin Code of Conduct and hereby agree to abide by the requirements of this document.

Date: _____

Signed: _____

Name: _____

<i>Date of Last Amendment –15 December 2015 (reviewed 27 June 2017 Minute 000000)</i>

E12 EMERGENCY SERVICES VOLUNTEER DISCOUNT**PURPOSE**

To regulate the conditions for the granting of Irwin Recreation Centre gym discounts of 50% to Emergency Services volunteers and to provide guidance in identifying eligible volunteers within the Emergency Services wishing to apply.

Emergency Services volunteers play a unique role in protecting people and property and assisting community members in physical need or distress, at times of potential personal danger and often the commitment of many unforeseen hours. These volunteer roles also require a certain degree of physical fitness, which gives the community the opportunity to enhance this requirement as well as supporting and acknowledging their valued contributions.

POLICY

This policy covers active volunteers within our Emergency Services and is limited to Bush Fire Brigades, Fire and Rescue Units, St John Ambulance and Dongara Sea Search and Rescue. All Emergency Services groups must operate within the Shire of Irwin and all eligible volunteers reside in the Shire of Irwin.

Emergency Services volunteer memberships are charged at 50% of the Irwin Shire Council's Fees and Charges set out in the Annual Budget.

A single membership is only valid for the person that purchased it, they are not transferrable. A membership can only be suspended for a set period of time upon the receipt of a doctor's certificate and through consultation with Irwin Recreation Centre management.

Bush Fire Brigades

All eligible members must be a volunteer of a local Bush Fire Brigade, actively involved in the fighting of fires and fire control exercises. All members must have their Irwin Recreation Centre gym applications endorsed by their Bush Fire Brigade captain. All applications must be signed off by the Shire of Irwin's Community Emergency Services Manager.

Fire and Rescue Units

All eligible members must be volunteers of Dongara Fire and Emergency, actively involved in fighting structural fires and road rescue. All members must have their Irwin Recreation Centre gym applications endorsed by their Fire and Rescue captain. All applications must be signed off by the Fire and Rescue secretary.

Note: All volunteers with Fire and Emergency also volunteer within the Bush Fire Brigade.

St John Ambulance

All eligible members must be volunteers of St John Ambulance Irwin District Sub Centre, actively involved in the delivery of ambulance services in the Irwin community. All members must have their Irwin Recreation Centre gym application endorsed and signed off by the Community Paramedic for the Mid West South.

Dongara Sea Search and Rescue

All eligible members must be volunteers of Dongara Sea Search and Rescue actively involved in the delivery of Sea Search and Rescue operations. Identified active members are limited to radio operators, skippers and crews.

This policy does not cover social members, boat owner members, committee members or social committee members.

All members must have their Irwin Recreation Centre gym application endorsed and signed off by the Dongara Sea Search and Rescue Commander.

Date of Original Adoption – 29 April 2014

(reviewed 27 June 2017 Minute 000000)

E13 RISK MANAGEMENT**PURPOSE**

The Shire of Irwin (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

POLICY

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

Optimise the achievement of our vision, mission, strategies, goals and objectives.

Provide transparent and formal oversight of the risk and control environment to enable effective decision making.

Enhance risk versus return within our risk appetite.

Embed appropriate and effective controls to mitigate risk.

Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.

Enhance organisational resilience.

Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

Council

Council will review and approve the Shire's Risk Management Policy. The Audit Committee will make recommendations to Council regarding External Auditor appointments and any amendments/updates to this Policy to ensure compliance with the Local Government Act 1995 and to support Council in providing effective corporate governance. The Audit Committee will remain independent, objective and autonomous in its deliberations.

The Chief Executive Officer and Executive Management Team, will implement the objectives of this Policy and outline the roles and responsibilities of staff in the *Risk Management Governance Framework Procedures*.

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Executive Management Team and its employees. It will be formally reviewed annually.

Date of Original Adoption – 27 May 2014

(reviewed 27 June 2017 Minute 000000)

E14 ELECTED MEMBERS' ALLOWANCES AND EXPENSES

PURPOSE

To outline allowances that will be provided and expenses the Shire of Irwin will reimburse to Elected Members in accordance with the *Local Government Act 1995*.

POLICY**1. ALLOWANCES****1.1 Annual Meeting Attendance Fees**

In lieu of paying the President, Deputy President and Elected Members their meeting attendance fee for each prescribed meeting to the minimum amount within the range set by the Salaries and Allowances Tribunal (SAT) in accordance with the *Salaries and Allowances Act 1975*.

1.2 Annual President Allowance

The Shire will pay the median Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President.

1.3 Annual Deputy President Allowance

The Shire will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the Deputy President (25% of the President Allowance).

2. EXPENSES**2.1 Travel**

Elected Members will be reimbursed for travel expenses incurred whilst undertaking Council Business upon receipt of Sufficient Information.

Elected members, while using their own private motor vehicle, are entitled to be reimbursed for travel costs to and from their home incurred for the following purposes:

1. To any Council or committee meeting regardless of whether or not they are a member;
2. To any community meeting as an authorised delegate or liaison member;
3. To meetings of an organisation to which they have been appointed as Council delegate or liaison member;
4. The cost of travel to any conference or other function that they have been authorised by Council to attend; and
5. An expense incurred by an elected member in performing a function in his or her capacity as an elected member.

The calculation of the reimbursement amount is by way of a log record identifying the date, location, reason for travel and the number of kilometres travelled and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Award 1992 (as amended from time to time).

A claim for Council Business travel reimbursement covering no later than a three month period (quarterly), must be completed and submitted for reimbursement within three months from the end of the quarter for processing. Claims submitted outside these timeframes must be presented to Council for approval.

Taxi and parking fees incurred whilst undertaking Council business may be reimbursed upon lodgement of relevant receipts that accompany the claim form.

If an elected member is provided with a Shire vehicle to attend official duties, travel costs are not claimable.

2.2 Information Technology and Telecommunications

Elected Members are provided with a iPad for their Council use and provision is made for the associated communication costs.

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, rental charges incurred by a elected member in relation to one telephone and one facsimile machine.

An expense incurred by a elected member in performing a function in his or her capacity as a council member.

Claims must be accompanied by a invoice and are to be submitted to the Chief Executive Officer for authorisation for reimbursement.

2.3 Child Care Costs

- (a) In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal.
- (b) Claims must be accompanied by a receipt or invoice and detail the date, number of hours, rate and function attended.
- (c) Any claims outside the policy for child care costs incurred are to be submitted to the Chief Executive Officer for authorisation for reimbursement.

Definitions

Council Business means any business where an Elected Member:

- a) Represents the interests of electors, ratepayers and residents of the district;
- b) Provides leadership and guidance to the community in the district;
- c) Facilitates communication between the community and the Council; or
- d) Performs such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Public Service Award Motor Vehicle Allowance means the rate used to calculate travel expenses for Elected Member reimbursement from the *Public Service Award 1992* (Schedule F).

Salaries and Allowances Tribunal means the body who review the maximum and minimum rates to calculate fees, expenses and allowance in accordance with the *Salaries and Allowances Act 1975* issued by the Western Australian Industrial Relations Commission as amended from time to time.

Sufficient Information means a requirement of Regulation 32(1) of the *Local Government (Administration) Regulations 1996* and includes receipts or documentation in the Elected

Members' name, evidencing proof of payment for expenses or allowances authorised by statute or this policy. The option is available for Elected Members to complete a statutory declaration which will constitute as Sufficient Information.

Date of Last Amendment – 22 November 2016 (reviewed 27 June 2017 Minute 000000)

E15 ELECTED MEMBERS IPAD**PURPOSE**

To provide guidelines for access to and usage by Elected Members of Council issued iPads.

POLICY

Elected Members will be provided with an appropriately resourced iPad to assist in performing their duties.

Applications (Apps)

- Council staff will undertake the initial setup of the iPads and download a standard set of apps.

Usage

- All Council documents will be made available to Elected Members electronically utilising Dropbox, notification will be advised by the Coordinator Executive Services when documents are available on Dropbox by email
- Elected Members iPads are to be used predominantly for Council business
- Each iPad will have access to a data plan that is considered sufficient to undertake Council business utilising the iPad, data use will be monitored by Council Staff
- Dropbox must only be used to carry out official duties.
- Illegal or improper use (i.e. sending or receiving inappropriate content that is offensive, immoral or defamatory, sending viruses, violation of a copyright, disclosing confidential or personal information held by Council etc) that may threaten Council's security or integrity is strictly prohibited.

Responsibilities

Each Elected Member is responsible to:

- a) Ensure that use of the iPad is in a manner consistent with the iPad Policy and the Code of Conduct for Elected Members
- b) Ensure that the iPad is kept safe at all times (i.e. the iPad must not be left in a vehicle, or in an unsecure location)
- c) Advise Council staff immediately should the iPad be lost, stolen or damaged
- d) Bring the iPad to all Council meetings (ordinary, special, committee, forum or workshop)
- e) Return the iPad to Council staff in a timely manner should it be requested, to allow for necessary maintenance to be undertaken.

Email/Calendar

- Elected Members will be provided with a Council email address which will be accessible using the iPad (the format will be crsurname@irwin.wa.gov.au)
- Council email addresses should only be used for official Council business
- Elected Members will have access to an individual calendar on the iPad which can be utilised to record availability.

Support and Training

- Elected Members will receive training upon distribution of the iPads
Training will cover:
 - a) Basic use of the iPad
 - b) Email and calendar use
 - c) Use of apps for performing Council related duties.

- Elected Members are to report any issues or faults with the iPads or make any enquiries directly to the Coordinator Executive Services or Manager Customer Services
- Support will be provided by Council staff as required.

Accessories

- All iPads will be distributed with a protective cover and charging equipment.

Issuing and Return

- The iPad and all accessories must be returned to the Council when the Elected Member's term ceases (not re-elected, resigns etc)
- Council staff will undertake a 'resetting of the iPad' prior to being issued for use again.

Replacement

- iPads will be replaced every four years after the Elected Member's term expires
- iPads will only be replaced prior to their scheduled replacement date if:
 - a) they no longer operate effectively and cannot be economically repaired
 - b) have been lost, stolen or damaged.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

E16 ELECTED MEMBERS' COMMUNICATION**PURPOSE**

To guide effective communication and interaction between Elected Members and employees of the Shire of Irwin.

POLICY**Elected Member Communications Generally**

There are various statutory requirements relevant to Elected Members communications:

1. the *State Records Act 2000* requires that all correspondence, including email, relating to the business of the Shire and the Council must be retained in the official records of the Shire;
2. the *Freedom of Information (FOI) Act 2000* requires the preservation of correspondence and its availability for FOI purposes;
3. Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995* provides that only the Shire President may speak on behalf of the Shire (unless the CEO is authorised by the Shire President to do so);
4. Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (as well as employees) must not make improper use of any information acquired; and
5. Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.

Elected Member Correspondence

Correspondence from individual Elected Members (including correspondence emanating from their Shire-issued iPad's) is not to be construed as official correspondence of the Shire and only reflects the personal views of the respective Elected Member.

When the Shire President is providing technical information to correspondents on behalf of the Shire, the CEO or his/her nominee may draft the correspondence on behalf of the Shire President.

Where the Shire is responding to correspondence on behalf of an Elected Member(s) a copy of that response is to be provided to the Elected Member for information.

All correspondence generated and received by Elected Members that relate to the business of Council is subject to the *State Records Act 2000*, the *Freedom of Information Act 1992* and the Shire's Record Keeping Plan, and as such must be retained within the Shire's recordkeeping system by providing a copy to the Coordinator Executive Services.

Media Relations

In accordance with the *Local Government Act 1995*, no person may speak on behalf of the Shire except the Shire President or, in accordance with a written authorisation from the Shire President, the Chief Executive Officer or other authorised person.

When speaking to the media as spokesperson for the Shire, the Shire President may only represent the official view of the Shire, having regard to the *Local Government (Rules of Conduct) Regulations 2007* and the *Local Government Act 1995*.

Elected Members of the Shire of Irwin Council have a legal duty of fidelity to act in the best interests of the Council and the Shire and must not make public statements that are critical of

a Council decision or cause detriment to the Shire or an employee.

Elected Members other than the Shire President (or Deputy President/Acting President when performing the statutory duties of Shire President) must not speak to the media or other third parties purporting to represent the views of the Council, unless expressly authorised by a Council resolution. Elected Members are to clearly state that they are presenting a personal viewpoint and they are not speaking for the Council.

Communication between Elected Members and the Administration

All communications between Elected Members and the Administration are to be channelled through the CEO, Directors or Coordinator Executive Services, or by utilising the Shire's Councillor Helpdesk email system. Where the Councillor Helpdesk email system is used, requests are to include sufficient detail to enable an investigation of the request to occur. Where direct contact is made to employees they are required to refer Elected Members to their Director or the CEO.

Where the request entails the use of Shire resources (human or physical) to an extent which a Director or Manager believes may impact on the effective management or day to day activities of the Shire, the request is to be referred to the CEO for determination. The CEO will discuss such requests with the originating Elected Member to determine the extent of information or action required.

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

Elected Members are to be kept informed of progress towards the resolution of any matter they have requested the Administration to attend to.

<i>Date of Original Adoption – 15 December 2015</i> <i>(reviewed 27 June 2017 Minute 000000)</i>
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E17 LEGAL REPRESENTATION**PURPOSE**

To set out guidelines to assist Council in determining when it is appropriate to pay legal representation costs.

POLICY**1.0 General Principles:**

1.1 The Shire may approve the legal representation costs of an Elected Member or employee if the following criteria are satisfied:

a) The legal representation costs must relate to a matter that arises from the performance, by the Elected Member or employee in the course of their duties;

b) The legal representation costs must be in respect of legal proceedings that have been, or may be, commenced;

c) In performing his or her functions, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and

d) The legal representation costs must not relate to a matter that is of a personal or private nature.

1.2 In each case it will be necessary to determine whether assistance with legal representation costs is justified through the provision for the good government of the Shire's people and its district.

2.0 Application for financial assistance:

2.1 If the criteria in item 1.1 of this policy are satisfied, the Shire may approve the payment of legal representation costs as follows:

a) Where proceedings are brought against a Elected Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or employee; or

b) To enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions - for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or

c) Where exceptional circumstances are involved – for example, where a person or organisation is compromising the confidence within the community by publicly making adverse personal comments in relation to an Elected Member or employee.

2.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an Elected Member or employee.

3.0 Application for payment

3.1 An Elected Member or employee seeking assistance under this policy is required to make an application, in writing, to the Chief Executive Officer. Where the applicant is

the Chief Executive Officer, the application is to be made to the Shire President who is to refer the application to the Director Corporate and Community for processing.

- 3.2 The written application for payment of legal representation costs is to give details of the following:
- a) The matter for which legal representation is requested;
 - b) How the matter relates to the functions of the Elected Member or employee;
 - c) The legal firm nominated to provide the legal representation;
 - d) The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - e) An estimated cost of the legal representation; and
 - f) Why it is in the interests of the Shire for payment to be made.
- 3.3 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
- 3.4 The application is to be accompanied by a signed written statement by the applicant that:
- a) They have read, and understand, the terms of the policy;
 - b) Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject;
 - c) Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7; and
 - d) Has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.5 An application is also to be accompanied by a report prepared by the Chief Executive Officer or, where the Chief Executive Officer is the applicant, by an appropriate employee.

4.0 Legal representation costs – Limit

- 4.1 The Council in approving an application in accordance with this policy shall set a limit on the legal representation costs to be paid based on the estimated costs in the application.
- 4.2 An Elected Member or employee may make a further application to the Council in respect of the same matter.

5.0 Council's powers

- 5.1 The Council may:
- a) Refuse;
 - b) Grant; or
 - c) Grant subject to conditions.

- 5.2 In addition to the limit on legal representation costs set under clause 4.1, conditions under clause 5.1 may include, but are not restricted to, a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Elected Members or employees insurance policy or its equivalent.
- 5.4 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5 The Council may, subject to clause 5.6, determine that an Elected Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- a) Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b) Given false or misleading information in respect of the application.
- 5.6 A determination under clause 5.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7 Where the Council makes a determination under clause 5.5, it may also determine that all or part of the legal representation costs paid by the Shire, are to be repaid by the Elected Member or employee in accordance with clause 7.
- 6.0 Delegation to Chief Executive Officer**
- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.
- 6.2 Where the Chief Executive Officer is the applicant, the powers in clause 6.1 are to be exercised by the Director Corporate and Community.
- 6.3 An application approved by the Chief Executive Officer under clause 6.1, or by the Director Corporate and Community under clause 6.2, is to be submitted to the next ordinary meeting of the Council. The Council may exercise any of its powers under this policy, including its powers under clause 5.4.
- 7.0 Repayment of legal representation costs**
- 7.1 A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
- a) All or part of those costs – in accordance with a determination by the Council under clause 5.7; or
 - b) As much of those costs as are available to be paid by way of off-set – where the Elected Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

Definitions

Approved Lawyer means:

- (a) A 'certified practitioner' under the *Legal Practice Act 2003*;

(b) From a law firm on the WALGA Preferred Suppliers, the Shire's panel of legal service providers (if applicable) or where the requirements of the Shire's Purchasing Policies have been met, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and

(c) Approved in writing by the Council or the Chief Executive Officer under delegated authority.

