



POLICY MANUAL

Shire of Perenjori

ADOPTED
Item N° 17032.5
16 March 2017

POLICIES ADDED and/or UPDATED and/or
RESCINDED
DECEMBER 2021
DECEMBER 2022

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1000 – ADMINISTRATION

1001 – PREPARATION AND DELIVERY OF COUNCIL MEETING AGENDAS**POLICY OBJECTIVE:**

To ensure compliance with the Act allowing elected members sufficient time to consider the items in the agenda. Local Government Act s5.5

POLICY STATEMENT:

The agenda, including reports and financial statements for the ordinary monthly meetings of Council, is to be posted to elected members no later than the Friday prior to the Council meeting.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1002 - LEGAL REPRESENTATION COSTS INDEMNIFICATION**INTRODUCTION:**

- This policy is designed to protect the interests of councillors and employees (including past councillors and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations, the Council may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case, it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Council. This policy applies in that respect.

General Principles:

The Council may provide financial assistance to councillors and employees in connection with the performance of their duties provided that the councillor or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Council or otherwise in bad faith.

- The Council may provide such assistance in the following types of legal proceedings:

Proceedings brought by councillors and employees to enable them to carry out their Council functions (e.g. where a councillor or employee seeks a restraining order against a person using threatening behaviour);

Proceedings brought against councillors or employees [this could be in relation to a decision of the Council or an employee which aggrieves another person or where the conduct of a councillor or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and

Statutory or other inquiries where representation of councillors or employees is justified.

- The Council will not support any defamation actions seeking the payment of damages for individual councillors or employees regarding comments or criticisms levelled at their conduct in their respective roles. Councillors or employees are not precluded, however, from taking their own private action. Further, the Council may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

- The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Council.

Applications for Financial Assistance:

- Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- A councillor or employee requesting financial support for legal services under this policy is to make an application in writing (where possible in advance) to the Council providing full details of the circumstances of the matter and the legal services required.
- An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- A councillor or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of \$5,000 (subject to budget allocation being made to support this expenditure) provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.

Repayment of Assistance:

- Any amount recovered by a councillor or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Council.
- Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Council or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

POLICY ADMINISTRATION**Date Adopted:****Item N° 14022.11 20th February 2014****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

1003 – COMPLAINT HANDLING PROCEDURES**POLICY OBJECTIVE:**

Complaints from members of the public are valuable opportunities to identify ways to improve services. The complaints handling protocol is designed to achieve the following:

- To contribute to continuous improvement of our services.
- To inform customers of their rights.
- To seek for the customer early and satisfactory resolution.

Employees can also reference to Ombudsman Western Australia GUIDELINES Conducting administrative investigations 2009.

This policy is limited to complaints by residents, ratepayers, visitors or stakeholders. It is not intended to cover complaints by staff or elected members. Nor does it deal with Objections and Appeals against Council decisions.

POLICY STATEMENT:

What is a Complaint?

A complaint for the purposes of this policy is feedback from a customer or stakeholder that the Shire of Perenjori or a member of its staff has:

- Failed to do or provide something that should have been done or provided;
- Behaved inappropriately.

Examples of feedback from members of the public that should not be considered complaints include:

- A report by a resident of something that needs attention (e.g. a pothole or wash away) unless they have previously reported the issue and it has not been attended to in a timely manner.
- Suggestions for improvement.

Types of Complaints:

These protocols deal with the 3 most common forms of complaint:

- Informal complaint (usually in person or by telephone).
- Formal complaint (using complaint form, or written complaint).
- Feedback from community consultation processes.

Other Avenues for Complaint Resolution:

Customers must be made aware of other complaints handling mechanisms available to them. These mechanisms include:

- The State Ombudsman will investigate complaints of maladministration, but if a complaint handling process exists will generally encourage complainants to access that process first.
- The Department of Local Government and Communities will consider complaints involving failure to comply with the Local Government Act or Regulations.
- The Equal Opportunity Commission will act on complaints of unlawful discrimination.
- Public Question Time at Council Meetings allows members of the public to ask questions of the Council.
- Elected members will follow up concerns raised by members of the public but will generally suggest that constituents access the complaints handling process first.

Informal Complaints:

Informal complaint will be oral, either by telephone or in person.

Complaints should be dealt with wherever possible by the person taking the call or dealing with the inquiry.

The staff member dealing with the complaint should:

- Establish the nature of the customer's concern;
- If the customer has not received or been provided with something to which they are reasonably entitled, arrange for immediate access to that service;
- Where it is clear that we have made a mistake or behaved inappropriately, apologise;
- Seek resolution;
- Ask the customer if they are happy with the outcome;
- If the customer is not satisfied refer them to the CEO;
- Enter the outcome in the complaints register; and
- Complete any agreed follow up action.

Formal Complaints:

Formal complaints are those in writing. Formal complaints will be handled as follows:

- All formal complaints will be referred immediately to the respective Manager.
- The Manager will investigate the circumstances of the complaint.

The investigation may include:

- Personal interview with the complainant.
- Interview with affected staff.
- Examination of documents and records.

The Manager will advise the complainant of the outcome. This may require a written response but may be resolved through a personal interview with the complainant.

The Manager will record the outcome of the investigation in the complaints register, including any changes required to prevent recurrence and improve future service.

Customer Surveys:

Public surveys or community consultations will from time to time identify specific complaints or concerns about the quality of service provided. All complaints identified in this way will be referred to the CEO for follow up. This may include:

- If the customer has identified themselves contact the customer and follow the steps described for an informal complaint;
- If the customer is not identified in the survey examine processes and procedures relevant to the complaint, and make changes if appropriate;
- Record the outcome of the investigation in the complaints register, including any changes required to prevent recurrence and improve future service; and
- Complete any follow up action.

Filing of Complaints:

Copies of reports on complaints will be held centrally in the Complaints Register.

Confidentiality:

The CEO will take all reasonable steps to protect the confidentiality of complainants. There may be occasions where complaints will result in disciplinary action against staff members. The principles of industrial law and

natural justice require that staff in this circumstance are aware of the nature of complaints made against them, which in some cases will reveal the identity of the complainant.

Protection of Complainants:

The CEO will ensure that there is no retribution by staff against members of the public who make a complaint. Any such action by staff will be treated as serious misconduct and will result in disciplinary action.

Vexatious Complainants:

If declared vexatious take care not to ignore what may be genuine complaints

If the Shire receives a large number of complaints from an individual, and the CEO considers that the complainant is not genuine, the CEO may make a recommendation to Council that the person be deemed a vexatious complainant. The CEO may choose not to investigate complaints from persons declared vexatious complainants.

Complaints Against the CEO:

Complaints involving inappropriate action or behaviour by the CEO should be directed to the Shire President. If in writing the complaint should be in a sealed envelope addressed to the Shire President and marked Private & Confidential. This will ensure that the complaint will be delivered unopened to the Shire President.

Reporting to Council:

The CEO will report to the Council on a regular basis a summary of the complaints received.

Access to this Policy:

Copies of this policy will be available to members of the public in the Shire of Perenjori reception area.

Key Terms/Definitions:

Vexatious – persistence in pursuing or repeating a complaint where the complaint procedure has been fully and properly implemented and exhausted; Continually changing the substance of a complaint, repeatedly raising minor issues; Have, in the course of pursuing a registered complaint, made an excessive number of contacts with officers and placed unreasonable demands on staff.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1004- COMMUNICATIONS AND SOCIAL MEDIA POLICY**POLICY OBJECTIVE:**

This policy establishes protocols for the Shire of Perenjori's official communications with our Councillors, employees and community to ensure the Shire of Perenjori is professionally and accurately represented and to maximise a positive public perception of the Shire.

POLICY SCOPE:

This policy applies to:

- Communications initiated or responded to by the Shire of Perenjori with our Councillors, employees and community; and
- Councillors when making comment in either their Shire of Perenjori role or in a personal capacity.

POLICY STATEMENT:

Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Perenjori events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President to promote specific Shire of Perenjori positions;
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on Behalf of the Shire of Perenjori

The Shire President is the official spokesperson for the Shire of Perenjori and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995].*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995].*

The CEO may speak on behalf of the Shire of Perenjori, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995].*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire

President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Perenjori.

Communications by Councillors and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- Bring the Shire of Perenjori into disrepute,
- Compromise the person's effectiveness in their role with the Shire,
- Imply the Shire's endorsement of personal views,
- Imply the Councillor or employee is speaking on behalf of the Shire, unless authorised to do so; or
- Disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Perenjori.

Councillor communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the Media for an official Shire of Perenjori comment, whether made to an individual Councillor or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Perenjori.

Councillors may make comments to the media in a personal capacity – refer to clause 7.1 below.

Website

The Shire of Perenjori will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

Social Media

The Shire of Perenjori uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Perenjori maintains the following Social Media accounts:

- Social networks - Facebook,
- Media Sharing networks - Instagram

The Shire of Perenjori may also post and contribute to Social Media hosted by others, to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Perenjori will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and

- Any other inappropriate content or comments at the discretion of the Shire.

Where a third-party contributor to a Shire of Perenjori's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period or permanently.

The Shire of Perenjori will observe the following Local Emergency Management Arrangements protocol to communicate and advise our community regarding Emergency Management.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency through the Incident Management Team.

At the time of handover of the incident to the Shire, the responsibility of sign-off of communication material is to be handed over to the Shire's Local Recovery Coordinator.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Perenjori, including on the Shire's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Councillor communications that relate to their role as a Councillor are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Councillors are responsible for transferring these records to the Shire's administration. Councillor records are also subject to the *Freedom of Information Act 1992*.

Councillor Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Councillor Statements on Shire Matters

A Councillor may choose to make a personal statement publicly on a matter related to the business of the Shire of Perenjori.

Any public statement made by a Councillor, whether made in a personal capacity or in their Local Government representative capacity, must:

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Perenjori.
- Be made with reasonable care and diligence;
- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- Be factually correct;
- Avoid damage to the reputation of the local government;
- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another Councillor or Employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, Employee or community member.

A Councillor who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Councillor Email Communications with Shire of Perenjori Employees

All Councillor email requests to and from Councillors to and from Shire Employees are to be directed through the CEO's office.

Email communication between Councillors and Shire of Perenjori staff is to be confined to;

- The Chief Executive Officer.
- Senior Employees as designated by Council under S.5.37 of the *Local Government Act 1995*;
- The Executive Assistant;

and is to relate solely to Council business or a request for works or services.

Email communication between Councillors and Shire of Perenjori staff shall;

- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another Councillor or Employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, Employee or community member.

POLICY ADMINISTRATION

Date Adopted:

Item N° 18115.1 15th November 2018

Reviews/Amendments:

Item N°

1005 – EMPLOYEE INTERNET USE

Council Policy 1005 – Employee Internet Use rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23 January 2023

1007 – ADDITIONAL OFFICE CLOSURES**POLICY STATEMENT:**

Shire office closures, outside of gazetted closures or normal office hours may be authorised by the Chief Executive Officer in exceptional circumstances.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1008 – USE OF SHIRE CREST AND LOGO**POLICY OBJECTIVE:**

This Policy is to ensure that the Shire crest and logo is used for authorised purposes only.

POLICY STATEMENT:

The Shire's logo is copyright and its use is restricted to bona fide Shire situations as set out in the Shire Style Guide. The logo is to be used for administrative purposes as authorised by the Chief Executive Officer.

Candidates at elections are to be expressly advised that the Shire logo is not authorised to be used for electoral purposes.

Similarly, the Shire crest can only be used on authorised Shire documents and for bona fide Shire purposes.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1009 – COMMON SEAL EXECUTION OF DOCUMENTS**POLICY OBJECTIVE:**

To maintain controlled use of the Shire Common Seal.

POLICY STATEMENT:

Only authorised documents can be validly executed with the common seal affixed and the President and the Chief Executive Officer are to attest the affixing of the seal.

POLICY ADMINISTRATION

Responsible Directorate/Division:	
Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1010 - VOLUNTEERS**POLICY OBJECTIVE:**

The Shire of Perenjori values the contribution and enthusiasm of the community and recognises its responsibility to provide an environment where volunteers, working on Shire projects, are not exposed to hazards

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures.

POLICY STATEMENT:

The Shire will maintain a register of volunteers to ensure;

- That individuals are covered under the Shire's personal accident insurance policy during their time of work;
- That any injuries to a third party, resulting from work carried out by volunteers working on Shire projects are covered by the Shire's public liability insurance provided that they have complied with responsibilities described in the Volunteers Policy;
- The Shire will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. This induction may be given by a volunteer who has been suitably trained and is authorised to provide such training;
- Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works;
- Shire insurance only provides cover for volunteers working on Shire approved projects;
- To minimise the risk and potential of accident and/or injury to voluntary workers, volunteers are required to undertake a short induction session before commencing any works.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1011 – DONATIONS AND GRANTS**POLICY OBJECTIVE:**

The Council is committed to building strong and resilient communities in Perenjori and to maximising social wellbeing for all citizens. One means of achieving these goals is to provide assistance being financial or in kind in the form of donations to individuals and groups to help develop leadership skills, increase community participation in civic life and address identified social issues.

Given that the Council receives requests from community groups and organisations throughout the year for donations, sponsorships and the waiver of Council fees and charges, a procedure for the assessment of applications ensures: -

- Transparency and accountability to the community;
- An effective reporting mechanism to the Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received; and
- A standard process for applicants to follow when requesting donations or sponsorships from the Council.

The responsibility for the disbursement of funds will be with the Council, whilst Shire officers will undertake the management of these processes.

The total value of the fund will be determined each year during the Council's annual budget deliberations.

The donations program will be advertised across the whole community annually.

Groups who receive support in one year do not automatically receive ongoing funding in future years.

POLICY STATEMENT:

Donation – provision of financial or in-kind support by Council to an individual or group.

Fees and charges - those imposed by the Shire on an organisation or group for the use of a Shire owned facility or the staging of a particular event or activity.

Shire facilities - all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's annual Schedule of Fees and Charges.

DONATIONS WITHIN PERENJORI:

Donations will generally only be provided for individuals who reside in the Perenjori local government area, or to community organisations that operate within the Perenjori local government area and/or for the benefit of Perenjori residents.