Elected Member or employee means a person who is, or was, a commissioner, Elected Member, an external committee member or employee of the Shire.

Legal Proceedings means civil, criminal or investigative proceedings.

Legal Representation means the provision of legal services, to or on behalf of an Elected Member or employee, by an approved lawyer that are in respect of:

a) A matter or matters arising from the performance of the functions of an Elected Member or employee; and

b) Legal proceedings involving an Elected Member or employee that have been, or is to commenced.

Legal Representation Costs mean the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal Services means advice, representation or documentation that is provided by an approved lawyer.

Payment means Shire of legal representation costs by either:

a) A direct payment to the approved lawyer (or the relevant firm); or

b) A reimbursement to an Elected Member or employee.

<i>Date of Original Adoption – 15 December 2015 (reviewed 27 June 2017 Minute 000000)</i>

E18 PERSONAL AND PROFESSIONAL DEVELOPMENT OF ELECTED MEMBERS AND STAFF**PURPOSE**

To outline Council's commitment to supporting elected members and staff in undertaking personal and professional development for the benefit of the Shire of Irwin.

POLICY

Subject to approved budget provision and in accordance with any internal policies and procedures, Council supports its elected members and staff by encouraging appropriate personal and professional development, such as training courses, conferences, seminars, workshops and studies leading to qualifications under the Australian Qualifications Framework that compliments the Shire's goals and strategic direction.

Date of Original Adoption – 22 November 2016 (reviewed 27 June 2017 Minute 000000)

E19 HARVESTING RESTRICTIONS**PURPOSE**

To restrict harvesting times in the interests of bush fire control.

POLICY

Harvesting is permitted on all Sundays except those specified as “extreme” fire hazard days, however no harvesting can take place on Christmas Day, Boxing Day, or New Year’s Day.

Date of Last Amendment – 16 June 1998

(reviewed 27 June 2017 Minute 000000)

E20 STAFF EMERGENCY VOLUNTEER SERVICE**PURPOSE**

To outline conditions under which staff attend emergency incidents in voluntary capacity such as a member of a Shire Bush Fire or Department of Fire and Emergency Services Fire and Rescue Brigade, St John's Ambulance branch, State Emergency Service or Sea Rescue unit.

POLICY

1. Council employees volunteering are required to obtain the permission of their Supervisor, or the Chief Executive Officer, to attend an emergency incident during normal working hours.
2. For the avoidance of doubt, any Council employee attending an emergency incident before or after their normal working hours will be considered to be a volunteer. Employees will be paid only for their normal hours of duty to a maximum of eight (8) hours.
3. When a specific request has been made by the Chief Fire Control Officer for Council's heavy equipment for use in an emergency situation, the Council employees operating this equipment will be paid the appropriate Award rate for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which time the operator should be relieved from duty.
4. All voluntary service is to comply with the National Employment Standards (Division 8 – Community Service Leave) as part of the Fair Work Act 2009.

Date of Last Amendment – 25 June 2013

(reviewed 27 June 2017 Minute 000000)

E21 PROTECTIVE CLOTHING FOR VOLUNTEER BUSH FIRE BRIGADES**PURPOSE**

To ensure all volunteer fire fighters are equipped with all necessary protective clothing and safety equipment to ensure that they are able to fulfil their duties safely and effectively.

POLICY

That each financial year Council provides personal protective clothing/equipment to volunteer fire-fighters comprising the following equipment:

- 1 x pair of overalls OR 1 x set of pants & tunic
- 1 x pair of boots
- 1 x pair of goggles
- 1 x helmet
- 1 x pair of gloves

Each Brigade Captain is to be responsible for their allocation to members.

The Dongara Town Brigade is to hold up to six spare sets of PPE at all times for the purposes of being taken to fires and loaned to volunteers who do not have their equipment available.

Council reserves the right to vary this allocation depending on the success or otherwise of Local Government Grant Scheme (*formerly the Emergency Services Levy*) allocations to assist Council with the cost of these items.

Date of Last Amendment – 25 June 2013

(reviewed 27 June 2017 Minute 000000)

E22 SECURITY CAMERAS**PURPOSE**

To specify operating procedures and guidelines for the operation of security cameras within the Shire of Irwin.

POLICY

Definitions:

“Authorised personnel”: to view the security footage is the Chief Executive Officer or as authorised by the Chief Executive Officer.

1. Location of Cameras

Cameras are to be located randomly throughout the Shire of Irwin under the supervision and authority of ‘authorised personnel’.

2. Control of Footage and Content

- a) The Chief Executive Officer may authorise the copying of original video footage where a recorded incident is the subject of legal proceedings.
- b) Copying of original video footage is to be made only by an officer authorised by the Chief Executive Officer for this purpose.
- c) Any footage copied is to be marked ‘copy’ and certified as such.
- d) Certified copies of footage may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident.
- e) Certified copies will only be released to the parties named above when permission has been received from the Chief Executive Officer and on the completion of the appropriate documentation.
- f) At no time shall the security camera be used to record members of the public going about their lawful business.
- g) At no time shall the security camera be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well founded belief that an offence against statute law is likely to or is taking place.
- h) Any incident captured shall be recorded including date, time and category of incident.
- i) All recordings shall be kept in secured storage under the control of the Shire of Irwin.
- j) All original recordings shall be erased after seven (7) days after the date of the recording unless a request is made in writing for it to be held.
- k) All written requests for access to original recordings shall be addressed to the Chief Executive Officer.

3. Viewing of Footage

Requests to view footage shall be responded to within one working day.

4. Release of original video tapes or still photographs

- a) Original recordings and still photographs shall not be released to any person or organisation unless requested under s.711 of the WA Criminal Code, by Court summons or by other legal instrument.
- b) At no time shall original or copied recordings or still photographs be released to any media organisations, journalist or other individual or group without the written approval of the Chief Executive Officer of the Shire of Irwin.

5. Joint operations with WA Police

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

6. Record Keeping

Authorised personnel shall ensure that records are maintained in accordance with the Shire's Recordkeeping Plan and the *State Records Act 2000*, including all telephone calls, requests for police assistance and footage.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

C1 USE OF SHIRE OF IRWIN COMMUNITY BUS**PURPOSE**

The aim of this policy and procedure is to ensure that all groups that hire the Community bus have a safe and comfortable trip that is satisfactory to all parties involved.

POLICY

Council have a Community Bus that is available for hire to residents. Non-residents are also able to make bookings, however, it should be noted that if a resident requires use of the bus that they will be given preference over the non-resident regardless as to who booked first. The cost of the community bus is dependent on the kilometres travelled, but is charged at various rates. There are three categories of groups requesting to hire the Shire of Irwin Community Bus:

- Category 1: Dongara District High School and Seniors;
- Category 2: Community and Sports Groups;
- Category 3: Business and Private Groups.

When booking the bus each category is required to complete the relevant booking form and nominate a driver(s). A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- A bus hire bond to the value of vehicles insurance excess; and
- A cleaning bond of \$75.00.

Note: Council has a list of drivers, if a hire group wishes to use its own driver(s), that driver must provide a current "LR" class license (photocopy will be held by the Shire) prior to the hire event.

CATEGORY 1**DONGARA DISTRICT HIGH SCHOOL AND SENIORS**

Dongara District High School and the Irwin Autumn Centre are two of the most regular bus users. The fee for this category is included in the Schedule of Fees and Charges and is reviewed annually, with no fee for kilometres travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

CATEGORY 2**COMMUNITY AND SPORTS GROUPS**

For Community and Sporting Groups located within the Shire of Irwin the hire fee is included in the Schedule of Fees and Charges and is reviewed annually. There is a daily hire rate for usage within the Midwest Region, or a daily hire rate for usage outside the Midwest Region and the hirer will be charged for kilometres travelled.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded.

When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full.

Note: An invoice can be issued for the daily hire fee and kilometres travelled charge.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

CATEGORY 3

BUSINESS AND PRIVATE GROUPS

Category 3 covers individuals or any group not covered by Categories 1 or 2; charges for this category, including a per kilometre charge are included in the Schedule of Fees and Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.

Note: (Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)

There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.

COMMUNITY BUS CONDITIONS OF HIRE

- All bookings are to be made through the Shire of Irwin.
- Drivers must produce a current "LR" class license (photocopy will be held by Shire);
- Bus to be cleaned inside and out on return, failure to do so will result in the loss of all or part of the cleaning bond;
- Bus to be returned to the Shire Depot by 4pm for daily bookings and 7am the following morning for overnight bookings;
- Charges will apply if tank is not full on return;
- No smoking on board the bus at any time;
- Food and drinks to be consumed at the discretion of the driver;
- Any damage/defects to be recorded in book on bus and reported to the Shire of Irwin immediately;
- Costs incurred to Shire of Irwin as a result of damage to bus are to be paid for by the undersigned;
- Keys to be picked up from the Shire Office (11-13 Waldeck Street) prior to departure during office hours;
- Enclosed footwear to be worn when picking up and dropping off the bus at the Shire Depot.

SHIRE OF IRWIN RESPONSIBILITY

- Ensure that the Shire of Irwin Community Bus is clean and well presented, roadworthy and reliable and meets the standard required by the booking;
- Ensure that the Driver is licensed, authorised, and competent to perform to the standard required;

DRIVER RESPONSIBILITY

- The Driver will ensure that he/she is fit, well and able to undertake the responsibility;
- The Driver will make every effort to ensure that the passengers enjoy a safe and comfortable journey;
- The Driver will ensure that all passengers are seated in accordance with the legal seating capacity of the bus, that all passengers are, and remain seated safely and properly, and that all luggages is stowed and secured correctly;
- The Driver will abide by all road and traffic rules, and shall not under any circumstance breach any laws in relation to driving hours;
- The Driver will ensure that the vehicle is clean and full of fuel;
- The Driver is required to wear appropriate footwear (enclosed shoes recommended) when operating, picking up and delivering the vehicle.

HIRER(S) RESPONSIBILITY

- The Hirer or Group must nominate at least one adult person to be responsible for the acceptable behaviour and well being of the passengers;
- Smoking, eating or drinking is at the discretion of the driver;
- The seating capacity of the community bus must not under any circumstance be exceeded, with only one adult person to each adult person space;
- If luggage needs to be carried with the passengers, the hirer should consider hiring the trailer;
- The community bus is seat belt equipped, all passengers must wear the seat belts;
- Standing passengers are not permitted;
- Passenger must remain seated whilst in transit;
- The aisle of the community bus, or emergency exits must not be obstructed by any means.
- School students, or groups of persons under 18 years of age, must have at least one adult travelling with them, who will be responsible for the behaviour and well being of the passengers.

EMERGENCY PROCEDURES

The community bus may be required to be evacuated under the following circumstances:

- At the instruction of the Driver, an authorised Shire employee, a police officer, or any other person having reasonable cause and authority to instruct;
- If there is a risk to passengers whilst any repairs or adjustments are made to the community bus;
- If there is a risk of fire or explosion;
- Post incident or accident.

PROCEDURE FOR EVACUATING BUS

Evacuation of the community bus may be instigated by one of the above mentioned events, and should proceed quietly, quickly and in an orderly fashion once the vehicle is stationary, and it is safe to do so. Evacuation will be by;

- The community bus door(s) if they are able to be opened, unobstructed and it is safe to do so;
- If evacuation is not practicable by the door(s), then evacuate by an available marked Emergency Exit;
- Once out of the vehicle, assembly shall be at a safe location sufficient distance from the vehicle, this distance being dependent on the circumstances;
- The adult/supervisor in charge will account for all the passengers, and attend to their needs, and keep order;
- The Driver will be the last person to leave the vehicle, and will oversee the safe assembly and accounting for the passengers;
- The Driver must report all incidents involving evacuation to the Shire of Irwin as soon as practicable followed up by a written report;
- This report shall include all details, such as, where, when, why, who the hiring group is, person in charge, person instructing evacuation, and names of persons injured or under duress, names, addresses and phone numbers of witnesses or involved parties.

REPLACEMENT POLICY

The vehicle is to be replaced according to the Plant and Equipment Replacement Program.

VEHICLE MAINTENANCE

Vehicle maintenance will be the responsibility of the Shire of Irwin and will be carried out on a regular basis and as required.

INSURANCE

The vehicle will be registered and insured under the Shire of Irwin's own Insurance Policy. The policy provides cover for any organisation hiring the bus, on the condition the nominated

driver(s) has the appropriate driver's licence for the vehicle class. The cover is extended to all passengers on the bus in addition to any damage to property that may belong to a third party.

OPERATING BUDGET

The operating budget for the Community Bus will be in accordance with Council's Annual Budget. Operational costs shall include consideration of; the annual operational costs, estimated distance of travel, depreciation, trade value and new purchase price of a replacement unit.

Council considers the provision of a Community Bus to be a valuable community service and is committed to covering the costs associated even if it should run at a loss however all efforts will be made to make this a viable service.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

C4 'THE VILLAGE' HOUSING POLICY**PURPOSE**

To establish a process for administering and managing the accommodation for the Port Denison Retirement Village (the Village).

POLICY

Administration and management of the Port Denison Retirement Village is to be directed by 'The Village' Housing Procedures. Policies within this document include;

- Eligibility
- Waiting List Management
- Allocations
- Tenancy Management
- Disruptive Behaviour Management
- Tenant Eligibility
- Transfer
- Debt Recovery
- Priority Assistance
- Cultural Diversity and Language Services
- Housing for People with Disabilities
- HIV/AIDS
- Utilities and Services
- Bond Accrual
- Fraud Management
- Refurbishment of Occupied Properties
- Good Neighbour

These policies are relevant to employees, contractors, tenants and applicants to ensure that housing assistance and service is delivered in an equitable and effective manner.

Date of Original Adoption – 25 June 2013

(reviewed 27 June 2017 Minute 000000)

C5 – COMMUNITY ENGAGEMENT AND PUBLIC CONSULTATION

PURPOSE

To provide direction for Council's community engagement activities.

POLICY STATEMENT

This policy upholds the view that involvement of the community and key stakeholders in planning and decision making for the local area is fundamental to effective governance. It ensures that Council's responsibilities to effectively communicate, consult and engage with stakeholders are fulfilled.

SCOPE

This policy applies to all facets of Council's operations including council's corporate, land use and financial planning and our day to day business activities.

It defines the principles underpinning Council's engagement activities, the role of councillors and staff in engaging with the community, and the mechanisms which council will use to engage the community.

PRINCIPLES

Council has decided to take a principle-based approach to its community engagement activities. This approach provides consistency, cohesion and facilitates the alignment of our performance reporting requirements. Each principle seeks to clarify the purpose of why Council engages with the community and guide how that engagement occurs. Principles which guide the actions of Shire of Irwin employees are as follows:

- Inclusiveness
 - The consultation must encourage the involvement of people who are affected by or interested in a decision;
 - Affected and interested parties will be given equal opportunity to do so, including groups who have traditionally not participated in the past;
 - Affected groups and interested parties can select their own representative from within their group to work with Council; and
 - The type of consultation or contact that is made will be sensitive to a group's particular needs.

- Purpose
 - The Shire will use this framework to ensure that consultation is purpose-driven to provide assistance in the decision making process of Council which can include revision of policies;
 - The type of consultation chosen must be appropriate for the task;
 - There is a clear statement about what consultation is to achieve;
 - There is a clear statement about what the role of Council is and what the role of the participants is, in the consultation; and
 - There is internal coordination within the Council to ensure organisational ownership of the consultation.

- Provision of information
 - Information relating to the consultation is to be made readily available so that participants can make informed and timely contributions;
 - Information relating to the consultation can be accessed easily by everyone involved before key decisions are made;
 - Information must be presented in an easily understood format;
 - In some instances, full details about an issue may not be fully disclosed to the public because of its commercial sensitivity or personal nature; and
 - In some circumstances, Council may determine to recover part of the cost of providing the information.

- Informed consultation

Consultation is most effective when people have the facts before them. This will mean that Council will need to have the officers do some development work on an issue or proposal, prior to the commencement of the consultation.

 - This work will generally be described as the scoping work or study. This scoping work will be the information that Council will put into the public arena for consultation. It will be factual.
 - On occasion Council may develop preference for a particular position. When this occurs, Council will indicate what that preliminary position is and the reason for this. This will assist the community to understand where the Council stands at the start of the consultation.

METHODS OF CONSULTATION

As a guide, Council has outlined types of consultation that may be appropriate in a range of circumstances.

The methods of consultation are:

- A. Notifications on site (where appropriate)
- B. Verbal/written contact to affected household or group advising them of issue/project (no feedback invited).
- C. Written contact to affected household or group. Information will be given on how the receiver may give feedback.
- D. Council-organised community forum/meeting.
- E. Surveys or other forms of formal market research that are independently conducted and are statistically valid. Note: matters that are identified as requiring surveys will be determined by Council on a case-by-case basis when the scoping of the matter and full consultative program is presented to Council.
- F. Seek input via affected groups or advisory committees (if relevant one exists).
- G. Council's Shire Website / Brilliant Blend Bulletin / Council Facebook Page / Notice Board / Shire of Irwin Electronic Community Sign
- H. Advisory Public Notices / Media Release (i.e. Dongara Denison Local Rag, Geraldton Guardian etc)
- I. Public Notice advertising for public comment/feedback

COMMUNITY IMPACT LEVELS

Council believes that there are basically six different groups of issues on which it will wish to consult:

- Group One Matters that are a “one-off” issue impacting on Shire service delivery**
e.g. The temporary closure of a sporting facility for maintenance works.
- Group Two Matters that change the current arrangements/uses on a single site**
e.g. example: Any minor redevelopment of a Shire facility, park or reserve.
- Group Three Matters impacting on an area or neighbourhood**
e.g. Traffic management proposals/solutions, streetscape proposals
- Group Four Service Planning Matters which have impacts across the Shire**
e.g. Changes to the rubbish service
- Group Five Major Plans which have impacts across the Shire**
e.g. Open Space Planning, Community Development Plan, Tourism Plan.
- Group Six Major projects or issues with Shire wide impacts**
e.g. Construction of new building or major infrastructure/major redevelopment/Strategic Plan/Town Centre Development proposals

In circumstances categorised as group one, two or three, few examples beyond the type above were identified as having an impact or being significant enough to necessitate extensive consultation.