Eligibility:

- Any Not for Profit, Community service, groups or welfare or charitable organisations or groups providing programs or services to residents of Perenjori.
- Any activity, event or program that is supported by the Council's existing Strategic Plan and policies.
- Young people who are aged 10 to 20 years who have their primary residence in Perenjori.
- All schools in the Shire of Perenjori.
- Contractors who are conducting work on behalf of the Shire of Perenjori (applicable to waiving or reducing of fees only and in relation to accommodation)
- Agree to complete an acquittal and evaluation report where requested. Failure to do so may render the applicant ineligible for future funding.

Assessment Criterion will Include:

- The status of the applicant organisation (e.g. charity, not for profit).
- The numbers of people benefiting.
- The availability of the event, service to the community.
- The alignment of the event, service or activity with the Council's philosophies and strategic direction.
- The perceived benefit of the event or activity to the Perenjori community.
- Alternative funding sources that may be applicable.
- Contribution to the event or activity made by the applicant organisation or individual/s.
- Commitment to acknowledgement of the Shire of Perenjori.

General Community Donations:

The Council will consider donations to the community, subject to the adoption of a budget for that purpose on an as need basis. Applicants for a Council donation must be able to demonstrate that they can:

- Meet an identified social need of the Perenjori community in accordance with the Council's community strategy or other relevant social planning documents;
- Effectively deliver the project; and
- Provide value for money.

Youth Donations:

The Council may provide donations to young people for the purposes of developing leadership skills and encouraging active civic participation. The amount of the donations can be up to:

- \$100 for regional level activities (taking place within WA).
- \$200 for national level activities (taking place within Australia other than in WA).
- \$500 for international level activities (taking place outside Australia).

School Donations:

The Council may make available donations to each school in Perenjori to be given as a prize, in cash or goods, to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency.

Schools will be able to notify Shire staff of their interest in these donations and the prize will be given at the annual awards ceremony or equivalent. The prize will be presented by the Shire President (or delegate).

Sports Donations:

The Council may provide donations to individuals and teams from Perenjori in representative sports for which they have qualified. The amount of the donations can be up to:

- \$200 for regional representation.
- \$500 for state representation.
- \$500 for international representation.
- \$500 for team representation.

Events and Activities:

The Council may also provide financial and or in-kind support for community events through corporate sponsorship. This can include the covering of costs associated with the hire and use of Shire facilities, community bus, equipment and staff.

DONATIONS OUTSIDE PERENJORI:**Events:**

There are events which occur in places outside Perenjori which the Council determines should be supported by a donation of cash or in-kind. Events such as natural disasters and wars create much human suffering which requires a widespread and concerted aid effort. Whilst the national government and to a lesser-extent State Governments have greater resources to be able to provide assistance, local government in Perenjori and elsewhere can also play a key role. A cash or in-kind contribution from the Council increases the total overall aid effort and sends a very important message of solidarity and goodwill from the people of Perenjori to those suffering the misfortune.

Cash:

Council may resolve to provide any amount it deems reasonable to assist people affected by a national or international event that causing human suffering. It is recommended that an amount of up to \$2,000 be considered in such instances. Depending on the total amount of such donations, the Council may be required to top up the budget for the program.

In-Kind:

The Council may also wish to consider providing material, equipment or human resources support for an event or group. In some instances, sending an engineer or community services worker, a truck or a load of material might be of more benefit than a cash contribution. Any such in-kind donation would need to consider the impact on the essential work of the Council through consultation with the CEO before being committed. Any materials to be provided in-kind would be sourced locally where possible, to support local businesses.

In kind donations will be costed and the cost allocated to the Donations Account to ensure the total cost of Shire donations is correctly accounted for.

POLICY ADMINISTRATION**Date Adopted:****Item N° 14022.11 20th February 2014****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

1012 – LOCAL LAWS POLICY**POLICY OBJECTIVE:**

The following policy sets the criteria under which the Council would consider adopting Local Laws. Reference should also be made to the Council's Code of Conduct.

POLICY STATEMENT:

- That council make, publicise and review its local laws according to the guidelines below:
- That local law-making powers are used sparingly and only after applying the following test:
 - a) Can Council achieve the objective without making a law?
 - b) Has Council the will and resources to enforce the law?
 - c) Will practical benefits result from the law?
- That local laws be worded as simply as possible.
- That penalties for contravention of the local law be stated.
- That the method and the means by which fines imposed are to be paid and collected be specified.
- That a list of all the local government's local laws be kept posted on the notice board at the Shire office.
- That where local laws are site specific, e.g.: laws relating to the town hall, a copy of the laws be posted, where feasible at the site concerned, or where not considered feasible by the CEO, than an abbreviated version be kept posted at the site stating – offences and penalties.
- That the full laws can be inspected at the Shire office.
- That the President considers making the exercise of legislative powers by the local government a component of the President's annual report, as a means of identifying district problems and steps Council is taking to combat these.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1013 – SIGNING OF OUTWARDS CORRESPONDENCE**POLICY OBJECTIVE:**

To ensure the integrity of Shire information and a high standard of external correspondence.

POLICY STATEMENT:

Any formal correspondence to politicians, ministers, government departments or other customers that contain key information or responses to questions will be signed by the CEO.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1014 – RECORDS MANAGEMENT POLICY**POLICY STATEMENT:****Objective:**

- To ensure that the Shire meets the statutory requirements of the State records ACT 2000 and associated legislation.
- To provide record keeping principles and processes that identify, capture and protect the Shire's corporate records of continuing value for legal, financial, administrative accountability and historical purposes.

POLICY:**Introduction:**

Corporate records provide fundamental evidence of the decisions and actions undertaken by the Shire whilst also serving as a tool for planning for the future. It is for these reasons that legislation exists to ensure that records are properly maintained and preserved for future generations. The Shire is required to capture corporate records in accordance with the following legislation;

- a) State Records Act 2000;
- b) Evidence Act 1906;
- c) Acts Amendment (Evidence) act 2000;
- d) Freedom of Information Act 1992; and
- e) Local Government Act 1995- Section 5.41.

Records are recognised as an important information resource for the Shire of Perenjori, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Shire.

The shire's corporate records are to be managed in accordance with the Shire's Record Keeping Plan. All elected members, officers and contractors are responsible for maintaining complete, accurate and reliable records as evidence of the actions, decisions and transactions they make or undertake whilst performing their duties on behalf of the shire.

Definitions:**Corporate Records: see Government Record****Council:**

In this document means the local government office and the Council of the Shire of Perenjori.

Ephemeral Records:

- Duplicated records and/or those that have only short-term values to the Shire of Perenjori, with little or no on-going administrative, fiscal, legal, evidential or historic value. They may include insignificant drafts and rough notes, records or routine enquires.
- Officers and contractors may dispose of such ephemeral records when reference to them ceases (in accordance with the General Disposal Authority for Local Government Records).

General Disposal Authority (GDA):

Is a list of mandatory minimum retention periods for different classes of corporate records which has been approved by the State Records Commission. This document identifies the minimum periods of time different classes of electronic and/or hardcopy records must be kept (retention periods) before they may be legally disposed or permanently archived.

Government Organisation Employee Means:

- A person who, whether an employee, alone or with others governs, controls or manages a government organisation;
- A person who, under the Public Sector Management Act 1994, is a public service officer of a government organisation;
- A person who is engaged by a government organisation, whether under a contract for services or otherwise;
- And includes, in case of a government organisation referred to in item 5 or 6 of Schedule 1, a ministerial officer, (as defined in the Public Sector Management Act 1994) assisting the organisation, (State Records Act 2000).

Government Records:

- Is a record created or received by or for a government organisation or a government organisation employee or contractor in the course of the work for the organization (State Records Act 2000).

Local Government Office:

- The civic and administration office of the Shire of Perenjori.

Records:

- Information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

State Archive:

- Records that is to be retained permanently (State Records Act 2000).

Vital Record:

Record that is essential for the ongoing business of an agency, and without which the agency could not continue to function effectively. The identification and protection of such records is a primary objective of records management and disaster planning.

Roles and Responsibilities:

- Chief Executive Officer:

The Chief Executive Officer is to ensure that an organisational system for the capture and management of corporate records is maintained by the Shire which is compliant with current legislative requirements and best practice standards.

- Managers:

All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

- All staff:

All staff (including contractors) are required to create, collect and retain records relating to the business activities they perform on behalf of the Shire. These records shall be handled in a manner appropriate with the Shire's record keeping requirements and captured into the Shires Record Keeping Systems.

- Elected Members:

Elected members are required as representatives of the Shire of Perenjori to capture or create records of any significant activities, interactions and advice they provide to, or receive from, the community and forward these records onto the shire.

Capture and Control of Records

All elected members, staff and contractors will capture or create full and accurate records, in required formats, of the business decisions, actions and transactions they make or undertake on behalf of the Shire. Records

created and received in the course of Shire business are to be captured with required metadata, into the Shire's recordkeeping systems, and managed in accordance with sound recordkeeping principles.

Contractors shall be required to forward onto the shire any records they create or receive which are of significant relevance to be the contract or service they are providing on behalf of the Shire.

These records shall be forwarded on completion of the contract or service or at the request of the Shire's contract representative.

Elected members are required to forward on to the Shire records they create or receive which document significant discussions, actions or advice provided as representatives of the Shire. This includes written and verbal communications such as work diaries, presentations, speeches, emails, community submissions, complaints and requests relating to Shire matters. Hardcopy records should be forwarded on a monthly basis to the Shire via the CEO's Executive Assistant in packets provided, and electronic records forwarded as received or created to admin@perenjori.wa.gov.au

Appraisal and Retention of Records:

Where permitted, all records held by the Shire of Perenjori will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA, following authorisation from the Chief Executive Officer.

Records are assessed and categorised according to their functional classification as they are captured into the Shire's records management system.

Security & Access to Records:

All records held by the Shire of Perenjori shall be stored in electronic and/or hardcopy formats in accordance with legislative requirements and protected from violation, unauthorised access or destruction.

Access to Shire of Perenjori records will be controlled in accordance with the level of security and classification of the record, regardless of format (electronic or hardcopy).

Access to the Shire of Perenjori's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Perenjori's Freedom of information Statement.

Access to the Shire of Perenjori's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

POLICY ADMINISTRATION**Date Adopted:****Item N° 17092.5 21st September 2017****Reviews/Amendments:**

1015 – EMPLOYEE RECOGNITION POLICY**PURPOSE:**

To provide opportunities to recognise and acknowledge employees for outstanding contribution and commitment to the Shire. The procedure applies to all Shire of Perenjori employees.

OVERVIEW:

This procedure outlines the process for acknowledgement and recognition of employees for their contributions to the Shire.

PROCEDURES:**Employee Recognition Program:**

The program will provide opportunity for all staff at every level to nominate an employee for their outstanding efforts. Formal acknowledgement of the award recipient/s will be made at quarterly presentations.

Senior staff involving the CEO, Manager of Corporate and Development Services and Manager of Infrastructure Services will short list and select employees to receive the awards.

Senior staff will determine the areas of recognition which will be made known to all staff for the year, which may include:

- Customer service
- Health and Safety
- Teamwork
- Improvement/Innovation
- Excellent work quality

POLICY ADMINISTRATION

Author/Contact Officer Position:	CEO
Adopted:	Item N° 16103.2 20 October 2016
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1016 – ASSET MANAGEMENT POLICY**POLICY OBJECTIVE:**

This Policy provides clear direction in the provision and management of all Shire assets. It seeks to ensure that assets support the Council's strategic vision and objectives, deliver sustainable service outcomes provided at appropriate levels of service for present and future stakeholders.

POLICY SCOPE:

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the deliver one or more services requiring the following assets;

- Property
- Recreation
- Transport
- Plant, Vehicles & Equipment
- Information Technology
- Waste Management

This Policy applies to all assets which are required to be managed by the Shire where their components have a useful life of more than two years and a replacement cost greater than \$5,000.

The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework.

As a minimum;

- The Asset Management Strategy shall define the Shire's asset management vision, objectives, outcomes, enablers (e.g. Roles, responsibilities, training etc.), and performance monitoring and implementation plan.
- The Asset Management Plan shall be driven by community-involved service levels, future demand, long term sustainability and risk management.

POLICY STATEMENT:

The Shire will provide and manage assets that support the delivery of services in line with the Strategic Community Plan. Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Vision, a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management plans) will be balanced against capacity (Long Term Financial Plan).

POLICY ADMINISTRATION

Reviews/Amendments:

Item N° 17032.5 16th March 2017

Reviews/Amendments:

1017 – DESIGNATION OF SENIOR EMPLOYEES

POLICY OBJECTIVE:

The following policy defines the positions of designated Senior Employees in accordance with s5.37 of the Local Government Act.

POLICY STATEMENT:

The following positions are designated as Senior Employees of the Shire of Perenjori:

- Manager Corporate & Development Services
- Manager Infrastructure Services

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

1018 – FREEDOM OF INFORMATION**POLICY OBJECTIVE:**

The policy is designed to meet the following objectives:

- To ensure the Shire of Perenjori has a current Information Statement in accordance with the statutory requirements of the Freedom of Information Act 1992
- To ensure the Shire of Perenjori has a procedure in place that allows the public to apply for access to documents as stipulated under the Freedom of Information Act 1992

POLICY STATEMENT:

The Shire of Perenjori will adopt the *Freedom of Information Procedures* when dealing with a request for documentation that is not routinely available. This procedure will ensure that staff responds to requests for information in accordance with the Freedom of Information Act 1992.

This procedure will outline:

- What type of information is, and is not, available for access by the public?
- Include an application form and outline the process for applying for documentation.
- Include the associated costs of applying for documents.
- Detail processes for the review of decisions made by the Shire in response to requests lodged under the Freedom of Information Act 1992.

The Shire will comply with Section 96(1) of the Freedom of Information Act 1992 which requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:

- The Agency's Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

POLICY ADMINISTRATION

Date Adopted:

Item N° 18045.1 19th April 2018

Reviews/Amendments:

1019 – COMMUNITY ENGAGEMENT POLICY**POLICY OBJECTIVE:**

- a) To ensure Shire staff refer to the Shire of Perenjori's Community Engagement Framework before implementing any projects, or making any decisions, that may impact the community;
- b) To ensure that the Shire of Perenjori undertakes a satisfactory level of Community Engagement Planning at the initial stages of developing a project;
- c) To obtain Council approval of any Community Engagement Plan's developed for projects, initiatives or decisions that are classified as being of a Moderate-High or High level of community impact;
- d) The Policy also seeks to improve the Shire's engagement processes and outcomes through encouraging a consistent approach and continual learning through evaluation, and through expanding the range of engagement methods used.