In such circumstances, consultation is more likely to involve a specific party, groups or neighbourhood (i.e. those that may be affected) than the wider community, and the appropriate consultative tools would be outlined by the project team at the commencement of a project.

COMMUNITY ENGAGEMENT GUIDELINES

COMMUNITY IMPACT LEVELS							
METHOD		1	2	3	4	5	6
	A.	N	N	-	-	-	N
	B.	P	P	-	P	-	-
	C.	-	-	N	-	N	N
	D.	-	-	-	-	P	P
	E.	-	-	-	-	P	P
	F.	-	N	N	-	N	N
	G.	N	N	N	N	N	N
	H.	P	N/P*	-	N	N/P*	N/P*
	I.	-	N/P*	N	-	N/P*	N/P*

*If both H & I are relevant to a specific group, one or the other must be selected. This will be based on whether the engagement is to be used for the purposes of informing or advising the community.

N – Necessary

P – Possibility (needs to be considered)

This table identifies minimum requirements however this should be reviewed on an as needs basis during operational planning.

APPROPRIATE CONSULTATION

This framework will apply predominantly to matters requiring a decision by Council. It will not necessarily apply to routine, day-to-day activities such as:

- Maintenance activities
- Implementing an existing plan

- Where the work is integral to the work of an advisory committee

Note: This framework relates to obtaining community input before the Council makes a decision on the matter, i.e. consultation. When the decision has been made and the decision is being implemented/the activity is routine, it is more appropriate for the Council to inform/advise.

STATUTORY OBLIGATIONS

Council has responsibilities and makes decisions under a wide variety of State and Federal legislation. In many instances the legislation sets standards and provides minimum/maximum requirements in regard to notifications and referrals.

This Consultative Framework is designed to complement any statutory obligations the Council may have and to ensure the Council's principles of consultation are applied.

Council is rarely the final decision maker, so it must be mindful of the folly of inviting input from residents whose objection cannot be reasonably taken into account (e.g. relativity to a proposal).

IMPLEMENTING THE CONSULTATION

- a) This policy applies to Elected Members, Council staff, contractors, agents and consultants acting on behalf of the Council.
- b) The Chief Executive Officer is responsible for implementing community engagement and consultation programs in accordance with this policy. Guidelines and resources are to be provided to enable staff to fulfil the consultation requirements of legislation and this policy.

ENGAGEMENT ACTIVITIES

Council will use different community engagement techniques and communication mechanisms depending upon the issue or project, its particular circumstance and the audience it needs to target.

The need for, and type of community engagement to be undertaken will be determined at the project's planning stage following an analysis of the desired project outcomes. The project plan will also identify the most appropriate communication tool to ensure that the particular target group(s) are well informed of both the issue and related engagement opportunities.

At the planning stage the project team will also consider whether or not it can obtain the community information it requires from another source, or previous engagement activity in order to maximise the use of limited resources and minimise the likelihood of consultation fatigue developing within the community.

PARTNERSHIPS

As an integral part of his policy Council will facilitate the establishment of a range of partnerships between all levels of government, business and community organisations. These partnerships will:

- provide a flexible vehicle to respond to economic, environmental and community issues;
- advocate to other levels of Government on issues of regional importance;

- attract external funding to the region; and
- undertake specific projects or activities of mutual benefit to the region and its communities.

ROLES AND RESPONSIBILITIES

Councillors and staff play complementary roles in engaging with the community.

Council will decide the high level strategic issues on which it will engage the community. These issues will be linked to an identified corporate plan priority, or a significant emerging regional issue.

Councillors have responsibility for engaging with their local and divisional communities; and council staff have responsibility for engaging the community in their day-to-day business activities and on agreed projects and place-making activities.

DEVELOPING ENGAGEMENT CAPACITY

In order to develop a culture of engagement across the organisation Council will:

- explore opportunities to provide community engagement training for councillors and staff;
- modify its Council Agenda report format to include a section titled 'community engagement'; which details the proposed engagement strategy to be undertaken within the context of the report; and
- identify new and emerging information, communication, and knowledge management technologies and explore how they could be used to better engage the community.

REVIEW OF THE POLICY

Council will formally review this policy annually in line with the formal Policy Manual review.

<i>Date of Last Amendment – 15 December 2015</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

C6 ONLINE COMMUNICATION AND ACCESS POLICY

PURPOSE

To provide direction for Council's social media and website activities, and other online promotional methods.

POLICY STATEMENT

The Shire of Irwin understands the requirement to provide a framework for using social networking sites, the Shires website and other online promotional methods such as the electronic Community Information Sign, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal online conduct to ensure the greatest benefit to the Shire of Irwin.

SCOPE

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Irwin who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Irwin and/or whom have the ability to make alterations to the Shires website and electronic Community Information Sign.

Social Media means forms of electronic communication (eg. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter and YouTube.

This policy also extends to cover Shire of Irwin website alterations and staff accessing other websites within work hours. It is emphasised that staff are to only access websites required for work related purposes and should not access anything that does not align with Council's values.

Similarly, only authorised staff are to access the electronic Community Information Sign website for adding, deleting and/or altering community messages, with the sign only to be used for authorised purposes (Community event advertising, Shire advertising etc).

SOCIAL MEDIA USE AND ONLINE COMMUNICATION FOR SHIRE OF IRWIN PURPOSES

The Shire of Irwin may directly specify employees to use social media or other forms of online communication for Shire purposes. Only employees with appropriate training and knowledge who are expressly authorised by the CEO may carry out these activities via use of social media or other forms of online communication.

If a person is provided with express permission by the CEO to use social media or other forms of online communication s/he must provide information that is truthful, accurate and in the interests of the Local Government. S/he must not disclose anything that is confidential financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the CEO should always be aware that the Shire of Irwin may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the CEO if s/he is ever unsure about stating or responding to something on a social media site.

WEBSITE AND ELECTRONIC COMMUNITY INFORMATION SIGN USE FOR SHIRE OF IRWIN PURPOSES

The Shire of Irwin may directly specify employees to make alterations to the Shire of Irwin website and/or electronic Community Information Sign, only employees with appropriate training and knowledge who are expressly authorised by the CEO are able to make such adjustments.

If a person is provided with express permission by the CEO to make these alterations s/he must provide information that is truthful, accurate and in the interests of the Local Government. S/he must not disclose anything that is confidential financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to alter the Shires website and/or Community Information Sign must:

- Use spell check and proof read;
- Know the facts and verify the sources;
- Be polite and respectful of other opinions;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

If in the event that the person editing the website/community information sign is unsure of whether the content proposed is relevant, S/he must always seek guidance from his/her supervisor or the CEO.

PERSONAL/PRIVATE USE OF THE SHIRE OF IRWIN'S CORPORATE SITES

An employee cannot comment on behalf of the Shire of Irwin unless expressly authorised by the CEO. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or his/her authorised delegate) must be made.

A person of the Shire of Irwin is able to share links that the Local Government has posted on the social media sites, or submitting a “like” action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

PERSONAL/PRIVATE USE OF NON-SHIRE OF IRWIN SITES

Employees at the Shire of Irwin are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Irwin and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

CONSEQUENCES OF BREACHING THIS POLICY

The policy constitutes a lawful instruction to all of the organisation’s employees and contractors and breaches may lead to disciplinary action or termination by the Shire of Irwin, or referral to appropriate external Authorities where applicable. Employees who breach the law may also be personally liable for their actions.

VARIATION TO THIS POLICY

This policy may be cancelled or varied from time to time. All the organisation’s employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation and those making alterations to the Shire website and accessing of other websites are responsible for remaining familiar with this policy.

REVIEW OF THE POLICY

Council will review this policy annually in line with the formal Policy Manual review.

<i>Date of Last Amendment – 15 December 2015</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

C7 FINANCIAL ASSISTANCE FUNDING POLICY**PURPOSE**

The purpose of this policy is to provide guidelines for the application; assessment and determination of requests received for funding and to ensure expenditure of all funds are appropriately accounted for and reported on.

OBJECTIVE

By developing and adopting this Financial Assistance Funding Policy, it provides an overarching framework for the Shire of Irwin to provide financial assistance to not for profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Irwin.

POLICY STATEMENT

This policy provides prospective applicants with information about the financial assistance available from the Shire of Irwin. The Shire receives a large number of requests throughout the year for financial assistance a policy for the assessment of the applications ensures:

- Transparency and accountability to the Irwin Community;
- Fairness and equity to all applicants;
- Eligibility criteria is applied to each type of Financial Assistance;
- The amount of Financial Assistance available;
- Guidelines are in place to assist applicants in completion and lodgement of forms;
- Applications are assessed by a Delegated Officer or Committee.

ELIGIBILITY

Not-for-profit community based organisations, groups, event organisers, athletes and individuals that provide economic, social, community projects that make a positive contribution to the Shire of Irwin.

INELIGIBILITY

Groups that are ineligible for funding include local state and federal government departments, private companies, individuals (unless representing at elite level) and private and public schools including employees of these bodies acting on behalf of their employers (excluding relevant community purpose representative bodies such as P&C Associations).

RECURRING GRANTS

The following are recurring grants which are reviewed annually by Council and are subject to this policy:

Australia Day – Dongara Denison Lions Club Inc - \$500

Each year the Shire of Irwin contributes \$500 to the Dongara Denison Lions Inc for Australia Day festivities. This grant is to assist with conducting an Australia Day Event in partnership with the Shire of Irwin.

Mid West Group of Affiliated Agricultural Societies Inc - \$300

Support the Mid West Group of Affiliated Agricultural Societies by giving a donation towards the cost of presenting the Mid West District Display at the Perth Royal Show.

Dongara YouthCare Chaplaincy - \$5,000

Support Dongara YouthCare annually for the ongoing work of the School Chaplain at the Dongara District High School.

Geraldton University Scholarship - \$3,000

The Geraldton University Centre Hollomby Foundation Scholarship is to provide a means of administrating financial support for the benefit of a residence in Irwin that is studying towards a tertiary education.

Lord Mayor Distress Relief Fund - \$5,000

Council support the Lord Mayor's Distress Relief Fund which offers financial support for all Western Australians who experience personal hardship and distress arising from a confirmed natural disaster occurring in our State. The Fund is designated by the State Government as the official body through which all State Emergency appeals are conducted.

Art Acquisition - \$500

Each year the Shire of Irwin, contribute to the Shire of Irwin 'Best Local Artist Award' at the annual Easter Art Exhibition to the value of \$500 for the winning entry. Artworks that build on the strengths and address the gaps in the Shire of Irwin's collection:

- Artworks designed or created by artists living, working in, or who have a strong connection to the Shire of Irwin;
- Artworks with themes relating to the Shire of Irwin;
- Artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art;
- Artworks designed or created through processes of group or community artistic expression;
- The cost and community value of the artwork;
- The ongoing maintenance costs of the artwork.

For art acquisitions that occur through awards and valued at more than \$500 the Chief Executive Officer has delegated authority to approve purchases to the value of \$1,000.

Anzac Day Celebrations - \$500

Annually a contribution of \$500 is paid to the Returned Services League to be spent at their discretion for the Anzac Day Celebrations.

Easter Races - \$1,500

Each year a contribution of \$1,500 is paid to the Dongara Race Club to sponsor a Fashion of the Field Event.

CATEGORIES OF FUNDING

1. Sundry Donations

Small grants up to \$500 can be applied for at any time through a written request on a Sundry Application Form addressed to the Manager Community Capacity outlining details of how the funds will be utilised. The request will be provided to the relevant Officer for comment and recommendation and a response will be forthcoming to the applicant within 14 Days.

Funding will be considered for Projects or Events that:

- Are open for attendance by the local Community and encourage participation by a Community Organisation(i.e. member of a Sporting Association or Club);
- Enhance Community Spirit;
- Provide free entry to the local Community to attend the Project or Event;
- Community Organisations that are run by local community volunteers;
- Require funding for promotion costs of the Project or Event.

Restrictions on Funding

Only one application per financial year (July to June) may be lodged. Donation funding is available to a maximum amount of \$500.00.

The community organisation is encouraged to have made application to source additional funding for the Project or Event.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are received after the Project or Event.

Eligibility – Who Can Apply?

To be eligible for funding the applicant must meet all of the following criteria:

- Community Organisation within the Shire of Irwin;
- Incorporated Community Organisation;
- Not-for-profit Organisation.

Ineligible for Funding

Funding will not be provided to or considered for:

- Individual persons;
- State or Federal Government bodies;
- Projects or Events that will financially benefit the Community Organisation (i.e. entry charge);
- Commercial Organisation or Businesses;
- Funding to undertake Commercial activities or assist with Organisational operating costs;
- The purchase, hire or lease of sporting and or recreation equipment.

2. Travel Subsidy – Assistance for Resident Elite Athletes

To provide financial assistance to Shire of Irwin residents selected to participate in a national sporting event or who receive a scholarship to the Mid West Academy of Sports.

Shire of Irwin residents who are chosen to participate in a national sporting event are eligible for Council support up to the amount of \$400.00 and those receiving a scholarship to the Mid West Academy of Sports are eligible for membership and services worth up to \$400.00 at the Irwin Recreation Centre. Council support to elite athletes through cash, memberships or services is limited to the value of \$400.00 per athlete per year.

Applications are to be lodged on the Shire's Travel Subsidy – Assistance for Resident Elite Athletes Application form and retrospective applications will not be considered where they are submitted after the Event or Competition.

The Travel Subsidy Assistance for Resident Elite Athletes is open all year round (with no closing date) and is not funded retrospectively. All applications must be received and date stamped by the Shire at least two weeks **PRIOR** to competition for consideration. Applicants must supply proof of selection and representation level with the application form. The supporting letter from an approved governing body/event organiser (e.g. copy of selection letter on Association letterhead) must be attached.

3. Waiver of Fees and Charges

All eligible requests for a Waiver of a Fee and Charge will be assessed at the discretion of the Chief Executive Officer (under delegated authority) as outlined within this Policy. In cases where the request for Fee Waivers exceeds \$1,000 the applicant will be advised to apply through the Community Assistance Scheme.

Eligibility – Who Can Apply?

To be eligible for a Waiver of Fees and Charges the applicant must meet all of the following criteria:

- Operate in the Shire of Irwin;
- Community Organisation which is an Incorporated body or Educational Institution;
- Not-for-profit Organisation;
- Bonds will not be waived.

Ineligible for Funding

Waiver of Fees and Charges will not be provided to or considered for:

- Individual persons;
- State or Federal Government bodies;
- Projects or Events that will financially benefit the Community Organisation (i.e. entry charge);
- Commercial Organisation or Businesses;
- The hire or lease of sporting and or recreation equipment.

Waiver of Fees and Charges

Waivers will be considered where the application relates to a free community activity and at least one of the following criteria is met:

- Events that occur as a result of natural disasters;
- The purpose of the activity supports a service or activity that the local government considers it would have undertaken and is beneficial to the community;
- Enhance community Spirit;
- Community Organisations that are run by local community volunteers;

Provision of In-Kind Support

Overall control of the project resides with the applicant, but there may be conditions attached to the provision of in-kind support such as:

- Provision of venues;
- Staff assistance;
- Promotion through the Shire's communication channels or other non-monetary resources for a specific event or initiative;

The activity, event, competition, project or celebration must be offered within the Shire of Irwin local government boundaries.

The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme Funding or Council Contribution or received financial assistance from the Shire under any existing written agreement during the current financial year.

Only one application per financial year (July to June) may be submitted at any time during the year.

Reimbursement for utility charges such as water and electricity will not be considered for waivers.

Recurrent annual or seasonal fees for sporting groups such as court hire, annual hire fees for Port Denison Oval, Dongara Oval, Tennis Club or tennis courts will not be considered for waivers.

The community organisation is encouraged to have made application to source additional funding for the Project or Event.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are received after the Project or Event.

4. Community Assistance Scheme \$5,000

The Shire of Irwin is committed to supporting the local community of Irwin through the Community Assistance Scheme. This Scheme has two funding rounds per year. The maximum amount for funding is up to \$5,000.

The Program is aimed at providing assistance to not-for-profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Irwin.

Operating Guidelines

Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements.

Assessing Applications

Applications are assessed against the selection criteria by the Shire of Irwin Community Assistance Scheme Committee before being submitted to Council for deliberations.

Review

The Acquittal and Evaluation Form must be submitted to council within 8 weeks of the stated completion date of the project or activity, or before the 20 June of the current financial year, whichever falls first.