POLICY STATEMENT:

This Community Engagement Policy is a formal expression of Council's commitment to engaging the Perenjori community through the use of appropriate, effective and inclusive practices.

Definitions:

'Community Engagement'

is Community engagement is defined as the range of opportunities for public involvement in Council decision-making, relationship building and community strengthening. Community engagement is achieved when the community is and feels part of a process.

'Community Engagement Framework & Toolkit'

a document endorsed by council that will assist Shire staff to effectively plan and deliver community engagement activities. If used accordingly, the framework and toolkit will ensure that the purpose of Shire engagement is clear, relevant and the methods used are well suited to generate highly effective community engagement.

Policy:

The Shire **must** refer to the *Community Engagement Framework and Toolkit* and use community engagement methods when:

- It is required by legislation
- An issue or proposed project may have potential impacts on the health, safety or well-being of any community member

The appropriate Shire of Perenjori staff member/s will develop and present to council for endorsement a Community Engagement Plan for all proposed projects, initiatives and issues that are deemed to be of having a MODERATE-HIGH or HIGH level of impact on the Perenjori Community. This level of impact can be ascertained using the table contained in the *Community Engagement Framework and Toolkit*.

The Community Engagement Plan once endorsed by Council will be implemented and evaluation of the plan will be reported on to council.

The official community consultation period, during which the council will receive submissions on documents, strategies and policies, will be a minimum of four weeks. This is in addition to the community engagement period that may be conducted prior to the development of the document.

The community will receive a minimum of two weeks' notice for any community engagement methods that planned for activities that are deemed to be of having a MODERATE-HIGH or HIGH level of impact on the Perenjori Community.

POLICY ADMINISTRATION

Date Adopted:

Item N° 18052.4 17th May 2018

Reviews/Amendments:

1020 – COMMUNITY CITIZEN OF THE YEAR

POLICY OBJECTIVE:

To provide a process by which the council can formally recognise individuals in the community who have made a noteworthy contribution during the current year or given outstanding to the local community over several years through active involvement.

POLICY STATEMENT:

Award:

Australia Day Active Citizenship Award:

The award is to be advertised in September, inviting nominations for awards in the following categories:

- Citizen of the Year (no age limit)
- Active Citizen Award (for community groups or events)

Selection Criteria:

(All or any of the following)

- Significant contribution to the community
- Demonstrated leadership on a community issue resulting in the involvement of community life
- Personal, academic, sporting and professional achievements
- Voluntary Work

Award Recipients to be chosen at a meeting of the Shire of Perenjori Council and the results kept confidential until presentation.

Presentation of awards to be at a local function celebrating Australia Day (January 26).

POLICY ADMINISTRATION

Date Adopted:

Item N° 18125.2 20th December 2018.

Reviews/Amendments:

1021 – WELCOME TO COUNTRY POLICY AND PROCEDURE**POLICY OBJECTIVE:**

The purpose of this policy is to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and demonstrate respect for the original custodians. The policy provides direction to the Shire of Perenjori in outlining how this acknowledgement is conducted.

POLICY STATEMENT:

The Shire of Perenjori values its Aboriginal and Torres Strait Islander residents and staff. Observing Welcome to Country protocols demonstrates respect for Aboriginal traditional cultural practices and recognises the Aboriginal people as Traditional Owners in the cultural history of Perenjori.

A Welcome to Country should be observed at all official major Shire of Perenjori events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander people and culture, for example NAIDOC and Reconciliation Week celebrations;
- Australia Day Awards and Citizenship Ceremonies; and
- Opening of major facilities and community events.

Welcome to Country ceremony gives traditional owners, the Badimia people, the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and community.

The Shire of Perenjori acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the Shire.

Where a local Badimia Elder is not available, it may be acceptable for a Badimia Elder from another area to give the Welcome to Country. (see attached protocols for more detail).

An Acknowledgement of Country is a way for people to show respect for Badimia heritage. An Acknowledgement of Traditional Owners should be used by a delegated Shire of Perenjori Officer or elected member at significant events, meetings and ceremonies prior to the commencement of the activity.

SCOPE:

This policy applies to all staff and elected members involved in initiating and running public functions and events in the Shire of Perenjori.

BACKGROUND:

Welcome to Country is a ceremony of welcome onto land by traditional custodians in recognition of indigenous people as the original owners and inhabitants.

Acknowledgement of Country is a statement that recognises the traditional owners and elders of the area in which an event is taking place.

The Shire of Perenjori is in 'Badimia Country' with the Traditional Owners of the Mid West being the Yamatji people. These language groups, the Whadjuk and Yued people live in and share cultural areas in the Mid-West. Within the Midwest region there are various localised Aboriginal language groups which are collectively known as Yamatji and include the Amangu people, Naaguja people, Wadjarri people, Nanda people, Badimia people and additionally the region includes the Western Desert people known as the Martu people.

The area encompassed by the Shire of Perenjori has a significant Aboriginal cultural history and an active community.

It is important to acknowledge the traditional Badimia owners of the land on which the Shire's events and activities are conducted.

Holding a Welcome to Country or an Acknowledgement of Country recognises the unique position of Aboriginal people in Perenjori's culture and history. It enables the wider community to share in Aboriginal culture and heritage and facilitates improved relationships between Aboriginal and non-Aboriginal people.

IMPLICATIONS: (FINANCIAL, HUMAN RESOURCES):

In providing cultural services such as a Welcome to Country, Aboriginal people are using their intellectual property and may be appropriately remunerated. Fees will be negotiated with the Elder who is engaged to provide a Welcome to Country, where required.

Financial allocations for Welcome to Country Protocols to be observed will be included in the Shire's budget on an annual basis.

IMPLEMENTATION:**Welcome to Country**

Welcome to Country should always occur as the first item in a ceremony or event. There is no specific wording or format for a Welcome to Country and it may include speech, dance, music, song and/or other cultural rituals.

Arrangements for a Welcome to Country are to be made by the officer/s responsible for the event or activity. Organisers need to ensure the Traditional owner/s have some information on the theme and purpose of the event.

Organisers should respectfully request that the welcome in language be translated into English so that the audience understands the welcoming message.

Response to Welcome to Country

It is necessary for the speaker who follows immediately after the Welcome to Country ceremony to provide a response.

Part of the response should acknowledge the person who delivered the Welcome to Country. It is inappropriate for every speaker to provide a response to acknowledge country.

The following text can be used:

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.

Acknowledgement of Traditional Owners

An Acknowledgement of Traditional Owners can be undertaken by an Aboriginal person who is not a Traditional Owner of the area or any non-Aboriginal person.

An Acknowledgement of Traditional Owners is to be organised by the officer/s responsible for the event or activity.

Acknowledgement of Country is a way that the wider community can demonstrate respect for Aboriginal protocol and is dedicated to the traditional custodians of the land or sea where the gathering of participants is conducted.

An Acknowledgement of Traditional Owners can also occur at functions where a Welcome to Country is not taking place in order to recognise the traditional owners and elders of the area in which the activity is being held.

Roles and Responsibilities

The CEO is responsible for publication, implementation, enforcement and compliance as well as interpretations in the event of the need for clarification or when there is a dispute.

Who Needs to Know About this Policy?

All Shire of Perenjori elected members and officers need to be aware of this policy and able to interpret and implement its requirements.

Evaluation and Review Provisions

This policy shall be reviewed every three (3) years.

POLICY ADMINISTRATION

Date Adopted:	Item N° 15084.1	20th August 2015.
Reviews/Amendments:	Item N° 17032.5	16th March 2017

1022 - OCCUPATIONAL HEALTH & SAFETY POLICY**POLICY OBJECTIVE:**

This policy outlines the Shire of Perenjori's commitment to establish and continuously improve, through the establishment of measurable objectives and targets, an occupational safety and health management system intended to identify and control hazards with the goal of reducing illness and injury within our workplace.

The shire is committed to managing occupational safety and health, including the development and implementation of an Occupational Safety and Health Management system that complies with or exceeds legislative requirements

POLICY STATEMENT:

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

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice
- Engage and consult stakeholders and representatives (including Volunteers and contracted Service Providers) in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to:

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their Line Manager
- Co-operating positively in the fulfillment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of:
A safe and efficient place of work is our goal, and we must all be committed by working together to reach this outcome.

POLICY ADMINISTRATION**Date Adopted:****Item N° 15074.1 16 July 2015****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

1023 – TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO**1. Purpose**

To allow the proper appointment of an Acting Chief Executive Officer in accordance with the Local Government Act 1995.

2. Policy Statement

The Council recognises that it is imperative for the continued efficient operations of the Shire of Perenjori administration that during periods of absence of the Chief Executive Officer a suitable person can be appointed as the Acting Chief Executive Officer.

The Council is satisfied that either of the two senior Managers – *Manager Corporate & Community Services* and *Manager Infrastructure Services* - are suitably qualified to assume the role as Acting Chief Executive Officer for short periods of time.

3. Authorisation

1. For appointments **up to 20 working days** the Chief Executive Officer (CEO) is authorised to appoint either Senior Manager as Acting CEO at their discretion. Should neither Manager be prepared to take on the role, suitable candidates are to be sourced from responses to a public advertisement published on the Shire website and from nominees provided by the WA Local Government Association and Local Government Professionals WA.
2. For appointments **in excess of 20 days and up to 3 months** the CEO is authorised to appoint a suitably qualified and experienced person to the position of Acting CEO following consultation with the Shire President. Suitable candidates for such an appointment are to be sourced from responses to a public advertisement published on the Shire website and from nominees provided by the WA Local Government Association and Local Government Professionals WA.
3. For appointments in **excess of 3 months and up to 12 months** appointments are to be made by Council. Suitable candidates for such an appointment are to be sourced from responses to a public advertisement published on the Shire website and from nominees provided by the WA Local Government Association and Local Government Professionals WA.

Should the position of CEO be vacant prior to the appointment of an Acting CEO, a committee of the President and Deputy President is authorised to make the appropriate appointment within the parameters of this policy.

Remuneration for any appointment under this policy shall be at the rate of the incumbent CEO unless otherwise determined by Council.

POLICY ADMINISTRATION

Date Adopted: 22 April 2021

Item N° 10.2

1024 – APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Council Policy 1024 – Appointment of Acting Chief Executive Officer rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

1025 – CITIZENSHIP CEREMONIES DRESS CODE POLICY**POLICY OBJECTIVE:**

To ensure the Citizenship Ceremonies Dress Code outlines the Shire of Perenjori's expectations for conferees and guests attending the Shire of Perenjori Citizenship Ceremonies to reflect the significance of the occasion.

SCOPE

This policy applies to all conferees and guests attending a Shire of Perenjori Citizenship Ceremony.

POLICY STATEMENT:

The Citizenship Ceremonies are an important event where people make a commitment to Australia, therefore the attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

The Shire of Perenjori encourages Citizenship Ceremony attendees to wear, as a minimum, smart casual attire. Attendees are also welcomed to wear their own national/traditional/cultural dress as an acceptable standard.

Attendees should also ensure they dress appropriately for the venue and season in which the ceremony is being held.

The following attire is not considered appropriate and should not be worn to ceremonies:

- Beach wear
- Rubber thongs
- Bare feet
- Slippers/Ugg boots
- Offensive shirts
- Sports training apparel
- Hi-Vis clothing

POLICY ADMINISTRATION

Date Adopted: 19 November 2021

Item N° 16.4.2

1026 – WORKING FROM HOME POLICY

Council Policy 1026 – Working from Home rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted: 17 December 2021

Item Nº 16.3.2

Rescinded: 23 January 2023

Item Nº 230123.4

2000 – PLANT**2001 – WORKSHOP AND USE OF PLANT BY EMPLOYEE**

Council Policy 2001 – Workshop and Use of Plant by Employee rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

2002 – COMMUNITY USE OF SHIRE PLANT**POLICY STATEMENT:**

The CEO may grant permission for Shire plant to be used by persons other than Shire employees subject to the following limitations:

- The proposed use must be for a bona fide community project
- The CEO must be satisfied that the proposed operator has the necessary license and experience to operate the plant
- The use of the plant must not infringe on Shire work programs.
- Hours of use must be recorded and the hire rate that would have otherwise applied be recorded as a donation in the Shire's accounts. The hire rate for this purpose will be the private works rate set by the Council, less labour, labour overheads and administration.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17022.5 16th March 2017

2003 – MATERIALITY OF PLANT AND EQUIPMENT PURCHASES**POLICY STATEMENT:**

All plant and equipment purchased by the Shire with a useful life of over two years and over the value of \$5,000, be classed as material and be entered upon the Shire's asset register.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

2004 – BUS HIRE CHARGES**POLICY OBJECTIVE:**

To provide consistency in applying hire costs for the bus.

POLICY STATEMENT:

Charges for the hire of the bus will be set by the Council each year when it adopts the schedule of fees and charges. The hire rates reflect a full cost recovery rate which applies for commercial hire of the bus. The Council may also determine a discount rate available to residents of the Shire of Perenjori.

The discount rate will apply to:

- Perenjori residents hiring the bus for personal use;
- Sporting or community groups based in the Shire of Perenjori;
- Delivery of Home and Community Care (HACC) services to Perenjori residents;
- Use by Perenjori or Latham Primary Schools; and
- Community activities sponsored by the Shire of Perenjori.

The discount rate will not apply to:

- Commercial use of the bus by Perenjori residents (for example on behalf of a government agency or mining company); and
- Sporting of community groups NOT based in the Shire of Perenjori.

Hire fees charged for use of the community bus will be used for:

- Maintenance of the bus; and
- A reserve for replacement of the bus.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

2005 – LIGHT VEHICLE PURCHASING POLICY**POLICY OBJECTIVE:**

This policy relates to the Shire's light vehicle fleet where vehicles are supplied for work purposes and private use, which will normally be a part of individual employment contracts or work arrangement.

The choice of vehicle, accessories and changeover time should all be made to enable the Shire to take advantage of purchase price and trade value.

Generally, the vehicle colours chosen should be the safe colours and which are most popular attracting the best trade prices.