FUNDING

Funding for the various categories has been sourced through all existing grant programs Council offers to the Community.

The Shire of Irwin will allocate an annual budget allocation for funding and the funds will be grouped into one relevant line item in council's annual budget. Requests for funding outside of this policy may be declined.

ACKNOWLEDGING THE SHIRE'S SUPPORT

Successful applicants are to acknowledge the Shire of Irwin in any advertising and on any material relating to the activity or event for which the funding has been provided.

<i>Date of Last Amendment – 22 November 2016</i> (reviewed 27 June 2017 Minute 000000)
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C8 ART ACQUISITION DISPLAY AND MANAGEMENT

PURPOSE

The purpose of this policy is to provide guidance for the effective acquisition, display and management of art located within Council premises, public spaces or space owned or administered by the Shire of Irwin Council.

Public places and spaces include Council owned or operated public access buildings held for civic, cultural or recreational purposes. Council owned or maintained open spaces, streets, pathways, parks and foreshore areas.

Council's Art Collection

The purpose of the Shire of Irwin's Art Collection is to:

- Maintain and enhance an artistic statement within the Shire of Irwin for the benefit of our community, current and future;
- Contribute to the Shire's cultural development through diversity in artistic and cultural expression;
- Provide through the artistic medium, an insight into the historical context and future visions of the Shire of Irwin.

OBJECTIVE

By developing and adopting this Art Acquisition Display and Management Policy, Council acknowledges that artists and art contribute to the Shire's cultural development through diversity in artistic and cultural expression.

DEFINITIONS

Art	Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints and mixed media. The types of art covered under this policy are: public art, community art and Temporary art.
Public Art	Artistic works designed or created by an artist(s) and situated in an accessible place of the public and memorials for public spaces in the Irwin municipal area.
Community Art	Artistic works involving the active participation of community members, in the design or creation, and are often facilitated by an artist(s) or a community arts worker.
Temporary Art	Artistic works designed and created for a short life span.

POLICY STATEMENT

This policy supports the notion that visually attractive towns stimulate a sense of community pride and belonging. In addition, appropriate art provides social, economic, cultural and environmental benefits to the community.

Through this policy the Shire of Irwin recognises the value and significance of arts and culture to the community. This Art Acquisition Display and Management Policy acknowledges the importance of art and the need for Council to maximise the interpretation, promotion and celebration of Irwin's cultural heritage and its built and natural environment.

In addition, this Art Acquisition Display and Management Policy have links with the following objectives taken from the Strategic Community Plan 2012 – 2022:

1. Implement the Public Open Space Strategy;
2. Recognise Places of Heritage Value in the Tourism Development and Promotion Plan, including Cultural and Built Heritage;
3. Investigate the Feasibility of an Arts and Cultural Centre;
4. Develop a Town Centre Revitalisation Plan;
5. Develop a Community Sponsorship and Funding Strategy;
6. Support Arts, Culture and Recreation Programs through a Community Grants Scheme.

ART ACQUISITION

The Shire of Irwin Art Collection aims to promote the development of art and artists by acquiring artworks both traditional and contemporary. The following criteria will be used to determine the suitability of all art being considered for acquisition:

- Artworks that build on the strengths and address the gaps in the Shire of Irwin's collection;
- Artworks designed or created by artists living, working in, or who have a strong connection to the Shire of Irwin;
- Artworks with themes relating to the Shire of Irwin;
- Artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art;
- Artworks designed or created through processes of group or community artistic expression;
- The cost and community value of the artwork;
- The ongoing maintenance costs of the artwork.

Art Acquisition through Art Awards

Artworks can be acquired by Council through the following methods, subject to compliance with this Policy, and the availability of funds in the budget.

This section relates to art acquisitions through Easter Art Exhibition and Shire of Irwin Awards. Artworks can be acquired by the Shire through the provision of the annual Shire of Irwin Best 'Local Artist Award'. The awards are sponsored to the value of \$500 for the winning entry and the following criteria will be used to guide the process:

- The artist will be a resident of the Shire of Irwin;
- All works will be the original work of the artist;
- The award will be officially presented to the winner by the Shire President or his/her representative at the Art Exhibition;
- The winning artwork will be displayed in a public areas reinforcing the Shire's commitment to local art, both for artists and the viewing public;
- The Shire of Irwin will be recognised as a Sponsor of the Art Exhibition and shall be recognised on all printed material and in any promotions relating to the art exhibition;
- Copyright will remain with the artist and the artist agrees that the Shire of Irwin reserves the right to use the image of the winning entry for non-commercial reproduction and publicity purposes;

For art acquisitions that occur through awards and valued at more than \$500 the Chief Executive Officer has delegated authority to approve purchases to the value of \$1,000.

Art Acquisition through Funding

Council is committed to exploring a range of funding options and will actively seek funding for future art projects, including:

- Partnership, sponsorship and donations;
- Capital Works allocation within existing or proposed projects;
- State and Federal Government funding.

Commissioned Artwork Projects

Artworks can be acquired by the Council through commissioning an artist(s) in line with the acquisition criteria.

Depending on the size, complexity and cost of the artwork project, the following general criteria will be used to guide the commissioning process:

- Design and creativity of concept;
- Proposed ideas are high quality, engaging and integrated into the site design;
- Cost for proposed artwork;
- Maintenance for proposed artwork;
- Experience in comparable projects and artistic disciplines;
- Compatibility to criteria outlined in the artist brief;
- Previous experience working within project timelines and budgets;
- Previous projects were conducted safely and were technically feasible;
- Experience in undertaking projects requiring community consultation.

MANAGEMENT OF ART

Artwork that is commissioned by local government or is gifted to local government needs to be managed as an asset and obligations for maintenance are the Shire of Irwin's.

For art that has been commissioned by Council the artist(s) are required to prepare a manual containing comprehensive instructions for the proper cleaning, operation and maintenance of the artwork if applicable. The manual should include the following:

- Description of the materials used, including Materials Safety Data Sheet where relevant;
- Any other relevant issues relating to the cleaning, operation and maintenance of the artwork; and
- Contact details for the artist.

Date of Adoption – 23 February 2016

(reviewed 27 June 2017 Minute 000000)

C9 DONGARA PUBLIC LIBRARY

PURPOSE

To outline the role and responsibilities of the Shire's public library.

POLICY

The Shire of Irwin is committed to the provision of free, accessible, quality library resources and services to the local community. Library services are provided in partnership with the State Library of Western Australia.

Library Charges

1. Council supports the principle of a free public library service with no charge being made for obtaining, displaying and lending books and related materials, other than charges levied through Council rates.
2. Council Policy is that any additional services provided such as photocopying and faxing, through its libraries should be paid for by the users of any such services.
3. Council Policy is to invoice readers to recover the cost of lost or damaged library books immediately after the loss or damage is incurred.

Date of Original Adoption – 27 May 2014

(reviewed 27 June 2017 Minute 000000)

C10 NON-COMMERCIAL CAMPING**PURPOSE**

To provide direction on Council controlled land in regards to caravan and camping in the Shire of Irwin.

OBJECTIVE

- To ensure caravan and camping visitors to the Shire of Irwin have a range of accommodation options that maximise the benefits to the local community;
- To allow visitors to experience the uniqueness of the Shire without impacting on the residents quality of life or the natural environment;
- To ensure Council encourages 'competitive neutrality' and does not aim to compete with commercial operations; and
- To ensure visitor and community safety is upheld and minimum standards are met in accordance with existing Council policies.

POLICY

1. Nature based camping is allowed on Council controlled land outside of Dongara – Port Denison town sites centres at Cliff Head, Knobby Head, Fresh Water Point and Seven Mile Beach. Only travellers with *Self Contained Vehicles* are permitted at Seven Mile Beach as there are no toilets provided. Camping is allowed for a maximum of 72 hours at all of these locations.
2. Dongara Town Oval on Waldeck Street is available for a free overnight rest for travellers with *Self Contained Vehicles*, a dump waste point is provided and parking for oversized vehicles. Mobile power generators external to the vehicle should only be used up to two hours to top-up internal batteries and not operating after 10pm. Externally strung washing lines are not permitted. If dogs accompany campers the Dog Act 1976 and the Shire of Irwin Dog Local Law applies.
3. Free camping is prohibited elsewhere within the Shire of Irwin.
4. The Shire of Irwin may open a temporary overflow facility to accommodate the excess influx of visitor's during peak tourist periods when existing accommodation providers are operating at or near full capacity (such as the Easter long weekend). This facility is provided at the Town Oval on Waldeck Street Dongara. A basic toilet block is opened for this period and an overnight fee is payable to the Ranger by all users.

Definitions

Self Contained Vehicles must carry a minimum of 20 litres of fresh water, have waste (grey) water holding tank with minimum capacity of five litres per person or 15 litres per person if the vehicle is fitted with a shower, and have a portable toilet cassette, all waste must be retained within the confines of the vehicle and nothing released to ground.

Date of Original Adoption– 24 September 2014 (reviewed 27 June 2017 Minute 000000)

C11 PUBLIC ACCESS TO THE INTERNET AND COMPUTER FACILITY AT THE DONGARA PUBLIC LIBRARY**PURPOSE**

To provide direction for the provision of public internet use made available at the Dongara Public Library.

POLICY

The Dongara Public Library service provides the public with access to information within the scope of its roles and responsibilities in accordance with the Framework Agreement between State and Local Governments for the Provision of Public Library Services in Western Australia. While ensuring that this access does not legally comprise the Shire of Irwin, the Shire is committed to providing a Public Library Service that empowers its members to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals.

The Dongara Public Library service for public computer use and online access shall be:

1. Provided in accordance with the strategic objectives contained within the Framework Agreement between State and Local Government for the Provision of Public Library Services.
2. Provided within the Library Service's procedures in relation to the "Procedures and Conditions of Use - Public computers and online access", which will be publicly displayed at the computer terminal within Dongara Public Library that is for use by the public.
3. In accordance with Division 6 (Computer Services) *Classification (Publications, Films and Computer Games) Enforcement Act 1996* which defines the conditions and liability under which computer services operate.
4. Provided in accordance with *Copyright Act 1968* and *Copyright Amendment (Digital Agenda) Act 2000*.
5. Provided within the parameters of internet and email management software tools, including filtering and monitoring systems to ensure compliance with the Agreements, Acts and Procedures noted within this policy.
6. Provided for the use of minors with the parent or legal guardian retaining the responsibility for the management of such use.

Date of Adoption – 15 December 2015

(reviewed 27 June 2017 Minute 000000)

C12 LOCALISED PURCHASING**PURPOSE**

To ensure that Local Suppliers have every opportunity to provide goods and services for purchase by Council.

POLICY

That Council, in determining tenders for goods and services, and the staff in undertaking all other Council purchases (those purchases not requiring a tender in accordance with Local Government functions and General Regulations) shall apply a regional price preference based on;

1. The price preference offered to suppliers within the Shire and/or Mid West Region can be up to 5% of the value of goods and services. The maximum value of the price preference cannot exceed \$10,000.
2. The price preference is to be applied to businesses within the Shire and/or Mid West Region, who have operated continuously for not less than six months.
3. The price preference is applicable in the first instance to businesses who are based in and operate within the Shire of Irwin. If no suppliers are based within the Shire of Irwin then the price preference applies to those businesses who are based in and operate within the Mid West Region.
4. The price preference may be applied to businesses operating from outside the Shire, but only goods and services sourced from within the Shire.
5. The onus will be on the supplier to quantify any local content component.
6. The price preference will only apply to goods over the value of \$1,000.

Guidelines:

In the purchase of non-tendered goods and services the responsible officer shall make all effort within reason to ensure businesses operating within the Shire of Irwin are provided with the opportunity to quote.

Date of Last Amendment – 28 April 2009

(reviewed 27 June 2017 Minute 000000)

C13 PURCHASING

PURPOSE

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Irwin.
- To ensure consistency for all purchasing activities that integrates within all the Shire of Irwin operational areas.

POLICY

WHY DO WE NEED A PURCHASING POLICY

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

- Provides the Shire of Irwin with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Irwin receives value for money in its purchasing.
- Ensures that the Shire of Irwin considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Irwin is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Irwin's purchasing practices that withstands probity.

ETHICS & INTEGRITY

All officers and employees of the Shire of Irwin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Irwin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Irwin policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Irwin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

all relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.

- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Irwin is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Irwin's sustainability objectives.

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

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- Demonstrate environmental best practice in water efficiency;
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and

- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$3,000	Direct purchase from suppliers requiring up to two verbal or written quotations.
\$3,001 - \$29,999	Obtain at least two verbal or written quotations.
\$30,000 – \$49,999	Obtain at least two written quotations
\$50,000 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$3,000

Where the value of procurement of goods or services does not exceed \$3,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

\$3,001 to \$29,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$3,001 and \$29,999.

At least two verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations.

Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.

Read back the details to the Supplier contact person to confirm their accuracy.

Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

\$30,000 to \$49,999

For the procurement of goods or services where the value exceeds \$30,000 but is less than \$49,999, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are;

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation should include as a minimum:

- Written Specification
- Selection Criteria to be applied
- Price Schedule
- Conditions of responding
- Validity period of offer

Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

\$50,000 to \$149,999

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is required to obtain at least three written quotations containing price and a

sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

REGULATORY COMPLIANCE

Tender Exemption

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

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

NOTE: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Irwin shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

Tender Criteria

- The Shire of Irwin shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (ex GST) price of:

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

Advertising Tenders

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

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

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the local government has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Irwin not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer’s delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information

should be regarded as *commercial-in-confidence* to the Shire of Irwin. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

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

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$149,999 (listed above);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Irwin may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer;
- The total value of consideration of the winning offer; and
- The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation; and
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation; and
- Order forms and requisitions.

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

<i>Date of Last Amendment –15 December 2015</i> <i>(reviewed 27 June 2017 Minute 000000)</i>
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C14 DEBT COLLECTION

PURPOSE

To provide clear and appropriate debt recovery procedures which will be undertaken by the Shire of Irwin.

To ensure effective control over all invoiced debts owed to Council whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

POLICY

Rates – Outstanding Amounts

- All monies owed to Council are deemed to be overdue following a period of 35 days from the date of the original invoice (excluding instalments options and payment arrangements).
- At the expiration of the 35 day period Council shall issue a final notice giving the debtor a further 14 days to rectify the debt.
- At the expiration of the 14 day period, if payment has not been forthcoming, then Council will issue a overdue letter requesting payment within 14 days.
- At the expiration of the 14 day period, if payment has not been forthcoming, then council will issue a letter of intent to summons, advising of Councils ability to, in the case of rates, all legal costs will be incurred by the ratepayer and the ratepayers credit rating will be affected. Payment is requested in 7 days.
- The matter is then handed to a debt collection agency (or Fines Enforcement Registry), and all costs associated with debt collection action will be borne by the debtor.
- Prior to commencing any action to sell land under the provisions of the Local Government Act 1995, the matter is to be referred to Council for consideration.
- Interest on outstanding monies shall be calculated on a daily basis at a level set at Council's annual budget for monies outstanding for a period greater than 35 days in accordance with Section 6.13(6) of the Local Government Act.
- In cases where the owner of a leased or renter property on which municipal rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due until the amount in arrear has been paid.

That any penalty interest accrued on an outstanding rates balance of less than ten dollars be written off by Council, in accordance with the provisions of Section 6.12 of the Local Government Act 1995.

That for a rates assessment with an outstanding balance \$0 and \$1,000 that no legal action be taken against the owner. Further that the owner be advised of the outstanding amount and that they can either choose to pay the debt, or the amount will show on the next rates notice received, accruing penalty interest at the appropriate rate.

That for a rates assessment with an outstanding balance of greater than \$1,000, the matter be referred to Council's debt collecting agency.

Arrangements to Pay Off Debt:

All requests for deferment and/or payment by instalments must be made in writing; and The ratepayer must when making application for deferment or payment by instalments provide writing:

- Details to support their payment;
- Advice as to the date payment will be finalised:

- Date of and amount of instalment payment schedule (including date of final instalment).

Note:

Ratepayers who have made written contact with Council seeking deferment of payment of rates and/or payment by instalment method or are the subject of a separate agreement, be exempt from legal action for recovery of outstanding monies unless the payment schedule has been defaulted.

Applications from pensioners be considered individually and be exempt from default procedures.

Footnote:

Each debtor's right to appeal in accordance with the provisions of the Local Government Act shall not be relinquished by anything in the policy.

Sundry Debtors – Outstanding Amounts

- Sundry debtor accounts become overdue if not paid with 30 days of issuing of the account.
- On becoming overdue, a statement is to be issued requesting immediate payment.
- Fourteen days after the statement is issued, if payment has not been forthcoming, then council will issue a letter of demand for payment, within 7 days.
- The matter is then handed to a debt collection agency (or Fines Enforcement Registry), and all costs associated with debt collection action will be borne by the debtor.

<i>Date of Last Amendment – 15 December 2015 (reviewed 27 June 2017 Minute 000000)</i>
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C15 MANAGEMENT OF INVESTMENTS**PURPOSE**

To provide guidelines for the investment of surplus funds which ensure that returns on funds invested are maximized within levels of acceptable risk.