POLICY STATEMENT:

Preferred Engine / Gearbox:

- Diesel (if available in the range)
- Automatic

Vehicle Classification / Model:

The vehicle type and model supplied will be dependent on the line position of the employee and work-related requirements. The recommended vehicle models will be offered to the following position(s):

- Chief Executive Officer – Mid Range 4-wheel drive – GXL
- Managers / Senior Staff – As negotiated via individual employment contracts but no more than a small SUV.
- Works Supervisor/Manager – dual cab utility.

Safety Standard:

All vehicles will have an ANCAP safety rating of 5 stars.

Vehicle Accessories:

All vehicles are to be fitted with the following accessories:

- Factory supplied & fitted bull bars if available in the range;
- Spotlights;
- Headlight protectors;
- Body protectors for well bodies (where required);
- Floor mats & dash mats;
- Well body cover;
- Towing accessories;
- Side steps for larger vehicles; and
- GPS where necessary, prior approval required from the CEO.

Vehicle Allocations:

Each vehicle will be assigned to a position and this vehicle will stay with that position until it is time to replace the vehicle.

Replacement Schedule:

Vehicles will be replaced at a time when the vehicle is at its best changeover value which varies with the used car market, but the change should occur no later than three (3) years or 90,000 kilometres, whichever comes first or as directed by the Chief Executive Officer.

The changeover of vehicles is also subject to budgeting approval by the Council which overrides this Policy.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3000 – WORKS**3001 – PRIVATE WORKS FOR RATEPAYERS WITH OUTSTANDING DEBTS****POLICY STATEMENT:**

The Shire will not undertake private works for any person or agency that is in debt to the Shire and such debt has been subject to the Shire's debt collection processes.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3002 – DAMAGE TO ROADS AND SAND DRIFT**POLICY STATEMENT:**

Persons causing damage to Shire roads will be held liable for the cost of the repair and reinstatement. Where landowners allow sand drift from private property onto Shire roads, they may be held responsible for the cost of the removal.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3003 – DRAINAGE CULVERTS – COST SHARING**POLICY OBJECTIVE:**

Deep drainage has been accepted as a viable strategy for protecting land from salt degradation or recovering salt affected land.

The management of surface water to prevent water logging and erosion is also an important land management practice in agricultural land.

The Shire of Perenjori supports sound land management practice within the agriculture industry.

The Council is keen to facilitate water management measures providing Shire infrastructure, private land and other public assets are not compromised.

POLICY STATEMENT:

Application to Council:

Property owners are encouraged to assess and plan the overall drainage issues pertaining to the catchment in which they are located and where appropriate work with the relevant Catchment Management Group.

This includes mapping catchment needs prior to any applications to implement drainage is considered by the Council.

Where shire infrastructure, reserves or property is likely to be affected, the Shire will assess the merits of a drainage application prior to agreement.

To facilitate this decision-making process landowners are encouraged to lodge a copy of the Notice of Intent to Drain with the Shire at the same time as with the Department of Agriculture.

NOTE: When assessing a Notice of Intent to Drain the Department of Agriculture will consult with the local government prior to approving the application.

Requirements for Road Crossings:

- All drainage installations are to extend the whole width of the road reserves, with ends to be positioned inside land holder's fence lines. For road reserves greater than twenty (20) metres in width an option maybe negotiated whereby, the fence lines be altered to enclose the drain ends.
- Headwalls are to be installed at the ends of each road crossing.
- White posts to be placed on both sides of the drain and road, to indicate to passing motorists that a hazard exists.
- Road crossings are the responsibility of the landowners and shall be maintained by the landowner. In the event that a landowner does not maintain the culvert the Shire may undertake the maintenance and recover the cost from the landowner.
- All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
 - 600mm diameter Rib lock polyethylene pipes
 - 600mm diameter steel wall and concrete lined pipes
- All road crossings are to be installed at the same time as the drainage excavations being undertaken.
- Drainage systems are to be designed and located to achieve optimal performance and should not be altered to utilise existing road crossings without the express permission of the Shire.

Shire of Perenjori**PLANT**

- Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that Shire infrastructure will not be compromised.
- The landowner must provide a minimum of 14 days' notice of the date and time at which any excavation of a Shire road is to occur.

Contribution by Landowner is to be:

- All costs associated with mapping and directing water across any particular road reserve.
- The supply, excavation and installation of the drainage pipes or culverts.

Contribution by the Shire of Perenjori:

The Shire will contribute to the cost of road crossings only if the above conditions have been satisfied. The Shire will not contribute to road crossings that have been constructed without the Shire's prior approval and may require unapproved crossings to be removed and reinstated. Subject to budget constraints the Shire will contribute up to \$2,000 towards the cost of any road crossing. This contribution may be cash or in kind. In kind contributions can include:

- Compaction and backfilling of the road crossing excavations.
- Reinstatement of the road surface.
- Supply and installation of the headwalls to the drainage pipes or culverts.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

3004 – ROAD SIGNS**POLICY STATEMENT:**

All road signposts are to have caps fitted to minimize rust and a bottom brace to prevent rotation.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

3005 – ROAD MAINTENANCE POLICY**PURPOSE**

The purpose of the Road Maintenance Policy is to outline the Shire of Perenjori's level of service and response to a range of road related issues.

The policy is based on a risk-management approach that is intended to provide a systematic method of identification, evaluation and prioritisation of road maintenance works and to assist in the Council's decision-making process and adoption of the annual budget.

POLICY SCOPE

This policy applies to all roads described in the Shire of Perenjori's Road Asset and Maintenance Management data base (RAMM).

BACKGROUND

The Shire of Perenjori has an extensive road network, consisting of some 1453 km of unsealed and 237 km of sealed roads.

This policy provides guidance to the Council, Shire staff and the community on the level of service that the Shire will provide in managing these assets and the procedures that the Shire will follow in making decisions on road related issues.

The Shire has also recognised that potential hazards to road users resulting in public liability claims or injuries, place a significant burden on the community.

The Shire believes that it should endeavour to manage the road network to assist in minimising these potential hazards.

POLICY STATEMENT

The Road Maintenance Policy outlines the Shire's level of service for road maintenance activities and details its procedures for the management of its road network and road related infrastructure and activities.

The policy covers the following areas:

- Road hierarchy
- Road maintenance

The policy aims to achieve the following objectives:

- To provide a systematic method of identification, evaluation and prioritisation of maintenance works for the Shire's road network that will assist the Shire's decision-making process; and
- To establish procedures that provide a simple, systematic and readily usable risk-management approach to the maintenance of public roads and to determine road maintenance methods within road reserves under the care and control of the Shire.

Shire of Perenjori

PLANT

The following further objectives are consistent with this Policy;

- Provide for efficient movement of people and goods throughout the Shire area according to social and economic needs;
- Preserve the transport assets of the Shire area in a useable condition;
- Minimise the adverse environmental impacts of roads; and
- Treat road users equitably in the allocation of road maintenance services.

This policy and associated procedures cover maintenance works on road pavements and any other physical item that has a foreseeable impact on the safety and amenity of road users within the road reserves under the care and control of Shire.

Procedures developed for this purpose are derived from industry best practice as provided by the Australian Road Research Board.

PROCEDURES

Road Hierarchy:

The Shire will classify all roads under its control. The road classification will be used in conjunction with other factors to determine the level of service provided to each road and the road standard to be maintained. Road classification will be based on the following factors:

- Traffic volumes
- Road significance in road network
- Bus routes

Road Maintenance:

As a basis for programming works the following general maintenance standards will be adopted subject to the overall co-ordination of all road maintenance and the risk-management approach detailed in Shire's Road Maintenance Risk Management Procedures.

This policy, together with the procedures provides the guidelines for identifying the location, nature, inspection frequency, treatment options and repair priorities of potential hazards to road users. The implementation of this policy is intended to minimise public liability exposure and provide a best-value service to the community in relation to the provision of road infrastructure services.

As a rule, the Shire will seek to undertake restoration works on a priority basis as identified during regular inspections and reporting utilising the Shire's Road Maintenance Risk Management Procedure up to the funding levels made available each financial year.

Sealed Roads:

The Shire's objective is to repair potholes and minor pavement failures within the timeframes documented in Shire's Road Maintenance Risk Management Procedures. This timeframe will be dependent on:

- Road classification;
- Defect severity;
- Workforce workload;
- Climatic conditions; and
- Available funding.

Unsealed Roads

An initial road maintenance schedule for unsealed roads will be prepared based on the criteria shown in the following table Unsealed Road Classification Grading Frequency, and will be dependent on:

- Climatic conditions; and
- Available funding.

Unsealed Road Classification Grading Frequency

Shire of Perenjori**PLANT**

Primary Distributor	Up to 3 times per year
Regional Distributor	Up to 3 times per year
Local Distributor	Up to 2 times per year
Access Road	Up to 2 times per year

The initial grade will consist of a grader with a free roller, an additional roller if available and a water cart if required.

Subsequent grading will be assessed on the condition of the road and may be limited to a grader and/or gravel patching.

A road grading schedule will be developed annually for the maintenance of unsealed roads.

The Shire's Road Maintenance Risk Management Procedures may vary the priorities identified by the schedule should road conditions demand the earlier or additional maintenance of a road.

It should be noted that in periods of severe weather conditions the Shire may cease or alter grading activities due to lack of available water for grading activities (e.g. due to drought) or until road conditions allow the Shire to recommence its maintenance program (e.g. due to floods or periods of extended rainfall).

BUDGETING

The Council will assess, in formulating its annual road budget within the context of its overall budget, the appropriate level of funding for road maintenance works in such a way as to generally achieve the best possible long-term overall condition of the road network while balancing competing needs within the Shire for the limited funds.

The Shire will allocate sufficient human and financial resources to conduct inspections and assessments for the implementation of the policy and procedures within the Shire's budget constraints.

POLICY ADMINISTRATION

Date Adopted:

18th October 2018

Reviews/Amendments:

3006 - ROADS**POLICY OBJECTIVE:**

To ensure that street and road names are not changed without the general acceptance of those affected by such changes.

To ensure that unnecessary street and road name changes are prevented, to provide for stability of such names and the minimising of the costs of name plates.

POLICY STATEMENT:

1. That prior to any road name change being considered the proposed road name must comply with the Department of Land Administration's requirements.
2. The proponent must provide the Shire with a written agreement (petition/ correspondence) showing that a majority of adjoining land holders on the road are in favour of the name change and that upon the Council accepting the proposal the name change to be advertised, with a 21 day submission period, seeking public comment prior to the Council's final decision.
3. The CEO is to obtain preliminary approval for the proposed road name from the Geographic Names Committee.
4. A non-refundable administration and implementation full cost fee, as stated in the Council's Fees and Charges, shall be paid by the applicant if the Council agrees to proceed with the name change.
5. The administration fee is to be paid before the proposal is advertised. This fee will be paid regardless of the eventual acceptance or rejection by the public of the proposal.
6. The Department of Land Administration charges a fee for any road or street name change. This fee shall be fully paid by the applicant and is separate to any Shire administration fee.

POLICY ADMINISTRATION**Date Adopted:****Item N° 14022.11 20th February 2014****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

3007 – POLICY FOR ASSESSING APPLICATIONS TO OPERATE RESTRICTED ACCESS VEHICLES (RAV) ON SHIRE OF PERENJORI ROADS**Background**

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a permit. A Notice is an instrument of approval that is published in the Government Gazette and grants access for certain types of RAVs on defined networks of roads. All RAVs require a permit unless they are authorised under a Notice.

There are three types of restricted networks; the Standard RAV Network, Concessional Loading RAV Network and the Tri – drive Restricted Access Vehicle Network.

Operators may apply to add or amend a RAV route. It is Main Roads WA policy to consult with Shire of Perenjori before adding or amending a RAV route. The Shire of Perenjori may request that Main Roads WA consider certain conditions for the RAV route. Once the Shire of Perenjori has provided their conditional approval for a RAV route, Main Roads WA conducts a route assessment and prepares a summary report. The Main Roads Heavy Vehicle Services (HVS) considers the application before the RAV Network is updated.

Policy Objective

The objective of this policy is to provide guidance to Shire of Perenjori when assessing an application to add or amend a road on the Restricted Access Vehicle network.

Statutory

Road Traffic (Vehicles) Regulations 2014 Road Traffic (Vehicles) Act 2012

Road Traffic (Administration) Act 2008

Road Traffic (Administration) Regulations 2014 Road Traffic Code 2000

Land Administration Act 1997 (Sec 55) Shire of Perenjori Act 1995

Main Roads Act 1930

Definitions

Restricted Access Vehicle (RAV): A Restricted Access Vehicle (RAV) is a vehicle that exceeds any of the following:

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;

- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

Notice: A Notice (or Order) is an approval instrument published in the Government Gazette by the Commissioner of Main Roads that grants access or provides mass or dimension modifications to RAVs.

Permit: A Permit is an approval instrument issued by the Commissioner of Main Roads to grant access or provide mass or dimension modifications to RAVs.

Accredited Mass Management Scheme (AMMS): AMMS is a Main Roads concessional loading scheme that allows vehicles to operate above statutory Mass Limits. Once a transport operator has the appropriate loading control method in place they can apply for an AMMS permit which allows them to operate at the higher mass limits. AMMS allows for three (3) concessional mass levels which provide up to an additional 3.5 tonnes per tri-axle and 1.0 tonne per tandem axle combination.

POLICY STATEMENT

RAV Network for the Shire

The Shire of Perenjori seeks to achieve a sustainable road network that balances the needs of the community and the provision of an efficient freight network to support economic growth and development. The most recent RAV network routes for the Shire can be found on the Main Roads WA Heavy Vehicles website.

RAV Networks

There are three types of RAV Networks:

Standard Restricted Access Vehicle Network

The 'standard' RAVs are those vehicle combinations specified as Category 1 to 10 vehicle combinations under the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Notice. The RAV Categories have been grouped into four (4) assessment levels, as follows:

- Level 1 - RAVs Categories 2-4 (e.g. pocket road train, B-Double, and other RAVs with a maximum length of either 25.0 m or 27.5 m);
- Level 2 – RAVs Categories 5-6 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 87.5T);
- Level 3 – RAVs Categories 7-8 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 107.5T); and
- Level 4 – RAVs Categories 9-10 (e.g. RAVs with a maximum length of 53.5 m).

Concessional Loading Restricted Access Vehicle Network

Concessionally loaded RAVs are grouped in the following categories:

- Level 1 - RAVs operating under a concessional loading scheme allowing up to 17 tonnes on a tandem axle group and 21.5 tonnes on a tri axle group.
- Level 2 – RAVs operating under a concessional loading scheme allowing up to 17 tonnes on a

tandem axle group and 22.5 tonnes on a tri axle group.

- Level 3 – RAVs operating under a concessional loading scheme allowing up to 17.5 tonnes on a tandem axle group and 23.5 tonnes on a tri axle group.
- Level 4 – RAVs operating under other concessional loading schemes.

RAV operators require a relevant AMMS permit to carry a concessional load.

Tri – drive Restricted Access Vehicle Network

The Tri – drive RAV Categories have been grouped as follows:

- Level 1 – Tri Drive RAV Category 1 (e.g. a vehicle that would otherwise be a general access vehicle if it was tandem drive, This category has access to the tandem drive RAV Network 2)
- Level 2 – Tri Drive RAV Category 2 (e.g. RAVs with a maximum length of 25.0 metres).
- Level 3 – Tri drive RAV Category 3 (e.g. RAVs with a maximum length of 27.5 metres).
- Level 4 – Tri drive RAV Category 4 (e.g. RAVs with a maximum length of 36.5 metres).
- Level 5 – Tri drive RAV Category 5 (e.g. RAVs with a maximum length of 53.5 metres).

Assessing a RAV Access Application

It is Main Roads' policy that support from the relevant road owner is obtained before an application for RAV access is assessed. Main Roads HVS will forward all applications to the road owner for support. If the Shire of Perenjori is supportive of the application, then they must undertake a preliminary assessment before endorsing the application.

The Main Roads RAV Network Access Strategy is aimed at establishing and maintaining a Strategic Road Freight Network (SRFN). The SRFN consists of roads, agreed on by Main Roads and Shire of Perenjori, which carry the bulk of freight vehicles. When considering access decisions, the Shire of Perenjori should be mindful of network wide considerations relating to efficiency, connectivity, sustainability, asset protection, public safety and public amenity. Where a more appropriate route is available, linking to the SRFN, it is reasonable to propose alternative routes to the applicant via the response to Main Roads WA. Approvals for RAV access outside of the SRFN should generally be limited to where access is required to a particular origin and / or destination or loading and unloading locations.

Assessing Support

The Shire of Perenjori must first determine if it supports the application. The assessment to determine support must be performed by a suitably qualified and experienced Shire of Perenjori officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.

The following criteria should be considered.

1. Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
2. What is the designated Main Roads hierarchy? See Hierarchy Definitions and recommended roles in relation to the RAV Network in Appendix B.
3. Does the route provide connectivity to activity centres?

4. Does the route provide connectivity to the State road network?
5. Is the proposed RAV rating consistent with the connecting routes?
6. If the route crosses into adjacent Shires, have they been consulted?
7. Are there alternative routes that would be preferable for the RAV access?
8. Does the route impact community facilities e.g. schools, hospitals and town sites?
9. Will the proposed access impact public safety?
10. Is the proposed access likely to result in extraordinary damage to the road pavement?
Consult the Shire of Perenjori Heavy Vehicle Charging Policy.
11. Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
12. Are there any known physical or topographical constraints?
13. Is the road listed in ROADS 2030?

Further to this, consideration needs to be given to the benefits of approving RAV access. While a RAV may be a larger vehicle, the routes are assessed to ensure the vehicle can operate safely amongst other traffic. Approving RAV access will potentially reduce vehicle movements for the same transport task, which in turn reduces congestion, emissions, noise, community impact and road wear.

Preliminary Assessment

If the Shire of Perenjori supports the application, then a preliminary assessment must be performed by the Shire of Perenjori. If the application is for a road on the Tandem Drive Network to be added to the Tri Drive or Concessional Networks then no preliminary assessment is required by the Shire of Perenjori. Guidance on performing a preliminary assessment is provided by MR HVS, Framework – Adding a Shire of Perenjori Road to a Redistricted Access Vehicle Network.

The Guide states that the following criteria should be considered:

- An assessment of the road width to ensure the road is suitable for the level of RAV access being requested.
- An assessment of the steepness of longitudinal grades to ensure they are within the specified limits.
- An assessment of the stacking and sight distance of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements.

Operating Conditions

Standard Operating Conditions

Based on the Assessment of Support and the Preliminary Assessment, the Shire of Perenjori may review their support for the application or recommend a selection of operating conditions to be applied as a condition of permit. Main Roads will apply all or some of the conditions below to very

low traffic volume roads when the road's width does not meet the minimum requirements as shown in Appendix C.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines).
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick- ups have been completed on the road.
8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 condition.

Other Operating Conditions

The Shire of Perenjori may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.
- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Shire of Perenjori and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Shire of Perenjori must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

Restricted Local Access Period Permit

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider the alternative of recommending to Main Roads that the application be considered for “Restricted Local Access”. The “Restricted Local Access” Period Permit provides access to the final destination of a particular transport task. This may include access to a farm gate, local business or pine plantation. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

Timeframes

The Shire of Perenjori will endeavour to return the assessment to Main Roads within 4 weeks of receipt. Should Main Roads not receive support from the Shire of Perenjori within three (3) months, Main Roads reserves the right to undertake an assessment of the road and add to the relevant network if deemed suitable without Shire of Perenjori support.

Authority

Support of an application to amend a RAV Route shall be a decision of Council unless otherwise delegated.

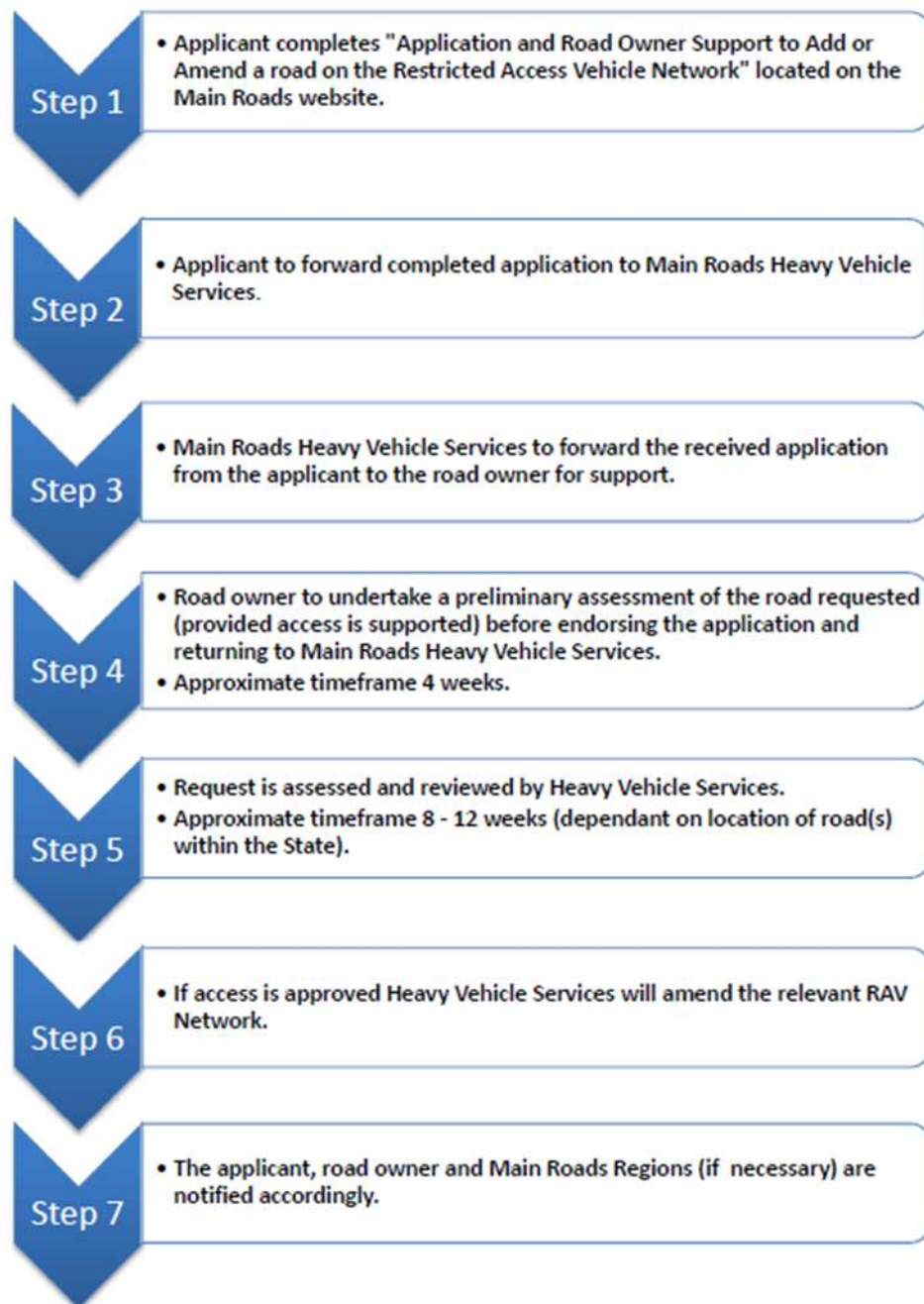
Reference Material

The RAV assessment process is managed and approved by Main Roads Western Australia. This policy must be applied in accordance with the relevant Main Roads guiding documentation. The latest reference material is listed below however Main Roads may review and change the process from time to time and Officers applying this policy should ensure they have familiarised themselves with the latest guidelines. The Guidelines can be viewed on the Main Roads website under Heavy Vehicles, RAV Network Access.

1. Restricted Access Vehicles: Prime Mover, Trailer Combinations: Operating Conditions
2. Framework – Adding a Shire of Perenjori Road to a Restricted Access Vehicle Network
3. Guidelines for Approving RAV Access
4. Framework for Using Consultants to Assess Shire of Perenjori Roads for Inclusion on a Restricted Access Vehicle Network
5. Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines
6. Tri – Drive Route Assessment Guidelines
7. Concessional Loading Route Assessment Guidelines.

Appendix A

RAV Network Application Process



1. APPENDIX B

Road Hierarchy Considerations

A hierarchy of roads has been established to designate the role of all roads, funding allocations and to encourage uniform management of roads of the same type. This hierarchy is used as part of the decision-making process to determine if it is appropriate to add a road to a RAV network.

Primary Distributor

Primary Distributor roads provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. These roads are State Roads and form part of the Strategic Freight Network. They are managed by Main Roads Western Australia and will generally be considered to be vital links of the Strategic Freight Network.

Regional Distributor

Regional Distributor roads, which are not primary distributor roads, link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government and will generally be considered as the preferred route for RAV network access. Regional Distributor roads may form part of the Strategic RAV Network.

District Distributors

District Distributor A and B roads run between built up areas (generally not through them), forming a grid which would ideally space them about 1.5 kilometres apart. They are managed by local governments.

- District Distributor A

Carries traffic between industrial, commercial and residential areas and generally connect to Primary Distributor roads. These are likely to be truck routes and provide only limited RAV access to adjoining property.

- District Distributor B

Performs a similar function to District Distributor A roads, but with reduced capacity due to flow restrictions caused by frequent property accesses and roadside parking in many instances. These are often older roads with a traffic demand in excess of that originally intended and access conditions are generally applied to limit the RAV access to local operators.

District Distributor roads may on occasion form part of the Strategic Freight Network, however as they most likely provide local access they will generally only form part of the local freight network.

Local Distributor

Local Distributor roads are managed by local governments. Their role is similar in both built up areas and rural areas, but traffic volumes and traffic management requirements differ significantly.

Built Up Area

Roads that carry traffic within a cell and link District Distributor roads or Primary Distributor roads at the boundary, to access roads. The route of Local Distributor roads should discourage through traffic so the cell formed by the grid of higher order distributor roads only carries traffic belonging to, or serving, the area. Local Distributor roads should accommodate buses, but discourage general truck movements. RAV access on these roads will be generally be supported provided the local government conducts adequate community consultation and access conditions applied to limit RAV access to local operators.

Rural

Roads that connect to other Rural Distributor roads and to Rural Access Roads. They are not Regional Distributor roads but are designed for the efficient movement of people and goods within regional areas. RAV access on these roads will be supported provided the local government conducts adequate community consultation and access conditions applied to limit RAV access to local operators.

Access Road:

Access roads provide access to abutting properties with safety aspects having priority over the vehicle movement function and are managed by local governments. In urban areas, these roads are generally bicycle and pedestrian friendly. RAV access on these roads will only be supported for local access and not as through routes.

Local Distributor and Access roads provide local access and will generally only form part of the local freight network.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

Item No. 15.1.2

21st February 2021

3008 – GRAVEL SUPPLY POLICY**POLICY STATEMENT:**

Legislation:

Section 3.27 of the *Local Government Act 1995* addresses particular things Local Governments can do on land that is not Local Government property.

Schedule 3.2 (3) of the Local Government Act permits the local government to take from land any native growing or dead timber, earth, stone or gravel that in its opinion is required for the making or repairing of a thoroughfare, bridge, culvert, fence or gate.

Refer also to the Shire of Perenjori Extractive Industries Local Law 2013 which excludes the Shire from requiring an Extractive Industries License when the gravel or other product is for the benefit of the local community.

Cost Attribution to Works:

Gravel used on projects and maintenance will be charged against the job at \$2.50 per cubic metre and will be made up as follows:

- \$0.90 per cubic metre to cover the cost of having the gravel pushed up;
- 10c per cubic metre to a rehabilitation reserve to cover the cost of rehabilitating exhausted pits;
- \$1.50c per cubic metre towards the cost of royalty to landowners.

Acquisition Guidelines:

When seeking to secure access to gravel supplies, the Shire of Perenjori attempt to identify deposits on land that is already cleared. To acquire road building materials on private land the following process will apply:

- The Chief Executive Officer and/or Manager Infrastructure Services shall approach landowners and request permission to search for materials.
- If suitable materials are located, a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.
- Payment for road building materials acquired from the landowner will be in accordance with the Councils schedule of payments, which form part of this policy.
- Should agreement for the removal of road building material not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be considered by the Shire prior to commencement.
- Once gravel has been pushed, it legally becomes the property of the Shire.
- Payment for gravel will be in accordance with the measurements undertaken by the Manager Infrastructure Services at the time gravel is removed from the property.