POLICY**Investment Objectives**

- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- To achieve a high level of security for the overall portfolio by using recognised rating criteria.
- To maintain an adequate level of diversification as detailed in this policy.
- To have ready access to funds for day-to-day requirements, without penalty.

Statutory Compliance

All investments are to be made in accordance with:

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

Delegation of Authority

The authority is to be delegated to the Chief Executive Officer to make investment decisions and sign investment lodgements and withdrawals. Pursuant to the provisions of Section 5.45 of the Local Government Act 1995 the CEO may in turn delegate the day to day management of Council's investments to Director Corporate and Community and Manager Customer Services.

Prudent Person Standard

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

Authorised Institutions

In accordance with Local Government (Financial Management) Regulations Section 19C the Shire can only invest in the following institutions;

- Authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- Western Australia Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Authorised Investments

The only types of authorised investments under Local Government Act 1995 section 6.14(1) are as follows;

- Deposits with an authorised institution and the term is to be no more than 12 months;
- Bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years;
- Australian currency only.

General Policy Guidelines

(i) Quotations on Investments

Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.

(ii) Credit/Diversification Risk

The short term (0-365 days) credit guidelines will be based on Standard and Poors Short Term Issue Credit Ratings which are:

A1+ The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

A1 The obligor's capacity to meet its financial commitment on the obligation is strong.

A2 The obligor is susceptible to adverse economic conditions however the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

The long term rating (1 to 3 years) is confined to bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years. The amount invested with any one financial institution or product should not exceed the following percentages of average annual funds invested within each risk rating.

Credit Rating	Maximum % in credit rating category	Maximum % in one authorised institution
Short term A1+	100	75
Short term A1	50	75
Short term A2	25	50
Long term – Government Guaranteed Bonds	100	100

- No more than 75% of funds may be invested in one organisation without Council approval.
- These provisions relating to the diversification of Council's Investments do not apply if Council chooses to place its investments with the institution that operates Council's Municipal Fund.

(iii) Preference to community support

Where two or more quotes are equal in terms of risk and return then the institution that can demonstrate a greater community support will be preferred over the other.

(iv) Change in Credit Ratings

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

Reporting and Review

A monthly report will be provided to Council, detailing the investment portfolio in terms of products held and investment income earned versus budget year to date.

For audit purposes, certificates must be obtained from the authorised institutions confirming the amounts of investment held on Council's behalf at 30 June each year.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 000000)</i>

C16 CORPORATE CREDIT CARD

PURPOSE

Corporate Credit Cards are provided to members of staff to enable the purchase of goods and services.

The objective of this policy is to:

- Provide a clear framework to enable the use of corporate credit cards;
- Provide staff issued with a corporate credit card clear and concise guidelines outlining its use; and
- Reduce the risk of fraud and misuse of the corporate credit card.

POLICY

Usage

Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire, in accordance with Council's Purchasing Policy.

The corporate credit card must not be used for –

- Personal or non work related expenditure;
- The purchase of fuel (unless the relevant fuel card is not able to be used);
- Obtaining cash advances; or
- The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

Among the permitted uses are –

- In person, across the counter retail purchases;
- Facsimile/telephone/internet business related purchases;
- Mail order purchases and subscriptions;
- Official travel, accommodation and related expenses; or
- Entertainment and business hospitality expenses.

Eligibility and application procedures for new Corporate Credit Cards

A Corporate Credit Card will be issued to the Chief Executive Officer, and to other Shire employees approved by the Chief Executive Officer.

A credit limit of \$10,000 is to be applied to the Chief Executive Officer's corporate credit card.

A credit limit of \$5,000 is to be applied to other Shire employees approved by the Chief Executive Officer.

The Cardholder must sign any corporate credit card issued, as soon as practicable following receipt of the credit card.

The cardholder shall acknowledge and accept conditions of use of the Shire of Irwin Corporate Credit Card. Refer Attachment 1: Corporate Credit Cardholder Agreement.

Corporate Credit Card reconciliation procedures

- Corporate Credit Card statement account will be issued to the relevant cardholder who will, with seven (7) days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.
- Transactions will be supported by a purchase order and GST invoice stating the type of goods purchased, amount of goods purchased, the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
- Transactions shall be accompanied by an explanation of why the expense was incurred.
- Transactions shall be accompanied by an account/job number for costing purposes.
- If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer or Shire President for a decision. Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.
- Should approval of expenses be denied by the Chief Executive Officer or the Shire President recovery of the expense shall be met by the cardholder.
- The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
- The Chief Executive Officer or Shire President will authorise payment.

Review of Corporate Credit Card use

The Finance Officer shall review the monthly expenditure undertaken by each staff member. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer or Shire President by the Manager Customer Services for a decision.

Review of Credit Card Limits

Credit limits are reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, a business case will need to be provided to the Chief Executive Officer for consideration.

Procedures for lost, stolen and damaged cards

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Manager Customer Services of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Manger Customer Services who will organise a replacement card.

CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire. Appropriate approvals need to be obtained prior to any deviation from the policy. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. Elected Members and Employees are reminded of their obligations under the Shire's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

ROLES AND RESPONSIBILITIES

Corporate Credit Cardholders responsibilities

- Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- Corporate credit cards are to be used only for Shire of Irwin official activities, there is no approval given for any private use.
- All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Credit limits are not to be exceeded. Where credit limits are to be exceeded, Manager Customer Services is to be notified so appropriate steps can be taken to ensure sufficient funds are available or balances are refreshed.
- The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- Purchases on the corporate credit card are to be made in accordance with the Purchasing Policy.
- Monthly reconciliations of the credit card purchases are to be completed with seven (7) days of the date of the corporate credit card statement being issued by the Finance Officer with all reconciliation dockets attached to equal the balance of credit used.
- Corporate credit cards are to be returned to the Manager Customer Services on or before the employee's termination date with a full acquittal of expenses.
- All cardholder responsibilities as outlined by the card provider.

ATTACHMENT 1

Corporate Credit Cardholder Agreement

I, (insert cardholder name) acknowledge and accept the conditions listed below which govern the use of the Shire of Irwin Corporate Credit Card:

Conditions of Use

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Shire of Irwin official activities, there is no approval given for any private use unless in accordance with a salary sacrifice agreement.
3. All documentation regarding a corporate credit card transaction is to be retained by, or provided to, the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
6. Observe all cardholder responsibilities as outlined by the card provider.
7. Purchases on the corporate credit card are to be made in accordance with Shire of Irwin's Purchasing Policy.
8. Monthly reconciliation of credit card purchases is to be completed on the supplied template within seven (7) days of the date of the credit card statement being issued.
9. Transactions will be supported by a purchase order and a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
10. Transactions shall be accompanied by an explanation of why the expense was incurred.
11. Transactions shall be accompanied by an account/job number for costing purposes.
12. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer or Shire President for a decision. Regular failure to provide documented records may result in the card being forfeited.
13. Should approval of expenses be denied by the Chief Executive Officer or the Shire President recovery of the expense shall be met by the cardholder.
14. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature' or approved salary sacrifice.
15. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Manager Customer Services on the next working day.
16. Corporate Credit Cards are to be returned to the Manager Customer Services on or before the employee's termination date with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Irwin Corporate Credit Card Policy any liability arising from the use of the card may be passed to the cardholder.

The use of a Shire of Irwin Corporate Credit Card is subject to the provisions of the Code of Conduct of Shire of Irwin. Serious transgression of the above listed responsibilities or the Code of Conduct may result in an appropriate referral under the *Corruption and Crime Commission Act 2003* and/or termination of employment.

Cardholder Name: (insert name)

Signed: (cardholder)

Date: (insert date)

Witness: (insert name)

Witness Signature: (signature)

Date: (insert date)

<i>Date of Last Amendment – 28 February 2017</i>	<i>(reviewed 27 June 2017 Minute 000000)</i>
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C17 ASSET MANAGEMENT**PURPOSE**

The objectives of this policy are to;

- Provide a framework for the sustainable management of the Shire's asset portfolio;
- Ensure an organization wide and inclusive approach is taken to asset management; and
- Ensure adequate provision is made for the maintenance and replacement of assets in accordance with the assessed levels of service

This Policy is intended to provide clear direction on the Shire's expectations for the sustainable management of its assets and applies to elected members/employees and contractors/consultants engaged by the Shire.

DEFINITIONS

The following definitions are relevant to this Policy and are in accordance with the "Asset Management Framework and Guidelines" document published by the Department of Local Government.

Asset - A physical component of a facility which has value/ enables a service to be provided and has an economic life of greater than 12 months.

Asset Class - Groupings of assets of similar nature and use in a local government's operations. Local Government asset classes include land, buildings/ infrastructure/ plant and equipment, information technology and other assets.

Asset Management - The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Asset Management Plan - A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

Asset Management Strategy - One or more documents that outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.

Level of Service - The defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.

Lifecycle Cost - The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

POLICY

The Shire will ensure assets supporting the delivery of services to the community are managed responsibly and cost effectively over their lifecycle and take into consideration community expectations for levels of service (time, quality and value for money).

This policy encourages an organisation wide approach and commitment to achieving these policy goals. The policy is supported by accurate and current financial details of assets being included within the Long Term Financial Plan.

The Shire's assets are physical items within the boundaries of the local government and under its control. They include but are not limited to the following asset classes:

- Road and path networks
- Buildings

Asset Management Plans have been prepared for each major asset class before 30 June 2013 and annually reviewed and updated.

An Asset Management Strategy describes how this Policy will be applied within the Shire and outline the details to be included within Asset Management Plans.

In order to implement this Policy, the Shire commits to the following principles:

- systematic and appropriate asset management practices be implemented including a continuous improvement approach to asset management;
- impacts on the Strategic Community Plan's social, economic, environmental and civic leadership objectives be considered in asset management and asset operational processes;
- asset management plans be informed by community consultation, financial planning and workforce planning;
- asset renewals included in adopted asset management plans and long term financial plans be considered in forming the annual budget estimates;
- service levels be identified for all major asset classes in consultation with the community;
- asset renewal plans be prioritised based on level of service and ability of the current assets to provide the desired level of service;
- an asset inspection program be developed to ensure agreed service levels are maintained and to ensure assets are managed, valued and depreciated in accordance with appropriate asset management practices and applicable Australian Accounting Standards;
- life cycle costs be considered in decisions relating to new services and assets as well as upgrading of existing services and assets;
- major assets be regularly reviewed to assess their ongoing relevance and contribution to community need;
- assets may be rationalised where the level of service requirement falls to a sufficiently low level; and
- training in asset and financial management be offered for elected members and relevant staff.

The Asset Management Policy will be reviewed annually to ensure its currency and relevance.

Date of Original Adoption – 22 May 2012

(reviewed 27 June 2017 Minute 000000)

C18 DEPRECIATION AND CAPITALISATION OF ASSETS
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PURPOSE

To formalise Council's Policy with respect to depreciation and capitalisation of fixed and infrastructure assets.

DEFINITIONS

In accordance with the "Western Australian Local Government Accounting Manual", an "Asset", by definition, to be:

"An Asset is considered to be a resource controlled by the local government as a result of past events and from which future economic benefits are expected to flow to the local government."

Non Current Assets – Include Land, Buildings, Plant & Equipment and Furniture & Equipment purchase over the Capitalisation Threshold values.

Infrastructure Assets – Include roads, footpaths, drainage crossovers, car parks, bus shelters, street lights, parks & ovals, and other purchases over the Capitalisation Threshold value.

Capitalisation Threshold – This is the minimum threshold amount for the recognition of a Non Current Asset and Infrastructure Asset to be taken up onto the Asset Register.

Asset Register – A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical and financial.

Useful Life – The period over which a depreciable asset is expected to be used.

POLICY

Items of a cost less than the capitalisation threshold are to be fully expensed in the year of the acquisition.

1. Please refer to the table below for the depreciation rates for the various Asset Classes.

That Council depreciate fixed assets at the following rates -

ASSET CLASS	USEFUL LIFE IN YEARS
Buildings	50 Years
Bus Shelters / Bird Hydes / Lookout Shelters	20 Years
Playground Equipment	15 Years
Seats & Benches	10 Years
Jetties / Pontoons	30 Years
Furniture and Equipment	7 Years
Computer Equipment	3 Years
Electrical Equipment	5 Years
Heavy Road Plant	10 Years
Trucks	5 Years
Light Vehicles	2 Years
Sundry Plant & External Equipment	5 Years

Tools	5 Years
Footpaths (Slab) / Boardwalks	20 Years
Footpaths (Concrete)	50 Years
Water Supply Piping & Drainage Systems	75 Years
Water Reticulation / Irrigation	20 Years
Culverts	50 Years
Kerbs & Channels	50 Years
Bridges	75 Years
Entry Statements	20 Years
Carparks / Courts (sporting)	20 Years
Crash Barriers / Walls	10 Years
Street Lights / Lighting Systems	25 Years
Airport Runway	40 Years
Sealed Roads And Streets	
• Clearing and Earthworks	Not depreciated
• Construction / Road Base	50 Years
Original Surfacing and Major re-surfacing	
• Bituminous Seals	15 Years
• Asphalt Surfaces	25 Years
Gravel Roads	
• Clearing and Earthworks	Not depreciated
• Construction / Road Base	50 Years
• Gravel Sheet	12 Years
Formed Roads (Unsealed)	
• Clearing and Earthworks	Not depreciated
• Construction / Road Base	50 Years

These figures are for accounting purposes only.

2. Capitalisation Threshold for Non Current Assets by asset class as follows:

• Land	Nil
• Buildings	\$2,000
• Plant & Equipment	\$1,000
• Furniture & Equipment	\$1,000
• Infrastructure – Roads	\$5000
• Infrastructure – Footpaths	\$5000
• Infrastructure – Drainage/Sewerage	\$5000
• Infrastructure – Crossovers	\$5000
• Infrastructure – Car Parks	\$5000
• Infrastructure – Bus Shelters	\$5000
• Infrastructure – Street Lights	\$5000
• Infrastructure – Parks & Ovals	\$5000
• Infrastructure – Other Structures	\$5000

Purchases below the capitalisation threshold will be expensed in the year of purchase.

<i>Date of Last Amendment – 27 June 2017</i>	<i>(reviewed 27 June 2017 Minute 000000)</i>
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C19 ACCOUNTING**PURPOSE**

This policy provides a financial management and financial governance framework for the Shire that is clear, transparent and complies with statutory obligations.

Its purpose is to adopt full accrual accounting and all other applicable accounting standards in accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards and to identify all significant accounting policies applicable to the preparation of the Shire's Annual Financial Statements, Annual Budget and Long Term Financial Plan.

POLICY

This policy comprises significant accounting policies used to guide the Shire's day-to-day financial management and financial governance framework and the preparation of the Shire's Annual Financial Statements, Annual Budget and Long Term Financial Plan.

(a) Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

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

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears in the Annual Financial Statements and Monthly Financial Statements.

(b) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(d) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(e) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(f) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
 - (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or-
 - (II) Infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Mandatory Requirement to Revalue Non-Current Assets (Continued)

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Policy.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2014.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Transitional Arrangements

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition section as detailed above.***

Those assets carried at fair value will be carried in accordance with the ***Revaluation Methodology*** section as detailed above.

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to Fair Value, AASB 13 – Fair Value Measurement only become applicable for the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology in the previous reporting period (year ended 30 June 2013) the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in AASB 13 - Fair Value Measurement have been applied to the previous reporting period (year ended 30 June 2013).

Land Under Roads

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

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

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

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	50 years
Bus Shelters / Bird Hydes / Lookout Shelters	20 years
Playground Equipment	15 years
Seats & Benches	10 years
Jetties / Pontoons	30 years
Furniture and Equipment	7 years
Computer Equipment	3 years
Electrical Equipment	5 years
Heavy Road Plant	10 years
Trucks	5 years
Light Vehicles	2 years
Sundry Plant & External Equipment	5 years
Tools	5 years
Footpaths (slab) / Boardwalks	20 years
Footpaths (concrete)	50 years
Water Supply Piping & Drainage Systems	75 years
Water Reticulation / Irrigation	20 years
Culverts	50 years
Kerbs & Channels	50 years
Bridges	75 years
Entry Statements	20 years
Carparks / Courts (sporting)	20 years
Crash Barriers / Walls	10 years
Street Lights / Lighting Systems	25 years
Airport Runway	40 years
Sealed roads and streets	
- clearing and earthworks	not depreciated
- construction/road base	50 years
original surfacing and major re-surfacing	
- bituminous seals	15 years
- asphalt surfaces	25 years
Gravel roads	
- clearing and earthworks	not depreciated

- construction/road base	50 years
- gravel sheet	12 years
Formed roads (unsealed)	
- clearing and earthworks	not depreciated
- construction/road base	50 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$1,000 is not capitalised. Rather, it is recorded on an equipment inventory listing.

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

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

Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in non-current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a “loss event”) having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment of Assets

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

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

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

(j) Trade and Other Payables

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

(k) Employee Benefits

Short-Term Employee Benefits

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

The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(m) Provisions

Provisions are recognised when the Council has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(o) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Council's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

(p) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed within the Annual Financial Statements. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(q) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not

expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.

(s) Rounding Off Figures

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

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

Date of Original Adoption – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

P1 SHARK SIGHTINGS POLICY

PURPOSE

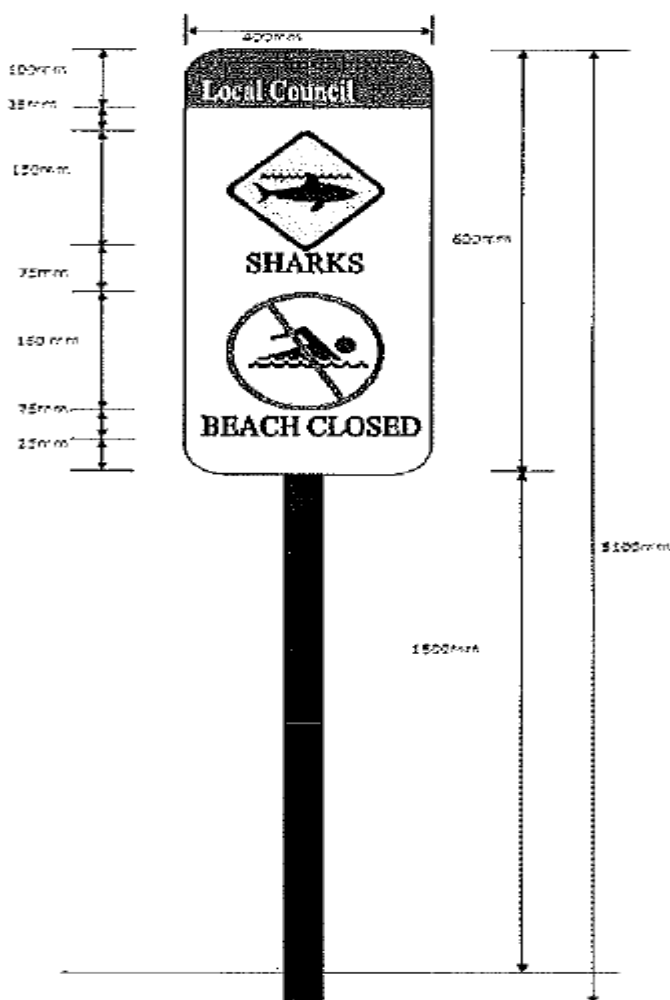
To provide guidance to Shire staff and members of the public to deal effectively with a reported shark sighting.

POLICY

Shark sightings should be reported to the Water Police on 9442 8600. This number is staffed 24 hours a day, seven days a week. Water Police will then forward an SMS and Email advice to Fisheries, LGs, Surf Life Saving, etc upon receiving and verifying a report.

Surf Life Saving WA (SLSWA) and local government authorities (LGs) are responsible for beach patrols and beach safety and will sound beach alarms, clear the water and close beaches if required, following a shark sighting or incident.

Standardised beach closure signs will be deployed by the Shire of Irwin if beaches are closed following shark sightings/incidents.



When a search by the Department of Fisheries or the Dongara Denison Surf Life Saving Club is complete and sharks are no longer in the area the crew should give the 'search completed' signal. When the Shire Ranger or other authorised persons, such as the patrol captain, believes that it is safe to enter the water, a short blast of the alarm should be sounded and the

signs, and red and white quartered flag, should be removed to signal that it is safe to enter the water.

SLSWA provides frequent updates on shark sightings via [Twitter](#) and Facebook.

Avoiding Attacks

There are a number of measures that can be taken to reduce the risk of a shark attack. These measures are based on sensible water use and knowing under which conditions to avoid entering the water:

- Swim in a group, since sharks are more likely to attack lone swimmers
- Do not venture too far from shore or into deep waters
- Avoid swimming at night, dawn and dusk
- Do not enter the water if you are bleeding
- Avoid areas where fishermen are present
- Avoid swimming when there are large numbers of bait fish - diving seabirds can be a good indicator of baitfish presence
- Stay away from river mouths, especially after heavy rains, and areas where animal or human waste enters the water
- Avoid splashing and erratic movements
- Avoid areas with deep drop-offs or sandbars
- Stay away from groups of dolphins and seabirds, they are attracted to the same food source as sharks, and sharks hunt dolphins as a prey source
- Avoid areas around seal and sea lion colonies
- Do not swim in murky waters

Other Beach Closures

Following an event where the Irwin River breaks through the sand bank and silted water flushes into the ocean causing reduced visibility, a beach closure may be considered at these times due to elevated bacterial counts associated with such an event and a heightened risk of a shark attack.

Date of Last Amendment – 15 December 2015	<i>(reviewed 27 June 2017 Minute 000000)</i>
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P2 SITE WORKS

PURPOSE

To outline the various components of siteworks, foundations, footings and retaining requirements.

POLICY

(a) SAND FILL AND RETAINING:

Any sand fill placed on a lot shall be retained to prevent it from encroaching over boundaries causing a nuisance to neighbouring properties.

- (i) All retaining walls above 1000mm are to have an Engineer's certified detail approved by Council's Building Surveyor.
- (ii) The Building Surveyor is authorised to approve the erection of a retaining wall up to 2000mm in height above ground level, where it is necessary to protect buildings or adjoining properties and the ground contours warrant the concession in the Building Surveyor's opinion.
Retaining walls in excess of 2000mm in height are to be referred to Council for approval. Where a retaining wall will exceed 1000mm in height the written comments of the owners of an affected adjoining property are to be obtained.
- (iii) All retaining walls are to be built at a stage of construction to allow proper compaction of the area to be built upon and completed prior to occupancy.
- (iv) All sand cut or filled above 1000mm on residential zoned land is to be retained by a retaining wall as approved by the Building Surveyor. During the construction phase, no sand is to cause nuisance to the neighbouring property by way of encroachment or sand blow.

In ascertaining the retaining wall requirement the Building Surveyor will have regard to privacy, over shadowing and require the retaining wall to be setback off property boundaries in accordance with the Residential Design Codes of WA.

Neighbour consultation will also be taken into consideration prior to the Building Surveyor setting a retaining requirement.

(b) CLEARING OF LAND:

The area to be occupied by the building and 1800mm beyond is to be cleared and excavated to a depth below ground level, removing all deleterious rubbish and vegetation.

- (c) Clean sand fill shall be placed above the excavated area, including 1800mm around the perimeter of the building.

i) Compaction Certificate:

An Engineer's compaction certificate be required unless the builder applies and obtains approval from the Building Surveyor to sign a certificate himself.

(d) FOOTINGS:

In granulous soil, footings shall be founded 300mm into finished ground level, and brickwork built up to floor level, unless Council approval is obtained for an alternative method (i.e. sand pad).

(e) FLOOR LEVELS:

A concrete slab floor shall have a minimum of 2 courses (170mm) above ground level. A timber framed floor shall be a minimum of 200mm above ground level.

(f) LOW LYING LAND:

Where a lot is below the crown of the road, and water run-off is a possibility, a brick build-up of a minimum of 300mm above finished ground level shall be constructed, as described in (e) above.

(g) REACTIVE SOILS:

Sites other than sand are to be classified in accordance with AS 2870 and footings to be designed to that classification by a structural engineer.

Date of Last Amendment –15 December 2015	(reviewed 27 June 2017 Minute 000000)
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P3 SUPPLY OF KEYS TO COUNCIL OWNED BUILDINGS

PURPOSE

To make User Groups responsible for the security of the building and the retention of the original keys provided by Council.

POLICY

1. One set of keys to Council owned buildings will be supplied to User Groups for a refundable deposit as set in the Schedule of Fees & Charges.
2. Additional keys shall be made available upon request subject to:- the Manager Technical Services who will use his/her discretion on the approval of such a request.
3. Replacement of lost keys shall be charged at the deposit rate per key with the loss of the deposit monies associated with the original key.
4. All deposits and charges shall be paid prior to processing any request for keys.

Date of Last Amendment – 22 November 2016 *(reviewed 27 June 2017 Minute 000000)*

P4 TEMPORARY ACCOMMODATION

PURPOSE

To prevent the establishment of two dwellings on rural lots.

POLICY

Temporary accommodation may be approved by Council under Policy B4 'Isolated Outbuildings' subject to:

- Only on lots zoned 'General Farming' and lots one hectare and over (all other lots require specific Council approval);
- The only form of temporary accommodation to be approved will be within a caravan parked inside a shed, built in accordance with Policy B4;
- Toilet, shower and laundry will need to be provided connected to an approved effluent disposal system and use of the temporary accommodation will not commence until facilities are inspected and approved by the Environmental Health Officer;
- Temporary accommodation will be approved for an initial period of six months. An extension of up to a further six months may be granted subject to progress in building the permanent residence. If you require a further extension of time, application must be made to the Minister of Local Government.

The application must be accompanied with a bond as outlined within Council's Fees & Charges.

Date of Original Adoption –15 December 2015 *(reviewed 27 June 2017 Minute 000000)*

P5 DISPOSAL OF CHEMICAL DRUMS – DONGARA REFUSE SITE

PURPOSE

To control the disposal of used chemical drums within the Dongara Refuse Site so as to ensure public safety and best management practice.

POLICY

Council will not allow the disposal of used herbicide or pesticide drums at the Dongara Refuse Site. The Chief Executive Officer and Manager Technical Services are authorised to allow disposal, if in their opinion an emergency situation exists.

Date of Last Amendment – 22 November 2016 *(reviewed 27 June 2017 Minute 000000)*

P6 OVERFLOW CAMPING – DONGARA OVAL

PURPOSE

To ensure visitors to the Shire are able to be accommodated during peak tourist periods.

POLICY

Council will during peak tourist periods, when all existing caravan and camping premises are fully booked, allow camping at the Dongara Oval.

Shower facilities will be made available on site, and a daily rental for a camping site will be set in the Fees and Charges Schedule.

Date of Last Amendment – 25 June 2013

(reviewed 27 June 2017 Minute 000000)

P7 BUILDING ACTIVITIES RUBBISH DISPOSAL CHARGE

PURPOSE

To set a fee for a rubbish disposal charge for rubbish generated from building sites under Section 112A(3)(b) of the Health Act 1911 (as amended) and to give guidance to staff and the public in regard to what exemptions from the Building Activities Rubbish Disposal charge apply.

POLICY

All Building Activity on land zoned Commercial, Residential, Industrial and Special Rural are required to pay a levy for rubbish disposal at the Dongara Transfer Station as set in the schedule of Fees and Charges.

1. All building activities of a Residential, Commercial or Industrial nature of a value less than \$10,000 are exempt.
2. Relocated and Second Hand Transportable homes are exempt.
3. All Building Activity on land zoned General Farming is exempt.

The occupier of the land at the time of building activity is to pay the levy. (i.e. Builder).

Date of Last Amendment - 15 December 2015 (reviewed 27 June 2017 Minute 000000)

P9 CLEARANCE OF CONDITIONS OF SUBDIVISION**PURPOSE**

When subdividers receive an approval by the Western Australian Planning Commission it is their responsibility to liaise with the Local Government to determine what action is needed to comply with those conditions prior to the Local Government granting clearances. As such this policy aims to facilitate the efficient processing of requests for clearance of conditions of subdivision approval.

POLICY**1. Project Management**

Council strongly recommends that a subdivider appoint a project manager to be responsible for initiating action to implement a subdivision and comply with conditions of approval. A project manager may be the subdivider, a consulting engineer, surveyor, real estate development manager or someone who is familiar with land development processes. The subdivider should advise Council in writing at the earliest opportunity who will be the project manager and consequently responsible for co-ordinating action to comply with conditions.

2. Identifying Action Required to Comply with Conditions

The project manager should as soon as possible after the issue of a Subdivision Approval, clarify Council's requirements in regard to conditions it will be asked to clear through discussion with relevant Shire Officers. When subdivisional development will involve road works, drainage, filling or other earthworks, a consulting engineer will be required to be appointed to prepare design drawings and specifications for submission to the Shire for comment prior to commencing work.

3. Appointment of Contractor and Supervision of Works

Where project work is to be undertaken by a private contractor, the project manager should advise the Shire of any contractor appointed to carry out development work and the contract value. Suitable documentation verifying the contract price should be supplied. Pursuant to Section 295 (6) (c) of the Local Government Act, Council will require that a consulting engineer and clerk of works is engaged to design and supervise road construction and drainage works. The consulting engineer will be required to submit a copy of Minutes from all site meetings for Shire records. The project manager should ensure that the consulting engineer is instructed accordingly. The amount of supervision fees payable to the Shire prior to clearance of works will be determined on advice of the contract value.

4. Bonds or Bank Guarantees for Uncompleted Works

- (a) "In accepting a Bond or Bank Guarantee to secure clearance of conditions of subdivision approval, Council will apply the following conditions:
 - a The subdivider will be required to supply full design drawings prepared by a consulting engineer for all works to be bonded.
 - b Roadworks must be substantially commenced to the extent of road base being water bound and drainage pipes installed.

- c Council will give consideration to granting a clearance where roadworks have not commenced provided evidence is supplied that a contractor has been appointed and will commence within one calendar month of a clearance being granted.
 - d The amount of bond for uncompleted work will be the contract price plus 30%.
 - e In the event that the first coat bitumen seal is not completed within 9 months of granting a clearance or the second coat bitumen seal and any other finishing work is not completed within 15 months, Council will give consideration to using the bond to appoint a consulting engineer to call tenders and supervise the completion of the work."
- (b) In order to secure clearance of conditions of subdivision approval in cases where an owner/developer has to:-
- a Negotiate with the Shire regarding the payment of a contribution towards the upgrading of a road.
 - b Pay a contribution of public open space to the Shire.

Council may consider the clearance of conditions upon its receipt of a Bond or Bank Guarantee, which is to be discharged in full to the Shire by the landowners, within a period not exceeding 2 years.

Date of Last Amendment – 16 June 1998

(reviewed 27 June 2017 Minute 000000)

P10 PERFORMANCE BONDS

PURPOSE

To ensure planning conditions imposed by Council are complied with. To secure the satisfactory completion of developments which would normally involve the construction of buildings, car parks, accessways, landscaped areas or any other relevant matter.

POLICY

Other than the exemptions detailed below, all development with an estimated cost of over \$50,000 (including Caretaker’s Dwellings, Secondhand Dwellings and relocated buildings) must have a Performance Bond condition applied on the Planning Approval. The condition must be complied with prior to the commencement of development.

The following bond format will apply:-

Estimated cost of development	Amount
Less than \$50,000 (small development)	Set annually in the Shire’s Schedule of Fees and Charges
Between \$50,000 and \$500,000 (medium development)	
Estimated development cost is over \$500,000 (large development)	

If the development is not completed within the timeframe specified by the condition of approval, the Performance Bond shall be forfeited to Council. Such forfeiture does not change the applicant’s obligation to comply with the conditions of the approval.

EXEMPTIONS

The following types of development are exempt from this policy: temporary development, shade sails, pergolas, water tanks, flag poles, solar arrays, Single Houses, a maximum of 2 Group Dwellings, Ancillary Accommodation/Dwellings, and Outbuildings.

STANDARD PLANNING CONDITION

The following standard condition of approval shall be applied where in accordance with the above provisions:

Prior to the commencement of the development, a Performance Bond of \$_____ will be required to be paid to the Shire of Irwin, with such Performance Bond only being returned upon satisfactory compliance with the relevant Planning Approval conditions.

Date of Last Amendment –15 December 2015 (reviewed 27 June 2017 Minute 000000)

P11 SECONDHAND BUILDINGS

PURPOSE

To ensure that Secondhand Buildings other than dwellings are constructed to a satisfactory standard.

POLICY

The development of Secondhand Buildings other than dwellings must not have an adverse impact on the amenity of the subject land, adjoining properties or the area, in terms of visual impact, character and setting.

With regard to the external appearance of Secondhand Buildings Council may impose conditions as it sees fit, and may require the lodgement of a performance bond as set by the schedule of fees and charges.

Date of Last Amendment –15 December 2015 *(reviewed 27 June 2017 Minute 000000)*

P12 PAYMENT OF GRAVEL ROYALTIES

PURPOSE

To secure sufficient quantities of gravel in strategic locations to ensure the cost efficient construction and maintenance of roads in the Shire of Irwin.

POLICY

The Shire of Irwin will remove gravel from the land owner property subject to the following conditions and the agreed rate will take into account whether the Shire or land owner is accountable for these conditions:

1. Royalties to be paid at a rate as negotiated with the land owner for the gravel.
2. Gravel pits to be maintained in a safe and orderly condition at all times.
3. Top soil to be stockpiled and spread over the excavation site on an ongoing basis.
4. Excavation not to encroach closer than 10 metres from any fence line.
5. Any damage to fences, gates, access roads and other improvements attributable to the

Shire, to be repaired at the expense of the Shire.

Date of Last Amendment – 26 February 2013 *(reviewed 27 June 2017 Minute 000000)*

P13 LIGHT VEHICLE FLEET

PURPOSE

To maintain a light vehicle fleet necessary to meet the operational and service delivery requirements of its daily functions, whilst ensuring the optimum use of vehicles through management practices that are effective, efficient, sustainable, equitable and accountable.

POLICY

The Chief Executive Officer will ensure that the light vehicle fleet is optimised at all times by:

- Minimising the whole of life costs of the light vehicle fleet;
- Developing and maintaining guidelines in relation to the acquisition and disposal of the light vehicle fleet; and
- Developing and maintaining guidelines in relation to the conditions of use of vehicles in the light vehicle fleet.

All existing, new and renewed employment contracts/agreements shall comply with this Policy and associated Guidelines. Where any inconsistencies between the Policy documents and current employments contracts/agreements exist, the employment agreements shall prevail.