Compensation:

The Shire will negotiate a price per cubic metre royalty payment with the land holder. The level of royalty payment will depend on the quality of the gravel and ease of access to the pit.

Private Works:

The Council will not permit exchanging private works for gravel supplies.

Any private works for the landowner will be in accordance with the private works rate and practices set by the Council and will be invoiced in the usual way.

Borrow Pit Rehabilitation:

The Shire shall rehabilitate borrow pits which are no longer suitable for use.

The following method of rehabilitation is the default standard. The Manager Infrastructure Services may negotiate alternative rehabilitation with the landowner provided the cost is comparable with the default practice.

- Cross rip the pit floor at 1 metre spacing prior to reinstating overburden, etc.
- Level/batter the pit with sides no steeper than a gradient of 1 in 4.
- Reinststate overburden.
- Reinststate topsoil.
- Cross rip again at 1 metre across contours.
- Reinststate stockpiled vegetation (if any).

Other Property Rehabilitation:

At the time the Shire is acquiring gravel, it gives an assurance to the landowner that the following matters will be addressed:

- Internal haul roads will be reinstated.
- All fences disturbed will be reinstated.

Agreement:

An agreement (copy attached) will be provided to the landowner detailing the following matters:

- Owner's details.
- Materials required.
- Estimated volume required.
- Locations.
- Compensation.
- Additional rehabilitation requirements (other than those listed in the Policy).
- An area for the landowner to sign their consent.
- An area for the Shire to accept.

Excavation:

All existing internal tracks, where possible, are to be utilised and will be maintained by the Shire for the duration of the works and on its completion.

Excavation is not to encroach any closer than 10 metres from any fence line.

Delegated Authority:

The Shire delegates authority to the Chief Executive Officer to implement Council's Gravel Acquisition Policy.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

3009 – USE OF COUNCIL STANDPIPE**POLICY STATEMENT:**

Standpipes attached to the Water Corporation provided to the Shire for the purposes of emergency firefighting, drought relief and Shire use only.

Any other use of water from Shire operated standpipes is only permitted with the express permission of the Water Corporation.

To ensure that standpipes are only used in accordance with these requirements the following arrangements will apply:

- Standpipes will be secured by padlocks;
- Keys to the Perenjori standpipe will be held by The Shire of Perenjori (office and depot) and the Perenjori volunteer fire brigade;
- Keys to the Latham Standpipe will be held by The Shire of Perenjori (office and depot) and the Latham Volunteer Fire Brigade;
- The CEO may appoint local agents to hold spare keys subject to appropriate arrangements for ensuring access only for agreed purposes; and
- Requests for supply of water for commercial or farming use will be referred to the Water Corporation for consideration.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

3010 - CROSSOVERS**POLICY SCOPE:**

The Shire of Perenjori will enter into arrangements with private landowners to construct crossovers from its thoroughfares to the boundary of private property in accordance with the Local Government Act if it is requested.

The Shire wants to ensure uniformity in such crossovers and to ensure that the crossover will function as it should in dispersing of water in heavy rain.

POLICY STATEMENT:

1. A standard crossing as referred to by section 9.1, CL. 7 (4) *Local Government Act* and *Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996* consists of a 150mm compacted and water bound gravel and bitumen sealed crossover, running from the kerb to the property boundary and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
2. The minimum width of the standard crossing shall be 3.0m for residences, 4.0m for commercial, 4.5m for light industrial, 6.0m for heavy industrial and 7.5m for service stations each with a 1.5m radius fishtail into the kerb line.
3. The gradient shall be positive 2% for the first 1.5m from the kerb line, then not exceed plus or minus 2% to the property line.
4. The Shire will share the costs of such a standard crossing to a land holding on a 50/50 basis for the first such crossing only and subject to available funding.
5. Where the ratepayer elects to construct greater than the standard crossover as defined in (1) above the shire's contribution shall not exceed the cost of a standard crossing as defined in 1 and 2 above.
6. A budget allocation is to be made in each year's budget to allow for the shire's contributions to crossovers.

POLICY ADMINISTRATION**Date Adopted:****Item N° 14022.11 20th February 2014****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

3011 – TREES AND MATERIALS OVER PUBLIC ROADS**POLICY OBJECTIVE:**

This Policy is a guide to effectively use all resources including private individuals, to remove road obstructions in the most economical way and with due consideration for public and individual safety. (Schedule 3.1, 5B (8), 14(1))

POLICY STATEMENT:

Trees that have fallen across public roads will not be removed by un-authorised persons. In instances where Shire employees are not able to remove the tree in a reasonable time or there is an immediate safety concern that the Shire cannot expediently correct, the CEO may approve the removal of such trees by other than Council employees or contractors.

The CEO may delegate the Manager Infrastructure Services to ensure that any removal is carried out by a suitably experienced person, that all Occupational Safety and Health requirements are being met, that there is appropriate signage in place and that any partial road closures are appropriately managed.

The CEO may approve reasonable expenses and remuneration to persons who are requested to remove trees which have fallen across roads, on the basis that the removal site has been inspected, approval given, and the required safety and protection signs will be in place.

Council will not pay costs claimed by persons who have removed such trees without receiving permission or arranging the level of payment to be made prior to such work being carried out.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

3012 – EXCAVATING ON LAND THAT IS NOT LOCAL GOVERNMENT LAND**POLICY STATEMENT:**

In accordance with the Local Government Act 1995 Schedule 3.2 (3) the CEO may authorise the taking from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion is required for the making or repairing a thoroughfare, bridge, culvert, fence, or gate.

If an existing entry to the site is not conducive to the economical access to the site, or if the existing entry inconveniences the landowner or occupier, the Shire may open a fence and install a gate provided the owner or occupier of the land is given 3 days written notice of this intention. (Refer also 3.27(3) and 3.36 of the Act).

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3013 – REMOVAL OF MATERIAL FROM ROAD RESERVES**POLICY OBJECTIVE:**

To ensure the protection of road verge vegetation and the retention of road verge remnant native flora to act as connection corridors for flora and fauna.

POLICY STATEMENT:

No road making materials are to be excavated from Shire road verges by Shire employees or any other agency unless

In proven cases when no alternative road building materials exist in the area, after the Shire has examined the site and determined rehabilitation methods applying to the site, or

The road verge has no native vegetation on it and full rehabilitation/tree planting techniques are used on the site after excavation is completed, and;

Material on the road verge constitutes a safety problem to road users e.g.; an outcrop on a curve blocking sight distance;

No road construction materials of any type shall be permitted to be removed from road reserves by private individuals or companies other than by Shire controlled contractors and only then if the points in Item (1) apply.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3014 – REMOVAL OF TREES – SHIRE PROPERTY**POLICY STATEMENT:**

No established tree is to be removed from Shire controlled land without the approval of the Council.

A tree may be removed without Council approval if it is reasonably considered that the tree may be a danger to either persons or property if it remains in situ.

When a tree is removed another tree should be planted in its place if practicable otherwise a tree should be planted in a nearby suitable location.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3015 – ROADSIDE MEMORIALS**POLICY STATEMENT:**

The Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" will be the basis of the Policy when receiving applications for the erection of memorials on Shire controlled roads, subject to –

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

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

3016 – PROVISION OF REFRESHMENTS

Council Policy 3016 – Provision of Refreshment rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14022.11 20th February 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

3017 – PROHIBITED AND RESTRICTED BURNING TIMES**POLICY STATEMENT:**

The Chief Executive Officer, Chief Bush Fire Control Officer, and Deputy Bush Fire Officers (2 of) are jointly empowered to vary the restricted burning times and are authorised to refuse to issue Permits at any time if it is considered that conditions are unsafe for burning.

Any variation to the restricted and prohibited burning period should be notified to the following:

- All adjacent local authorities;
- All government authorities who have specifically requested that they be notified;
- The public by way of notices in the local newspapers; and
- Local Bush Fire Advisory Committee.

The prohibited burning period is: -	1 November to 31 January
Restricted burning period: -	17 September to 15 March
Special commencing date in zone: -	1 October

POLICY ADMINISTRATION

Responsible Directorate/Division:

Author/Contact Officer Position:

Relevant Delegation:

Date Adopted: Item N° 14022.11 20th February 2014

Reviews/Amendments: Item N° 17032.5 16th March 2017

3018 – PIPELINES UNDER SHIRE ROADS**POLICY STATEMENT:**

Landowners are required to obtain Council approval prior to placing a pipeline under a Shire roadway. Approval shall be conditional on:

1. A minimum depth of 450mm below the road surface or at the same level as the table drain;
2. The location of the pipe being marked on both sides of the roadway by a steel peg bearing a disc legibly bearing the word "pipe"; and
3. Approval being required whether it is proposed to trench the line or install it in a culvert pipe.

POLICY ADMINISTRATION

Date Adopted: Item N° 14022.11 20th February 2014

Reviews/Amendments: Item N° 17032.5 16th March 2017

3019 – RESPONSE TO AND PROVISION OF SHIRE PLANT AND EQUIPMENT IN BUSH FIRE SITUATIONS**POLICY OBJECTIVE:**

This Policy recommends several protocols to be adhered to when Shire plant and equipment is required in bushfire situations (principally graders).

POLICY STATEMENT:

The Shire will:

- 1 Respond to calls from the incident manager controlling fires in the Shire or within close proximity of the Shire.
- 2 Provide graders and other plant and equipment (with operators) as expediently as possible to attend fires within the Shire of Perenjori and in surrounding Shires when fires are in close proximity to the Shire boundaries.
- 3 Roster staff leave arrangements to ensure that a competent grader operator is on duty during normal working hours throughout the year. This will improve the response to the call for a grader during the peak fire season.
- 4 Authorise overtime at any time and when necessary, for staff who are adequately trained and who are willing to attend fires, to do so.
- 5 The Shire will utilise plant and equipment at fires, under the direction of the incident controller subject to the following conditions:
- 6 Adequate duty of care is exercised to minimise the risk of injury to staff and damage to machines; and
- 7 Machines are accompanied by four-wheel drive support vehicles, capable of quickly evacuating the fire scene if life is endangered.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14022.11 20th February 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

4000 - FINANCE**4001 – SELF-SUPPORTING LOANS****POLICY STATEMENT:**

Requests for assistance for self-supporting loans will be considered according to the following criteria:

- All applications will be considered on their merits and the Council reserves the right to approve or decline any application;
- Applicants will provide current financial statements and any other supporting information requested by the CEO or the Council;
- Applicants may be required to supply some form of security which may include for example a charge over assets or a guarantor; and
- Previous decisions by the Council on any other similar application should not be viewed as a precedent.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

4002 – RATES COLLECTION, PAYMENT AND DISCOUNT – RESCINDED

As per the Ordinary Council Meeting Minutes held 19 November 2020. Council Decision 16.2.2 rescinded Council Policy 4002 Rates Collection, Payment and Discount.

4003 – MANAGING COUNCIL BUDGETS**POLICY STATEMENT:****BUDGETARY CONTROL MEASURES****Responsibilities of Senior Officers**

As part of budget preparation, each Senior Officer will prepare budget estimates for programs and projects for which they are responsible. Senior Officers will seek advice from relevant Council Committees and the CEO in preparation of these estimates.

When the Council has adopted its annual budget, Senior Officers shall be responsible and accountable for the delivery of these programs and projects within these budget constraints.

Managing Expenditure

Wherever possible authorising officers will issue an electronic purchase order on Synergy with costs estimates, quoted prices or tendered prices, whichever is the more appropriate.

The Shire shall maintain a system of carbon triplicate Purchase Order books which will be used only if an electronic purchase is not possible or practical.

These books shall be registered and when an order book is issued to an officer, the numbers of the Purchase Orders therein shall be recorded.

Budget Variations

Any necessary budget variations should be brought to the attention of the Council at the earliest possible opportunity. Senior Officers, when seeking budget variations, should identify variations in other projects or programs within that same schedule that could offset any shortfall or surplus.

Where no surplus or adequate surplus can be identified in the same schedule area, senior staff and the CEO need to identify surpluses in other schedule areas.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

4004 – MATERIAL VARIANCES**POLICY OBJECTIVE:**

To enable the Chief Executive Officer to manage the day to day business of the Shire effectively and ensure compliance with Audit requirements and best practice in financial management. (Reg34(5))

POLICY STATEMENT:

The Council applies the following value and percentage variances to be used in statements of financial activity for reporting material variances.

- Variations between budgeted and actual expenditure of more than 10% that are more than \$5,000 but not more than \$10,000 may be approved by the CEO but must be reported to the Council at the first possible Ordinary Meeting.
- Variations between budgeted and actual expenditure of more than \$10,000 must be approved by the Council.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

4005 – PAYMENT OF ACCOUNTS AT POST OFFICE

Council Policy 4005 – Payment of Accounts at Post Office rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

4006 – REGIONAL PRICE PREFERENCE POLICY**POLICY OBJECTIVE:**

The policy is designed to meet the following objectives:

- To be applied in the purchasing of goods or services over \$10,000
- To contribute to regional sustainability by supporting local businesses;
- To enhance the social impacts by assisting local employment and retaining population; and
- Define the preferences that may be given when evaluating quotations and when evaluating tenders.

When acquiring quotes or tenders the specifications must include a clause stating that a Regional Price Preference will or will not apply.

(Local Government Functions & Generals Regulation 24B, 24C, 24D, 24E)

POLICY STATEMENT:**Quotations**

Regulations on regional price preferencing refers to Tenders and this Policy outlines the application of regional price preferencing on quotations defining the maximus allowed to be considered where quotations are called and incorporates the Buy Local Policy.

Local Business: is a business that maintains its primary place of business in the Shire of Perenjori (for at least 6 months) or has 80% of its business activity in the Shire of Perenjori.

Sub Regional Business: is a business that maintains its primary place of business in the sub-region (for at least 6 months) or has 80% of its business in the sub-region. For the purposes of this policy, sub regional businesses are those located within Shires of the North Midlands Zone of WALGA, or the Shire of Dalwallinu.

Regional Business: is a business that maintains its primary place of business in the region (for at least 6 months) or has 80% of its business activity in the region. For the purposes of this policy the region consists of those shires located within the Mid-West.

Local Content: when the goods or services sought are purchased within the Shire (Local), Sub-Region or Region.

Tenders**Discounts Permitted for Regional Price Preferences for Tenders:**

Clause 24D (3) of the Function & General Regulations states that price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept.

Clause 24D permits the application of regional price preferencing as if the bids were reduced by;

- a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or
- b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or
- c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

However, when evaluating a tender for regional price preferencing the evaluation must be in compliance with Clause 24D (2) of the Regulations in that only the goods and services identified in the tender as being from regional sources may be included in the discounted calculations.

Social Impact Statement:

Social procurement builds on initiatives already undertaken by the Shire in enhancing sustainable and strategic procurement practises, enabling procurement to effectively contribute to building a stronger community and meeting the social policy objectives of the Shire.

Some of the benefits of incorporating social procurement into procurement decisions include:

- Strengthening the local economy and ensuring its financial sustainability.
- Promoting equal opportunity for disadvantaged and vulnerable community groups.
- Creating local employment opportunities.
- Ensuring all businesses have the same opportunity to tender or quote for Shire contracts.
- Ensuring council supply chains adhere to local, national and international labour standards.

Tenderers claims of social impacts are not to be aspirational but measurable deliverables, just as the provision of goods or services are core to the contract.

Social impact clauses should include:

- Reference to measurable performance indicators;
- How the impacts will be monitored by the Shire (including reporting requirements);
- The management processes that are in place to evaluate the contractor's performance in relation to achieving the agreed impacts.

When procuring through quotations or tenders the Shire must specify that a Social Impact qualification will be included in the assessment of the quotation or tender, to what extent it will apply and that tenderers must provide measurable benefits in their submission to be considered for a social benefit.

The Shire will specify a predetermined number or percentage that will be considered as a social impact when evaluating the submissions.

This may include that a specific number or percentage of local (preferably already unemployed) people will be employed;

The tenderer will specify targets and will include in the tender or quotation what targets are proposed and how they will ensure measurability to the satisfaction of the local government.

If social benefits form part of the basis for selection of a particular service provider, the benefits should be clearly articulated in terms of benefit to the community and financial benefit in a manner that demonstrates the contribution of the benefit to the council's objectives under the Act.

Compliance with trade practices law should be monitored by the local government in relation to all procurement. Provided that the activity is "the carrying out of a function of government in the interests of the community" the activity will not be considered to be trade and the trade practices law will not apply. This will be the case for most local government procurement.

Social procurement encourages the best overall result for the money spent. In some cases, it may appear to be an expensive option based on the provision of a good or service alone. It is important to assess the meaning of **‘best value’** when purchasing, as the overall benefits can outweigh the costs if both benefits and costs are assessed in more than monetary terms.

The optimum outcome for the local community will be considered when contemplating value for money.

Who is a Regional Tenderer?

A regional supplier is regarded as a supplier of goods or services who:

- a) has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- b) some or all of the goods or services are to be supplied from regional sources.
(Regulation 24B (2))

The tenderer seeking a price preference as a regional supplier must identify those goods and/or services that are from regional sources.

Monetary Discounts – Tenders & Quotations:

When comparing bids from suppliers of goods and services, prices may be reduced for evaluation purposes only, to the maximums set out in the table below:

Goods and Services (Excluding Works)

Supplier	% Reduction	Maximum Differential
Local Business	10%	\$20,000
Sub Regional Business	4%	\$5,000
Regional Business	2%	\$2,000

Works, Construction, Building – Total Bid Price

Supplier	% Reduction	Maximum Differential
Local Business	10%	\$50,000
Sub Regional Business	2%	\$20,000
Regional Business	1%	\$10,000

Suppliers should be aware that price might be only one of a number of criteria used to determine the best value for money for the Shire of Perenjori.

POLICY ADMINISTRATION

Date Adopted:

Item N° 18025.3 15th February 2018

Reviews/Amendments:

4007 – PURCHASING POLICY

1. Purchasing

The Shire of Perenjori (the “Shire”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

OBJECTIVES

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient, and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Perenjori.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to always observe the highest standards of ethics and integrity and act in an honest and professional manner.

VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

ASSESSING VALUE FOR MONEY

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance, and disposal;

- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity, and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

PURCHASING THRESHOLDS AND PRACTICES

1.4.1. DEFINING THE PURCHASING VALUE

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2. TABLE OF PURCHASING THRESHOLDS AND PRACTICES

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	Existing Prequalified Supplier Panel or other Contract Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 2:	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a priority, and those permanently located within surrounding Districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include: <ul style="list-style-type: none"> i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.
Priority 4:	Tender Exempt - WA State Government Common Use Arrangement (CUA) Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO. If no relevant CUA is available, then a Tender Exempt [F&G Reg.11(2)] arrangement may be used.
Priority 5:	Other Tender Exempt arrangement [F&G Reg. 11(2)] Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	Other Suppliers

	Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.
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(2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
Less than \$10,000 (Ex GST)	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
\$10,001 to \$50,000 (Ex GST)	one (1) written quotation to be sought from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$50,001 and up to \$100,000 (<i>ex GST</i>)	Seek at least Two written quotations and obtain 1 (one) written quotation with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the responsible officer source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
From \$100,001 and up to \$150,000 (<i>ex GST</i>)	Seek at least 3 (Three) written quotations and obtain 2 (two) written quotations with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number. Or Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the responsible officer source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
From \$150,001 and up to \$250,000 (<i>ex GST</i>)	Three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the supplier's response to: <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
	The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire of Perenjori's Record Keeping Plan.
Over \$250,000 (<i>ex GST</i>)	<p>Tender Exempt arrangements (i.e., WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assess all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (<i>Within Budget</i>) Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (<i>No budget allocation available</i>) Refer for Clause 1.4.3	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
LGIS Services	The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA

Purchase Value Threshold (ex GST)	Purchasing Practice
Section 9.58(6)(b) Local Government Act	Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

1.4.3. EMERGENCY PURCHASES

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2) (aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4. INVITING TENDERS THOUGH NOT REQUIRED TO DO SO

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance, value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

1.4.5. EXPRESSIONS OF INTEREST

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidence one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.4.6. UNIQUE NATURE OF SUPPLY (SOLE SUPPLIER)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- (a) purchasing value is estimated to be over \$5,000; and
 - (b) purchasing requirement has been documented in a detailed specification; and
 - (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
 - (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.
- An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.4.7. ANTI-AVOIDANCE

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.4.8. CONTRACT RENEWALS, EXTENSIONS AND VARIATIONS

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection, and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social, and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e., operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e., initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. LOCAL ECONOMIC BENEFIT

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e., servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant disabled enterprise business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. Panels of Pre-qualified Suppliers

3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
 - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
 - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
 - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
 - iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5. COMMUNICATIONS WITH PANEL MEMBERS

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

5. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Policy Links:

	Policy Number
Regional Price Preference Policy	4006
Corporate Credit Card Policy	4008

Policy Links:

POLICY ADMINISTRATION

Date Adopted:

Item N° 18025.2

15th February 2018

Reviews/Amendments:

Item 16.2.1

29th August 2019

19th May 2022

4008 – CORPORATE CREDIT CARD POLICY**POLICY OBJECTIVE:**

To provide clear directions for the use of corporate credit cards and compliance with financial regulations.

POLICY STATEMENT:

The Shire of Perenjori provides a Corporate Credit Card facility through Bankwest. The credit limit and any outstanding balance is disclosed in the Annual Financial Statements each year.

Purchase orders are not required to be produced for credit card purchases, but employees must comply with the requirements for quotations.

1. The facility is provided by way of a card to the Chief Executive Officer and Manager Corporate and Community Services
2. A record is kept of all current card holders with details including the card number, expiry date, credit limit and details of goods and services the cardholder has authority to purchase.
3. All Shire credit cards are only to be used for purchasing goods and services on behalf of the Shire of Perenjori.
4. Personal expenditure using the corporate credit card is not allowed.
5. The corporate credit card is not to be used for cash withdrawals.
6. Should the card be lost or misplaced the cardholder is to notify the Bank immediately so that the card can be stopped.
7. If the cardholder ceases employment with the Shire of Perenjori the card is to be returned by the cardholder to the Chief Executive Officer, or in the case of the Chief Executive Officer ceasing employment, to the Shire President prior to the cardholder's final day at work.
8. Receipts must be obtained for all purchases by the cardholder and given to the finance officer for reconciliation to the credit card statement.
9. If no receipt is available, a screen print of the purchase details or a written declaration of the purchase must be made by the cardholder and given to the finance officer AT THE TIME OF PURCHASE. The monthly credit card statement must be signed by the respective cardholder and another verifying officer.
10. The credit card monthly statement is to be used as a post-approval voucher to verify and allocate the expenditure.
11. If the cardholder fails to comply with any of the above policies the card facility will be withdrawn and if necessary disciplinary action may be taken.

(Refer also to the Local Government Operational Guidelines for the use of Credit Cards)

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

Item No. 211021.10 21st October 2021

4009 – ELECTRONIC FUNDS TRANSFER (EFT) AND DIRECT DEBITS

Council Policy 4009 – Electronic Funds Transfer (EFT) and Direct Debits rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

4010 – CHEQUE SIGNING POLICY

Council Policy 4010 – Cheque Signing rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

4011 – INVESTMENT POLICY

Council Policy 4011 – Investment Policy rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

4012 – AUTHORISING OF JOURNALS

Council Policy 4012 – Authorising of Journals rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Reviews/Amendments:	Item N° 17032.5 16th March 2017
Reviews/Amendments:	Item N° 16.1.1 29th August 2019
Rescinded:	Item N° 230123.4 23rd January 2023

4013 – INVESTMENT POLICY**POLICY OBJECTIVE:**

- Preservation of capital is the principle objective of the investment portfolio.
- The policy ensures investment of the Shire's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement is being met.
- Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's identified risk tolerance. Any additional return target set by the Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

Under Regulation 19 of the *Local Government (Financial Management) Regulations 1996* ("the Regulation"), a local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

All investments are to comply with the following:

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

Delegation of Authority

The Finance Committee is delegated authority from the Council to direct the investment of Shire money that is not required for immediate use (Delegation 3020).

Authority is delegated to the CEO in accordance with the *Local Government Act 1995* for the day-to-day management of the Shire's Investments with senior staff subject to regular reviews.

Prudent Person Standard

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

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Key Terms/Definitions:**ADI**

Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

Prudent Person

The concept of "prudent person" or "prudent investor" is similar in nature in tort law to a reasonable person by attempting to create an objective standard of behaviour.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a. Overall credit exposure of the portfolio.
- b. Limit exposure to individual counterparties/institutions.
- c. Limits based upon maturity of securities.

Approved Investments

Only the following types of securities may be invested in:

- Interest bearing term deposits with the Western Australian Treasury Corporation; or
- Authorised Deposit Taking Institutions (ADIs - Australian banks, building societies and credit unions) for a maximum term of 3 years.
- Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.

(Financial Management Regulation 19C)

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall portfolio return to maturity	
Deposit maximum of 3 years	Up to \$750,000
Bonds no more than 3 years term to maturity.	Up to \$300,000

Benchmarking**UBS**

The performance of the investment portfolio shall be measured against the UBS Warburg 90 Day Bank Bill Index and/or the Reserve Bank of Australia's Official Cash Rate.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17102.5 19th October 2017

4014 - COVID-19 FINANCIAL HARDSHIP POLICY**POLICY:**

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so.

For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

OBJECTIVES:

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Perenjori recognises that these challenges may result in financial hardship for some ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

GUIDELINES:

Payment Difficulties, Hardship and Vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances results in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

The Shire of Perenjori recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and economic vulnerability in our community.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner or other relevant entity.

Anticipated Financial Hardship Due to COVID-19

We recognise that many people are already experiencing financial hardship due to COVID-19.

We respect and anticipate the probability that additional financial difficulties will arise when rate bills are received.

We will encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike.

We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment.

This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal.

We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Perenjori of any change in circumstance that jeopardises the agreed payment schedule.

Interest Charges

A ratepayer who meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of Perenjori may consider writing off interest previously accrued on rates and service or property charge debts.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor.

Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at the ratepayer's request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing stress and may have complex needs.

We will provide additional time to respond to communication and will communicate in alternative formats where appropriate.

We will ensure all communication with applicants is clear and respectful.

POLICY ADMINISTRATION**Date Adopted:****18TH May 2020****Reviews/Amendments:****4015 – ANNUAL RESOLUTIONS REQUIRED****POLICY STATEMENT:**

In accordance with Local Government (Financial Management) Regulations 1996 clause 11 the Council authorises:

- The advance of Petty Cash of \$500.00;
- The advance of till float of ~~\$30.00~~ \$100.00
- Caravan Park float of \$50.00

POLICY ADMINISTRATION**Date Adopted:****Item N° 14042.5 17TH April 2014****Reviews/Amendments:****Item N° 17032.5 16th March 2017**

4016 – REGIONAL PRICE PREFERENCE

OBJECTIVE

The purpose of this policy is to stimulate economic activity and growth in the Shire by maximising the use of competitive local business in supplying goods, services and works purchased or contracted on behalf of the Shire of Perenjori.

POLICY

The *Local Government (Functions and General) Regulations 1996* provide the opportunity for local governments to establish Regional Price Preference.

Regional Preference can include any area, but must include the entire district of the local government and cannot include a part of the Metropolitan Area.

Local Economic Benefit

As much as practicable, the Shire will:

- Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

Regional Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services and construction (building) services.

The Regional price preference enables suppliers to be evaluated as if the proposed tender / quotation bid price were reduced in accordance with permitted price preferences as specified below in this policy.

This Policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding tender contracts.

QUALIFYING CRITERIA

Local / Regional Supplier

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

- i) The supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire / region;
- ii) A business having permanent staff that are based at the business premises located within the Shire / region;
- iii) Management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire / region;

- iv) Has been operating a business continuously for at least six (6) months prior to the closing date of tender/quotation sought.

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

Regional Price Preference Value – Local Supplier – (Perenjori Shire)

The following levels of preference will be applied under this policy:

- 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or
- 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Regional Price Preference Value – Regional Supplier

The following levels of preference will be applied under this policy:

- a) 5% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- b) 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or
- c) 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Only those goods and services identified in the tender as being supplied locally will be included in the discounted calculation that forms a part of the assessment of a tender.

A regional price preference applies whenever tenders are called, unless the local government, or the Chief Executive Officer by delegated authority, resolves otherwise in reference to a particular tender.

It should be noted that price is only one factor or criteria when considering tenders. Value for money principals will be used to achieve the best possible outcome for the tender.