Date of Original Adoption – 28 April 2015

(reviewed 27 June 2017 Minute 000000)

P14 PRIVATE WORKS – LOCAL CLUBS / ORGANISATIONS

PURPOSE

To provide a fair and equitable arrangement for the provision of Council services to local sporting and charitable organisations.

POLICY

That Council's policy relating to works of a private nature for clubs and organisations within the Shire of Irwin be as follow:

1. Where Council is requested to undertake or provide services relating to outside works on behalf of community groups or organisations on Crown, Club or Council property then the following will apply.
2. Works performed during normal hours of Council operations which are of a routine maintenance and adhoc in nature and do not lead rise to further requests on a regular basis be provided free of charge if approved by the Chief Executive Officer (e.g.. one off load of sand to a community group)
 - i. Works performed either during normal hours of Council operation or outside these hours which are of a routine maintenance and are carried out on a regular basis for the benefit of that group or organisation shall be charged at cost recovery rates if approved by the Chief Executive Officer (e.g. regular mowing of a leased reserve or grounds)
 - ii. Works requests which are significant in nature and beyond routine maintenance and result in a capital improvement of that group or organisation's grounds/facilities shall be considered through the Community Assistance Scheme where appropriate, or authorised by the Manager Technical Services as provide for within Budget, with a decision relating to the charge or otherwise being on the merits of the application.
3. Works performed on land outside of Crown, Club or Council owned property to be charged at normal private works rates for community groups or organisations

Guidelines:

A record shall be kept of all private works of this nature so that the value of services to groups/clubs can be identified.

Date of Last Amendment – 22 November 2016 (reviewed 27 June 2017 Minute 000000)

P15 LAND DEVELOPMENT – DESIGN AND CONSTRUCTION CRITERIA

PURPOSE

To set standards for Land Development within the Shire.

POLICY

Administrative Requirements

Introduction

The Land Development process is a well established procedure whereby Developers, Statutory Authorities, Local Authorities, Service Providers, Consultants and Contractors may combine to achieve orderly, effective subdivision of land while meeting each of the interested parties expectations. These Criteria are published to ensure that the expectations of the Shire of Irwin are met.

The Local Government (Miscellaneous Provisions) Act, Section 295, requires that a proponent for Subdivisional Works shall arrange for roads and their associated drainage to be constructed to the satisfaction of the Shire. The purpose of this document is to set down the minimum criteria for the design and construction of roads and drainage, together with the interrelated requirements to limit damage, nuisance or conflict to adjacent developments, improvements and community assets.

The document is issued by the Shire of Irwin for the guidance of Developers, Engineering Consultants and Contractors undertaking such Works within the Shire. Under no circumstances shall this document be attempted to be used in the place of adequate and competent design and documentation.

No guidelines and/or specifications from any document whatsoever shall relieve the Consulting Engineer from their professional responsibility for the design of services to higher specification(s) when and where required, e.g. when site specific conditions, test results, or any other conditions require a higher standard. It will remain the Consulting Engineer's responsibility to carry out all design work in accordance with the relevant design specifications and have all tests required for adequate design, performed and endorsed by an accredited "National Association of Testing Authority" (NATA) laboratory.

Guidelines

The following will serve as the basic guidelines of subdivisional and related development requirements, together with their respective referenced documentation: The Shire of Irwin Land development specifications will need to be read in conjunction with the following (but not limited to):

- **"Local Government Guidelines for Subdivisional Development Edition 2 – 2011"** (LGGSD Ed2-2011) available from the Institute of **Public Works Engineering Australia (IPWEA)**,
- **"Liveable Neighbourhoods** a West Australian Government sustainable cities initiative" (October 2007) by the (former) **Department for Planning and Infrastructure** (now the Department of Planning [DOP]), **Western Australian Planning Commission (WAPC)** and
- **"Stormwater Management Manual"** & **"Better Urban Water Management"** by the **Department of Water (DoW)**.

• AUSTRROADS – Design Guidelines

The minimum relevant specifications as prescribed in the appropriate Australian Standards will always serve as the design specification unless otherwise noted. Wherever any subject is covered in this document, the corresponding clauses in the LGGSD Ed2-2011 should be read in conjunction. The majority of construction related issues are covered sufficiently by the LGGSD Ed2-2011 and therefore, this document is mainly focused on addressing administrative and quality assurance issues e.g. the submission requirements before and after approval, although, issues on which the Shire of Irwin prefers to deviate from the LGGSD Ed2-2011 or where issues requires additional attention, are covered as well.

Definitions

Refer to Module 9 of the LGGSD Ed2-2011.

Referenced Documentation

References are made to several other documents and associated web sites, which in turn may reference or imply further references, all of which shall be applicable. Where these documents are in conflict or cause ambiguity, the consultant must notify the Shire of Irwin and a preferred practice shall be discussed and agreed upon. The references that are applicable to the latest editions, updates and volumes, will be the responsibility of the Consulting Engineer to familiarise themselves with the contents and updates.

For referenced documents, refer to the LGGSD Ed2-2011.

Responsibilities

Developers and their Consultants are encouraged to consult with the Shire of Irwin at the earliest stage possible when developing a design in order to clarify any ambiguities and prevent delays.

The approval of any drawings, documents, designs, technical reports or similar will not transfer the responsibility from the Consulting Engineer to the Shire of Irwin. Any visual inspection or the acceptance of any test results will not transfer the responsibility from the Consulting Engineer to the Shire of Irwin. Similarly, approval through inspection by the Shire of Irwin of any construction work, only confirms compliance of the visually observed part(s) of the Works as having been constructed, in positions / locations and to approximate dimensions shown on the approved drawings.

Documentation to be submitted for approval

The Shire of Irwin has the following specific requirements.

Prior to commencement of any construction work, the developer or the appointed Consultant(s) must submit the documents listed below to the Shire of Irwin for approval:

- Design Report and /or Supporting Technical Reports – refer to 1.5.1 for format of this report;
- Geo-Technical Report (integrated into the Design/Technical Report or as a standalone document); must demonstrate the sumps infiltration rate.
- Any other reports, relevant to the specific application, if and when required, (integrated into the Design / Technical Report or as a standalone document); and
- Drawings (reduced to A3 size if clarity prevails, integrated into the Design / Technical Report however, two (2) sets of A-1 drawings must still be submitted additionally for final written approval).

All documentation shall be submitted in both hard-copy and electronic format.

No construction work shall commence without both the design report and each of the drawings having been stamped, signed and dated, as “approved”, by the Shire of Irwin.

Design and Performance Criteria

The following Design and Performance Criteria are provided for the guidance of Developers in the planning and construction of their Projects. Where departure from these Criteria is proposed, such proposal shall be submitted to Council, detailing all relevant technical data required for Council to make an informed assessment of the proposal. Materials and products which do not conform to these Criteria may be submitted for approval. The Council reserves the right to require a performance bond, or other acceptable undertaking, to be lodged in this instance.

Works shall be constructed in accordance with the principles of Best Practice for each of the classes of work undertaken.

Design / Technical Report

A comprehensive Design/Technical Report must be submitted together with the drawings. The main purpose of the Design / Technical Report is to provide the Shire of Irwin with fully documented design information in order to assess the application at the time of submission, but also when future planning, scheme amendments, etc., are applied for.

The Design / Technical Report must include, but is not limited to, the following information:

- the commercial / estate name of the development and stage number if applicable.
- Cover page showing the official locality in which the development is proposed and Description of existing Lot number(s) or other existing property description including adjoining street name(s), easement(s) / right of way(s) and current owner(s);
- Locality plan;
- Index page(s);
- Information page containing full name, contact details of the Developer and all Consultants including Geotechnical Engineer, Surveyor and Contractor;
- Proposed development new Lot number(s);
- The Consultant must stipulate if the current capacity of all existing drainage services is according to calculations and capable of handling the additional load.
- The design criteria are to include all sources of assumed information including reference to the design standards and documents.
- All drainage calculations, required for the proposed development, including checks on existing services downstream, shall include calculations for determining sump volumes and seepage / infiltration rates, and copies of all test results required for approval of the design testing to be carried out by a NATA approved soils Laboratory.
- Soil stabilisation strategy and treatment based on the classification assessment in accordance with "A Guide for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia" by the (DEC) Department of Environmental and Conservation. 2.2.1.5.4 LGGSD Ed2-2011.
- Cost break down of works for Earthworks, Roads, Drainage, Public Open Space and Streetscape;
- Description of the proposed finish to Public Open Space, parks, refuges and verges;
- A Stormwater Drainage Management Plan based on Urban Water Management Plan (DoW) and Water Sensitive Urban Design guidelines is to be submitted either separately or as part of this Design / Technical Report; and
- The final approved report must be submitted to the Shire of Irwin in electronic format as well as hard copy.

Drawings

The Shire of Irwin will follow the guidelines as per Module No. 7 of the LGGSD Ed2-2011. The Consultant must ensure that all line, text, dimension and hatching types, styles, weights and thicknesses have been checked on the drawings for neatness, clarity and accuracy, before submission.

Landscaping and streetscape planting concept design or detailed design must form part of the submitted drawings to be assessed by the Shire of Irwin. If a concept Landscape plan is submitted for approval, the detailed design plan must be submitted within 6 months after the start of the development construction and be implemented before any clearance will be approved or is sufficiently secured by a bond or bank guarantee. The Shire of Irwin reserves the right to request any further information.

As Constructed Drawings

“As Constructed” drawings shall be submitted to the Shire of Irwin prior to any clearances being signed off by the Shire of Irwin. “As Constructed” drawings shall be provided in electronic and hard copies.

Financial Matters (Fees, Bonds and Contributions Payable)

Shire of Irwin will only accept cash or bank cheques for fees, bonding and contributions. Such payments are due prior to the signing off of any Clearances. The following fees, bonds and contributions are applicable

- Inspection Fee in accordance with the Local Government Act 1995 Section 295(6);
- Developers to provide their own consultant to supervise the works.
- Defects Liability (Maintenance) Bonds;
- Contributions as agreed

Inspection Fees

Prior to commencement of any work, an Inspection Fee as calculated below must be payed to Shire of Irwin. The Planning and Development Act 2005, Part 10, Division 4, Section 158, 3 (b) makes provision for the Developer to pay to the local government an amount equal to 1.5% of the total construction cost of the road works and drainage construction.

The Consulting Engineer must submit the relevant amounts of the accepted tender / quotation as part of the Design / Technical Report. The Shire of Irwin will issue an invoice to the Consultant for payment. **The initial invoiced fee is due for payment prior to the commencement of any work.**

Bonds and Defects Liabilities

Refer to Module 1 CI 1.20-1.21 of the LGGSD Ed2-2011.

Bonds are required to ensure that the constructed works perform to their intended purpose. The bonding periods required differ depending on the type of bond.

The bond amounts due must therefore be calculated and shown separately for the following services:

- Dust Control Bond:
- Soil Stabilisation
- Defect Liability Bonds, where applicable.
- Road works bond including road earthworks bond (road earthworks can be assumed to constitute 5% of the total earthworks amount);
- Stormwater Drainage works including associated earthworks bond;
- Streetscape maintenance bond; where applicable
- Landscape bond including earthworks, where applicable, e.g. POS's, verges, pathway construction etc.

Soil Stabilisation Bond and Defects Liability Period

Refer to Module 2 CI 2.2.1.5.5 of the LGGSD Ed2-2011.

The soil stabilisation bond shall cover any soil stabilisation work required on land owned by the developer, including land ceded for public purposes, and for any clean up works that may be necessary on adjacent lands caused by wind erosion emanating from the subdivisional works.

The area to be used for calculations will include the area to be disturbed during development

therefore inclusive of road reserves, lots and public open space. The Shire of Irwin will regard all areas as Site Classification 4 – High Risk and the bond amount will be calculated at AU\$ 3,600.00/ha excl. GST unless the Consultant can provide an acceptable assessment according to the Department of Environment and Conservation (DEC) guidelines.

The bond money will be retained until the Defect Liability Inspection or the stabilisation has been conducted and approved by the Shire of Irwin. The Defect Liability Period shall be at least 12 months but including one full summer and one full winter period, and is to commence upon the date of Practical Completion certified by the Shire of Irwin.

Road Works Maintenance Bond and Defects Liability Period

All bond amounts for defects liability / maintenance purposes shall be calculated as 5% of the total construction cost of the particular infrastructure as noted below. This is usually held by the Consulting Engineer. The Defects Liability Period for roads shall be for duration of twelve (12) months commencing on the date of certified Practical Completion by the Shire.

The Developer will be responsible for any defect, damage caused by vandalism within the development until the date of the final completion inspection and Final Acceptance by the Shire of Irwin.

- Kerbing will not be accepted if it shows signs of three (3) hair line cracks per two (2) metres of length or two (2) cracks greater than 1mm in width over a two (2) metre length.

Stormwater Drainage Works Bond and Defects Liability Period

The Defects Liability Period for all drainage and associated work shall also be for the duration no less than twelve (12) months and, shall include at least one full rain season. The date for commencement shall be the date of the certified Practical Completion by the Shire of Irwin.

Streetscape Maintenance Defects Liability Period (where applicable)

Refer to Module 5 CI 5.3.8 of the LGGSD Ed2-2011.

The Maintenance and Watering period shall include at least two summer periods. Design performance of any infiltration basin must be demonstrated prior to clearance.

Landscape Maintenance (where applicable)

Refer to Module 6 CI 6.3.3.4 of the LGGSD Ed2-2011.

All landscaping and grassing shall be supported by a Maintenance and Watering period to include no less than two summer periods to ensure full establishment. The landscape maintenance bond shall be equal to 5% of the contract value for the landscape works (ex GST) as determined by Shire of Irwin and held in trust until POS handover.

Notifications

The Consulting Engineer or there advocate shall notify Shire of Irwin in writing no less than 5 working days before the commencement of any works and immediately upon the cessation of work and 1 day before recommencing any works.

The Developer shall arrange for a suitable signboard, measuring a minimum of 2m by 1.2m, to be erected at the entry to Site. The sign shall contain the following minimum information:

- Developer
- Consulting Engineer
- Surveyors
- Contractor
- All Hours Telephone Number for Public complaints

The Developer shall also ensure that all residents within 250 metres of the proposed Site have been notified of the Works, their proposed duration and contact number for complaints at least 24 hours before commencing any work.

Development works in built-up areas require a structural condition report with photographs for all houses located within 100m of the works. The structural condition report shall be completed before any works commence on site.

Road Signage and Furniture

The developer shall provide and erect Street name signs, No Through Road signs and other similar signage to a Shire of Irwin approved pattern and lettering type. Signage will be in accordance to the Australian standard.

Embargo Period

It shall be noted that, without prior written approval of the Council, no subdivisional works shall be undertaken during the period 1 October of one year to the 15 March the succeeding year.

Road Standards

Roads within the Shire of Irwin shall conform to a road hierarchy determined by the Town Planning zoning for the subject area.

Councils officers at their discretion may determine a higher standard be engineered dependent on studies of anticipated traffic counts and sub surface soils.

Engineers should design roads to the highest possible level.

Medium/Low Residential Zoning (R5 to R50) including Special Residential

Roads shall be asphalt sealed over a primerseal on a compacted gravel or limestone basecourse. Pavement shall be kerbed and drained with piped drainage. Area drainage disposal shall be provided by way of soakage basins, discharge to existing systems or other means as determined by the relevant Council Officer.

Upgrading of adjacent existing roads and drainage systems may be required and is to be resolved in consultation with the Council Officer.

- Asphalt shall be a minimum 25mm thickness on roads, Intersections and traffic calming devices will be 30mm thick intersection grade asphalt

Special Rural Zoning

Roads shall be two-coat, hot bitumen, and aggregate seal, or Asphalt. Shoulders shall be compacted, unsealed basecourse material. Drainage shall be via table drains, soakage therein, and culverts to sumps or natural watercourses as appropriate. Intersections are to be kerbed

Upgrading of adjacent existing roads may be required and is to be resolved in consultation with the Council Officer.

- Asphalt shall be a minimum 25mm thickness on roads. Intersections and traffic calming devices will be 30mm thick intersection grade asphalt.
- Base-course shall be 200mm compacted laterite gravel, or 100mm compacted crushed limestone and 100mm compacted laterite gravel.

Rural Zoning

Generally, the minimum standard, unsealed rural road shall be required for rural subdivisions unless a higher standard can be shown to be warranted by studies of anticipated traffic counts. Drainage shall be via table drains, soakage therein, and culverts to sumps or natural watercourses as appropriate.

- Road width shall be nine (9) metres wide (unless otherwise approved for a lesser width).
- Base-course shall be 230mm compacted laterite gravel (unless otherwise approved for a proven alternative).

Light and Heavy Industrial Zones

Roads shall be asphalt sealed over a primerseal on a compacted gravel or limestone basecourse. Pavement shall be kerbed and drained with piped drainage. Area drainage disposal shall be provided by way of soakage basins, discharge to existing systems or other means as determined by the relevant Council Officer.

Upgrading of adjacent existing roads and drainage systems may be required and is to be resolved in consultation with the Council Officer.

- Asphalt shall be a minimum 30mm thickness on roads, Intersections will be 50mm thick intersection grade asphalt
- Base-course shall be 250mm compacted laterite gravel (unless otherwise approved for a proven alternative).

Working Hours

Working hours on-site shall be as set out in the following table, unless approved otherwise in writing by Shire of Irwin where extraordinary circumstances exist.

Day	Period
Monday – Friday	7.00am to 6.00pm
Saturday	8.00am to 5.00pm
Sunday	Nil
Public Holidays	9.00am to 5.00pm where prior approval is given by the Shire of Irwin. (No work shall be permitted on the following days; Christmas Day, Boxing Day, Good Friday and Anzac Day.)

Date of Original Adoption – 15 December 2015 *(reviewed 27 June 2017 Minute 000000)*

P16 PROTECTION OF KERB/FOOTPATH & CLEANING OF ROAD AND/OR DRAINS

PURPOSE

To protect Council's verges and footpaths, and, to ensure those causing damage pay for remedial works.

POLICY

- i) In the granting of approvals for building demolition and/or building development, a deposit payable by bond or bank guarantee is required to be lodged by the builder. The amount of the deposit shall be based on an estimate of the cost of reinstating the footpath and/or kerbing abutting the allotment. The deposit will also cover the cost for cleaning the road and/or drain caused by sand drift from the building site.
- ii) It is the responsibility of the builder and/or owner to record evidence (photos) to identify the condition of the footpath, kerbing, road and drainage prior to any works commencing.

Further to this a pre building inspection shall be carried out by an Officer from the Works Technical Services Department to determine any pre-existing damage to the kerb, footpath and drainage once a building permit has been approved by the Shire of Irwin. A copy of the Pre- Building Inspection Form will be sent to the builder before construction work commences, this is to be retained by the builder for future reference.

Upon completion of construction works, the builder is responsible for lodging a Bond Reimbursement Form with the Shire of Irwin. A post work inspection will then be carried out, by an Officer from the Works Technical Services Department to determine the extent of damage to the footpath and/or kerbing (if any), and the amount of cleaning (if any) of the road and/or drain caused by the builder.

The builder is required to pay the cost of reinstating the footpath and/or kerbing damaged or removal of sand and debris from the road pavement and reserve or drains as a result of the demolition or building activity.

- iii) Upon payment of the cost of reinstatement, the bond or bank guarantee will be returned. Failure to pay reinstatement costs will result in Council utilising the deposit to carry out the works.
- iv) The amount to be lodged for Kerb, Footpath and Road Drainage Bond will be as set in the schedule of fees and charges.

Requirements for Protection of Footpath and Kerbing

1. Where property development is proceeding and an existing footpath is damaged, warning signs should be placed at each boundary to warn pedestrians that an unsafe condition exists until repairs can be completed. Should the builder not undertake this requirement, the signs will be placed and maintained by Council, with costs debited against the footpath deposit.
2. Where a path is in existence, the builder must provide a temporary crossover to the site to the satisfaction of Council.

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

P17 STREET TREES AND VERGE TREATMENT

PURPOSE

To provide direction for plantings in the Shire’s streets and verges.

OBJECTIVE

To ensure that planting and other works are carried out in accordance with the vision, aims and objectives of the Green Infrastructure Strategy.

POLICY

Each project must submit the following details for consultation with the Shire’s Planning & Infrastructure Services, prior to Shire approval:

1. Site Plan, showing the site location, location of proposed plantings, list of species to be planted and technical details as necessary; and
2. Project description that briefly:
 - a. demonstrates consistency with the Green Infrastructure Strategy’s aims and objectives through the project’s: contribution to sense of place/community, relationship with adjoining land, rationale for species, water conservation and rainwater harvesting technique(s);
 - b. explains the required works, planting, mulching, actions/responsibilities; and
 - c. explains the expected ongoing maintenance requirements.

Consideration of Projects

The Shire’s Planning & Infrastructure Services will consider each project on its merits in terms of consistency with the Green Infrastructure Strategy’s aims and objectives and potential impacts on: visual amenity, services, public safety and Council’s other policies (e.g. Verge Treatment policy), plans and strategies.

When considering projects, the Shire will generally prefer the use of native species, where appropriate. However, it is understood that in some locations, particularly in semi-natural and man-made environments, the use of non-native species may be more appropriate. As such, the species in the following table provides guidance towards the Shire’s preferred species. Proposals can also include plants from the popular Trees and Shrubs of the Midlands and Northern Wheatbelt (Wilcox et al. 1997) or from the Water Corporations ‘Waterwise Plant Search’. The planting of recognised weeds will not be supported.

NATIVE AUSTRALIAN TREES	NON-NATIVE TREES
Dongara Mallee (<i>Eucalyptus dongarensis</i>)	Poinciana (<i>Delonix regia</i>)
Illyarrie (<i>Eucalyptus erythrocorys</i>)	Orchid Tree (<i>Bauhinia blakeana</i>)
Rottneest Island Teatree (<i>Melaleuca lanceolata</i>)	Chinese Elm (<i>Ulmus parvifolia</i>)
Port Jackson Fig (<i>Ficus rubiginosa</i>).	Crimson Sentry (<i>Acer platanoides</i>)

Moreton Bay Fig (<i>Ficus macrophylla</i>)	Field Maple (<i>Acer campestre</i>)
Callistemon (<i>Kings Park special</i>)	Jacaranda (various)
Swamp She Oak (<i>Casurina glauca</i>)	
WA Peppermint (<i>Agonis flexuosa</i>)	
Bottlebrush (<i>Callistemon</i>)	

INDICATIVE LOCATIONS OF TREES BY TYPES

Open spaces in the Town Centre, Moreton Bay Estate, Ocean Drive and Northshore	Moreton Bay Fig, Port Jackson Fig
South Beach	Rottnest Island Tree, Coast She-oak
Flanagan Way, Pickering Drive, Retreat , Waldeck Street, Church Street	WA Peppermint

Ground Cover

Coastal Pigface (*Carpobrotus virescens*); Coastal Daisy Bush (*Olearia axillaris*); Coastal Rosemary (*Westringia fruticosa*); Glow Wattle (*Acacia lasiocarpa*); Creeping Boobialla (*Myoporum parvifolium*); Silverbush (*Convolvulus cneorum*); and Orange Jessamine (*Murraya paniculata*).

Note: New street trees should maintain the following minimum setbacks: 20m from an intersection, 5m from a crossover, 5m from public utility boxes, 3.25m from neighbouring lot boundaries and 3.2m from the back edge of a kerb.

Date of Original Adoption – 25 May 2005

(reviewed 27 June 2017 Minute 000000)

P18 PUBLIC OPEN SPACE

PURPOSE

To improve the Shire’s green network by enhancing the natural qualities of public open spaces, enriching biodiversity, rationalising water use and maintaining high quality spaces for public use.

Objectives

1. To rationalise the Shire’s public open space reserves to reduce ground water use, while still maintaining high quality facilities, by developing projects for each site;
2. To reduce the need to use large volumes of water on existing turfed areas by converting them to native garden areas; and
3. To reduce the occurrence of overwatering by grouping types of vegetation into categories with similar water requirements.

POLICY

Requirements for projects aimed at rationalising existing POS

Each project must submit the following details for consultation with the Shire’s Planning & Infrastructure Services, prior to Shire approval:

1. Site Plan, showing the site location, location of proposed plantings, list of species to be planted and technical details as necessary; and
2. Project description that briefly:
 - a. demonstrates consistency with the Green Infrastructure Strategy’s aims and objectives through the project’s: contribution to sense of place/community, relationship with adjoining land, rationale for species, water conservation and rainwater harvesting technique(s);
 - b. explains the required works, planting, mulching, actions/responsibilities; and
 - c. explains the expected ongoing maintenance requirements.

Consideration of Projects

The Shire’s Planning & Infrastructure Services will consider each project on its merits in terms of consistency with the Green Infrastructure Strategy’s aims and objectives and potential impacts on: visual amenity, services, public safety and Council’s other policies, plans and strategies. When considering projects, the Shire will generally prefer the use of native trees, shrubs and other plants, where appropriate.

Water Conservation Requirements

Each area of public open space must meet the following requirements:

Type of POS	Max volume of water per year
High use, high profile	10,000 kl/ha/yr
Low use, high profile	7,500 kl/ha/yr
Low use, low profile	6,000 kl/ha/yr
Dry areas of POS, parks and bush	0 kl/ha/yr

Date of Original Adoption – 15 December 2015 (reviewed 27 June 2017 Minute 000000)

P19 EMPLOYEE HIRE OF PLANT AND EQUIPMENT

PURPOSE

To assist Shire of Irwin employees to utilise Council equipment in their private time.

POLICY

At the discretion of the Chief Executive Officer or his/her authorised representative staff are permitted to hire plant and equipment belonging to the Shire of Irwin at Council's normal hire rate minus the cost of the operator, otherwise known as dry hire.

The rate for dry hire is outlined in the schedule of fees and charges.

The following regulations apply to the hire of plant and equipment by all Shire of Irwin employees.

- plant and or equipment will only be used on property owned or occupied by the staff member;
- the plant and/or equipment will only be operated by a Shire of Irwin employee;
- those staff that hire equipment and do not possess experience in the safe operation of that plant and/or equipment must organise with another competent staff member to carry out the respective works at a cost agreed upon by both parties;
- dry hire fees include fuel;
- no plant or equipment can be dry hired during normal working hours; and
- hire will commence from the time of pick up to the time the plant/equipment is dropped off.

Date of Original Adoption – 15 December 2015 *(reviewed 27 June 2017 Minute 000000)*

P20 VEHICLE CROSSOVER POLICY

PURPOSE

To define Council's specifications and financial obligations for the construction of vehicle crossovers in road reserves.

POLICY

Background

Under the *Local Government (Uniform Local Provisions) Regulations 1996 Regulation 15*;

(1)Where —

- (a) a local government —
 - (i) under regulation 12 constructs or approves the construction of; or
 - (ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
- (b) the crossing is the first crossing in respect of the land; and
- (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

(2) In subregulation (1) —

first crossing, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358² of the *Local Government Act 1960*³ as in force at any time before 1 July 1996;

standard crossing means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

All crossovers must be constructed in accordance with the Shire's *Standard Vehicle Crossover Specifications*.

Crossover Subsidy

All new and reconstructed crossovers require written approval by the Shire of Irwin prior to construction.

- I. The owner shall arrange for construction.
- II. The crossover shall be paved utilising in-situ concrete, paving bricks or blocks.
- III. The Shire will contribute 50% towards the cost of only one standard residential crossover, subject to the crossover being deemed to conform to Shire specifications.

- IV. The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
- V. The reference a “standard crossover” shall mean a crossover construction to a size conforming to the Shire’s standard widths, referred to in the **Standard Vehicle Crossover Specifications**.
- VI. Where Council undertakes road works affecting existing crossovers Council will bear the cost of replacement.

Crossover Maintenance

The crossover is that section of driveway that extends from the road kerb or edge of road seal to the front or side property boundary line, across the verge. The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees and water runoff from private property.

The Shire will not undertake any maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

Existing Vehicle Crossover

The Shire will not provide any subsidy to replace or repair any existing crossover. It is the property owners’ responsibility to ensure the crossover complies with the Shire’s minimum requirements as defined in the **Standard Vehicle Crossover Specifications**. Crossover repairs must be undertaken if it is considered by Council to be unsafe.

Administration

To qualify for a subsidy, the applicant must first complete a **Crossover Application Form** (prior to construction) and then lodge a **Crossover Reimbursement Form** (after construction is finalised) with the Shire.

On receipt of the **Crossover Application Form** an Officer from the Works Technical Services Department will conduct a site inspection, prior to construction works commencing, to ensure the proposed crossover is in accordance with the **Standard Vehicle Crossover Specifications**.

A subsidy will be processed on completion of the construction of a crossover, once a **Crossover Reimbursement Form** has been lodged with the Shire. A final inspection will then be carried out by an Officer from the Works Technical Services Department, to ensure that the crossover conforms to the Shire of Irwin’s specifications.

All forms are available from the Shire of Irwin’s Administration Office, at 11-13 Waldeck Street, Dongara or by contacting the Shire of Irwin on 99 270 000.

Bonds

- I. Bonds for the construction of crossovers shall be required to be paid at the time of issue of the building permit. The amount of the bond will be set by the Shire’s Director Planning and Infrastructure.
- II. Crossover construction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Shire’s Director Planning and Infrastructure that the construction is necessary.

- III. Construction of a crossover as a condition of the building permit shall not be required if the value of the licence is less than \$5,000 or the building work involves only minor works (e.g. pergola, shed, pool, patio, toilet) but shall apply to all building permits for structures accessible to vehicles.

Building Permit

The Building Permit is for building construction inside the property boundary and does not include approval for the construction of a vehicle crossover. Hence, a separate application is required for the construction of a crossover within the road verge, which is vested with the Shire of Irwin.

The position, width, and construction of the crossover shall be in accordance with the Shire of Irwin's ***Standard Vehicle Crossover Specifications***.

Protection of Existing Services, Street Trees and the Public

- I. Existing services within the vicinity of the proposed crossover shall be protected at all times. The owner or authorised representative may be contacted to provide advice in relation to the protection of services;
- II. Where damage is caused to the Shire's infrastructure (i.e. kerb, pathway, road etc) as a result of the construction of the crossover, the infrastructure shall be repaired to the satisfaction of the Director Planning and Infrastructure;
- III. Conflicting public utility services shall be adjusted or relocated at the applicant's expense, subject to formal approval by the relevant authority;
- IV. The Shire's existing drainage structures (i.e. pits drains or culverts) that conflict with the location of the proposed crossover are to be adjusted by the Shire's Works Department and all costs associated with this work shall be borne by the applicant;
- V. The removal, adjustment, or reinstatement of reticulation is the responsibility of the applicant;
- VI. Street trees shall not be removed without the prior approval of the Shire's Director Planning and Infrastructure. Crossovers shall be located a minimum of 2 metres from a tree and removal will only be undertaken where it can be demonstrated that this is the only option available. All costs associated with the removal of the street tree shall be borne by the applicant;
- VII. The applicant shall be responsible for the protection of the public at all times. Signage, lighting, barricades, and/or any other protection measure deemed necessary shall be provided by the applicant to ensure that the public are protected during the execution of the works;
- VIII. Safe access for pedestrians on the verge shall be maintained at all times. The Shire will not permit pedestrians being forced to walk on the road pavement unless appropriate measures are put in place for the protection of pedestrians; and
- IX. Vehicle crossings abutting major roads shall be subject to the approval of Main Roads WA in conjunction with the Shire of Irwin.

Date of Last Amendment – 27 June 2017

(reviewed 27 June 2017 Minute 000000)

**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**

PURPOSE

To provide a consistent response to 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.

PROVISIONS

The local government will support 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, subject to the requesting landowner:

1. placing notifications on the relevant property titles with the purpose of ensuring the landowner will be responsible for ensuring the vegetation is satisfactorily cleared and maintained to the satisfaction of the Shire of Irwin in perpetuity; and
2. bearing the full cost of:
 - a. placing the required notifications on the relevant titles; and
 - b. clearing the vegetation and the ongoing maintenance requirements; and
3. applying for the necessary Clearance Permits from the Department Environment Regulations, at the landowners cost.

Date of Original Adoption – 22 November 2016 (reviewed 27 June 2017 Minute 000000)

P22 STALLHOLDER PERMITS

PURPOSE

The purpose of this Policy is to ensure stallholder permits are correctly determined under the provisions of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.

The Policy aims to ensure that there is no conflict with applications that may have its determination impacted by other legislation, such as Food Businesses. The Policy also defines the classes of person to whom a stallholder permit is not required to be obtained and where a fee for an application is not required to be paid.

POLICY

Stallholder Permit Application Forms

An application for a stallholder permit may only be accepted if made on one of the forms endorsed by the Shire.

Stallholder Application Form - Non Food

This form relates to those activities that do not include the sale of food i.e – items of fabric, wood, jewellery and other similar items.

Stallholder Application Form – Food

This form relates to those activities that involve the sale of food and includes Food Businesses registered under the *Food Act 2008* and also those activities exempted by the *Food Regulations 2009* from Food Business registration that involve the sale of food from the stallholder.

Determination of a Stallholder Permit Application

The officer determining a stallholder application is to have regard to:

- Council Policies – this and any other relevant Policies
- Desirability of the proposed activity – appropriateness and benefit to the community.
- A stallholder cannot sell goods/services within 300m of another premises that sells the same good/services, unless it is a temporary food stall taking part in an event approved by the Shire.
- The location – suitability of the physical site and compatibility with the surrounding area.
- In keeping with the Competition Principles Agreement.
- Evidence of compliance with other relevant laws – includes *Food Act 2008* where applicable.

Exemption to Classes of Persons to Obtain a Stallholder Permit

The Shire exempts a person or class of person who meets the following criteria:

- Persons that have written permission from a private land owner to conduct activities on a public place that is privately owned land and that activity complies with any other relevant written law. This may include private car parks or thoroughfares situated on privately owned land.

Waiving of Application Fees for Stallholder Permits

The Shire waives the requirement to pay a fee or part of a fee by a charitable organisation and any other class of organisation not specified within its adopted fee schedule.

STATUTORY REFERENCE

Clause 6.5 (1) and Clause 6.7 of the Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

<i>Date of Adoption – 27 June 2017</i>
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<i>Minute No 000000</i>