Terminology

Construction (building Services): is defined as the construction of and improvement to buildings (including housing) on or over any area of land, lake, river or ocean and any services related to that activity in the Shire Region.

Goods: include tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

Shire: for the purpose of this policy the Shire is specified as the entire geographical area encompassed within the boundaries of the Shire of Perenjori.

Region: for the purpose of this policy the Region is specified as the entire geographical area encompassed localities that boundaries with the Shire of Perenjori.

Services: means any task, consultancy work or advice to be performed or provided that is procured by the Shire. Included are services such as management consultancies, outsourcing, maintenance contract/agreements, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

This policy is to be given Local Public Notice

5000 – HOUSING**5001 - BONDS****POLICY STATEMENT:**

Each new tenant renting a Shire house will be required to pay a bond.

the bond shall be determined as follows:

- For staff members the bond shall be the equivalent of 4-weeks rent less any housing subsidy;
- For private tenants the bond shall be the equivalent of 4-weeks rent;
- A sum of \$260 may be payable if the tenant is permitted to keep on the premises any pet capable of carrying parasites that can affect humans. The prescribed sum is to meet the cost of any fumigation of the premises that may be required on the termination of the tenancy. (29(1)(b)(ii) Residential Tenancies Act 1987 & Regulations 1989);
- The Shire retains the right to ban animals from a rented house if inspections find the expected standards of cleanliness are not being maintained.
- The Shire will inspect each premises at least twice each year giving the tenant the required notice;
- The twice-yearly inspection may be deferred to annual inspections for employees who consistently demonstrate a high standard of cleanliness & maintenance;
- The tenant is responsible for any damage caused to the house by the tenant or any guest of the tenant and failure to pay for such damage can result in a notice of eviction;
- The tenant is responsible for maintaining the yards in good order and condition.

Housing bonds will be held in trust.

Only Shire employee tenants are to be given the option of paying the bond amount by instalments through deductions from their fortnightly pay.

Prior to refunding the bond, a housing inspection must be carried out with any repairs and disbursements which are the responsibility of the tenant to be deducted from the bond.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

5002 – EMPLOYEES RENTAL SUBSIDY FOR PRIVATE RENTALS**POLICY STATEMENT:**

To provide equity between Shire employees who rent Shire housing and employees who are unable to, the Council will consider for an employee's principal place of residence:

- Waiving rubbish collection charges for a single 240 litre bin;
 - Subsidising water consumption to the same rate as applies employees renting Shire houses.
- To maintain consistency with tenants, this subsidy will be dependent on employees maintaining lawns and gardens to an appropriate standard: and
- Negotiate housing benefits from time to time through the Enterprise Bargaining process.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5	17TH April 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

5003 – HOUSING RENOVATIONS BY TENANT**POLICY STATEMENT:**

Tenants are not to carry out additions, alterations or renovations to Shire houses without the prior consent of the CEO or the CEO'S delegate.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5	17TH April 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

5004 – HOUSING TENANCY AGREEMENTS**POLICY STATEMENT:**

Council adopts the Department of Commerce, Consumer Protection *RESIDENTIAL TENANCY AGREEMENT*, with the following additional conditions:

- An employee's tenancy agreement will be conditional on the continued employment with the Shire of Perenjori by the tenant.
- On termination of employment with the Shire of Perenjori, the tenant shall vacate the premises in accordance with the requirements of the Agreement.
- Non-employee tenants shall enter into a Residential Tenancy Agreement and comply with all aspects of the Agreement.
- Termination of a Residential Tenancy Agreement will be in accordance with the terms and conditions of the written Agreement.
- It is the responsibility of the tenant to ensure the gardens, yard and house surrounds are kept in a neat and tidy condition and lawns and gardens not be allowed to die or deteriorate.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

5005 – STAFF HOUSING**POLICY STATEMENT:****Objectives**

To provide an incentive to attract, retain, and provide equity between Shire employees.

Policy

Employee housing shall be based on the following principals:

- The requirements of the *Residential Tenancies Act 1987* are met.
- The requirements of the Shire of Perenjori Enterprise Agreement 2019 are met.
- All housing allocations are approved by the CEO as determined by staff requirements in relation to housing availability at any given time.
- This policy does not apply to Managers or employees where housing is negotiated as part of their employment terms and conditions.
- That where a Manager relinquishes their negotiated housing as per the above point, then this policy will apply.
- Council staff housing, when available, will be allocated and prioritised for full time employees.
- Council shall set the market value of the rental properties annually throughout the budget process.
- A housing allowance in accordance with the 2019 Shire of Perenjori Enterprise Agreement will apply to **all** full time and part time employees (currently \$4.43 per ordinary hour, not applied to overtime) and be incorporated into Council's budget.
- A permanent part-time employee is classified as:
 - Working less than 38 ordinary hours per week.
 - Has reasonably predictable hours of work; and
 - Receives, on a pro rata basis, pay and conditions equivalent to those of full-time employees who do the same kind of work.
- Should the Council housing not be maintained to an acceptable standard (both inside and outside), the Chief Executive Officer reserves the right to discontinue the housing allowance.
- All employees shall sign a Residential Tenancy Agreement at the commencement of any rental arrangement.
- It is the responsibility of the tenant to regularly water and maintain gardens to an acceptable standard.

Housing Inspections

Annual inspections of Council housing, including yards, shall be conducted by a person authorised by the CEO. These inspections shall coincide with the annual inspection of all Council dwellings to determine the budget allocation for the housing maintenance program. The tenant will receive a minimum of 7 days written notice and a maximum of 14 days of such inspection.

- **POLICY ADMINISTRATION**

Date Adopted:

Item No. 201022.10 20th October 2022

6000 – COUNCIL BUILDINGS, RESERVES, PARKS & GARDENS**6001- PICKING WILDFLOWERS****POLICY STATEMENT:**

Permission to collect flora (including firewood and seed harvesting) from land under control of the Shire (i.e. road reserves, vested reserves, freehold etc.) may only be granted by resolution of the Council, and will be subject to the applicant obtaining the necessary approval from the Department of Environment and Conservation or its successor.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5	17TH April 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

7000 – HEALTH, BUILDING & PLANNING

7001 – ERECTION OF MEMORIALS

POLICY STATEMENT:

Memorials may be relocated from other cemeteries to the Latham and Perenjori cemeteries subject to the following:

- The proponent applies for a right of burial in respect of the affected gravesites;
- The memorials meet the requirements of Part 7 of the Shire of Perenjori Local Laws Relating to the Perenjori and Latham Cemeteries;
- A discreet plaque be affixed to the reverse of the memorials to indicate that they have been relocated from another cemetery.

A fee for the grant of a right of burial for 25-years is to be included in the Council's list of fees and charges.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

7002 – POLICY OBJECTIVE

Council Policy 7002 – Policy Objective rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

7003 – CAMPING AT OTHER THAN A CARAVAN PARK OR CAMPING GROUND**POLICY STATEMENT:****REFERENCE**

- The Shire of Perenjori Town Planning Scheme 2, Planning & Development Act 2005 and the Caravan Parks and Camping Grounds Regulations 1967.
- EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997
- *Part 2 — Caravanning and camping generally* - Regulation 11. Camping other than at a caravan park or camping ground.

A person may camp —For up to 3-nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3-nights on such land if he or she has written approval under sub regulation (2) and is complying with that approval;

- For up to 24 consecutive hours in a caravan or other vehicle on a roadside rest area;
- For up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve;
- On any land which is —
- Held by a State instrumentality in freehold or leasehold; or
- Dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality, in accordance with the permission of that instrumentality; or
- On any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.

Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3-nights —

- By the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;

- By the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
- Despite paragraph (b), by the local government of the district where the land is situated:
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

7004 – APPROVING MOVEABLE BUILDINGS**POLICY OBJECTIVE:**

- To maintain high amenity standards of buildings, especially within the residential areas in the townsites of the Shire.
- To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.
- To ensure that the moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (e.g. asbestos).
- To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.
- To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.
- To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of 'containers' within the non-industrial areas of the townsite.

POLICY STATEMENT:

The Shire of Perenjori under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme No. 2, hereby adopts the following Policy.

LOCAL PLANNING POLICY NO. 1**MOVEABLE BUILDINGS****Discussions**

The Council is experiencing an increase in the demand for more affordable housing types within the Shire. These 'affordable' housing types are often in the form of moveable, recycled and converted shed type structures.

The Council is keen to restrict these types of dwellings amongst the existing residential areas as they are considered inappropriate to, the standard of existing housing stock, and the expectations of residents or owners already established in the area.

The Council considers it reasonable to protect existing owners' investments in the town from development that may detract from the amenity of the residential character.

Background

Due to the historic uncertainty in the permanence of mining activities, and the mobility of mining operations, the establishment of permanent workforce accommodation in the region may not always be desirable or viable.

The use and reuse of moveable buildings is common.

The downside of this trend is that the building stock may be second-hand, may contain undesirable materials like asbestos, and may be visually out of harmony with existing buildings in the locality.

Many Councils are not permitting buildings within their districts which contain asbestos.

Without the appropriate controls Perenjori could become a 'dumping ground' for such structures.

To ensure that the Council has the opportunity to consider such proposals, all applications for moveable buildings, as defined above, shall require the Council's Planning Consent prior to the issue of a Building Licence.

The Council has delegated authority to its Building Surveyor to determine Applications for Planning Consent for all applications for **transportable** and **relocated** dwellings in zones of the Scheme where dwellings are permitted.

The Building Surveyor may impose appropriate conditions including the requirement for a bond or bank guarantee.

Donga type and **Containers** are subject to Council consideration.

POLICY

Council Policy on Moveable Buildings

All applications for moveable buildings, as defined above, shall require the Council's Planning Consent prior to the issue of a Building Licence.

Generally, the Council is not in favour of the use of moveable buildings, especially in the townsite areas, however the Council will consider each application on its merits.

The Council shall not permit the establishment, occupation or erection of **donga type** structures for residential purposes within a Townsite Boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce.

In these circumstances it may be argued that the development is not a permanent improvement and may justify the use of such structures.

In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.

The Council will only permit **donga type** structures for uses other than residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.

The Council will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.

The Council will not permit the storing or use of a '**container**', as defined above, within a townsite area, other than in the areas zoned 'Industrial'.

The Council considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment and are therefore in conflict with the objectives of the Scheme.

The Council may give special consideration for the use of '**containers**' outside the townsite areas of the Shire

In these circumstances the Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of the '**containers**' will not detract from the amenity of the locality.

Measures to ensure Compliance with Planning Consent

When an application for planning consent for a moveable building is considered by the Council, or the Building Surveyor, that consent may be granted subject to conditions requiring the applicant, or owner, to:

- a) lodge a bond or bank guarantee with the Council. The bond or bank guarantee will provide the surety for the completion of the moveable building to a standard acceptable to the Council;
- b) specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council.
- c) obtain a special building licence of a specified duration.

Key Terms/Definitions

A **PERMANENT** building:

is generally not designed to be moved and includes the following:

- '**Site Built**' structures are built on location as new permanent structures. They are of traditional appearance with pitched roofs and typical house layout, designed to accommodate families.
- '**Relocated**' dwellings are structures that have previously been constructed on a site elsewhere.

The structures that are relocated are not necessarily designed to be relocated.

A **MOVEABLE** building is:

generally, any structure capable of being transported from one location to another. There are three basic types as follows;

- '**Transportable**' structures are those designed and constructed at a location other than where they are intended to be established.
For example, dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
- '**Donga Type**' structures are those usually designed to provide for workforce accommodation in small individual units.
The structures are generally those (such as ATCO, Western Portables or **Durabuilt** units) with skid mountings, metal sandwich panel and flat roof design.
These portable modular structures are also used for other purposes.
- '**Containers**' these structures, although considered 'buildings' by definition under the Building Code of Australia, are solely constructed to transport other goods.
They are not in themselves designed, nor suitable, for storage of goods in an urban environment.

A container includes 'seatainers' and other large vessels designed to carry and be carried on specially designed vehicles or transporters.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

7005 – RELOCATED (SECOND-HAND DWELLINGS INTO THE TOWNSITE

POLICY STATEMENT:

To relocate a second-hand dwelling into the townships an application for Planning Approval under the Town Planning Scheme shall be a prerequisite to a building licence for such dwellings. The application is to be accompanied by plans, photographs of each elevation, and a report of the condition of the dwelling to be relocated.

To relocate a dwelling from one location to another within a township a Building Application is required.

When considering applications for approval, particular attention will be paid to the impact of relocating a dwelling on the residential amenity of the area, and the extent to which similar housing exists. This emphasis is in addition to all other matters the Shire is to consider.

The Shire may refuse to approve the transportation of a relocated second-hand dwelling if, in its opinion, the proposed building would have an adverse effect on the amenity of the locality.

The Shire shall have regard to, but not be limited to, the following:

- The external appearance of the second-hand dwelling and any associated structures and landscaping;
- The design of all elevations of the second-hand dwelling where applicable, particularly those visible from a public road;
- The dimensions and proportions of the second-hand dwelling;
- The use of compatible building and landscape materials, taking into consideration tone, texture, scale, shape and colour;
- The effect on existing buildings on nearby properties and on the occupants of those buildings;
- The environment resulting from the second hand dwelling itself and the effect of that environment on the occupants of the building and the Shire's intentions for the development of the surrounding locality.
- The effect of the building on existing and future services and community facilities. In particular, drainage, sewerage, water reticulation and existing or proposed community facilities such as schools, parks, civic buildings and pedestrian links;
- The effect on the landscape and environment generally; and
- Any other matter which, in the opinion of the Shire, is relevant to the amenity of the locality.

Removal of Asbestos

Removal of asbestos materials from dwellings is to be carried out in compliance with Health (Asbestos) Regulations 1992, by a licensed contractor in accordance with:

- Should the dwelling require transport from a location outside of the Shire boundaries all asbestos materials are to be removed from the dwelling before transport is undertaken.
- Should the dwelling require transport from a location within the Shire every reasonable effort must be made to remove the asbestos materials from the dwelling before transport is undertaken. If the removal of asbestos materials prior to transport is not possible, permission from the Shire must be obtained prior to transport of the dwelling.
- All asbestos materials disposed within the Shire shall be at an authorised disposal facility.

Legal Agreement Requiring the Payment of Bonds

A legal agreement at the cost of the applicant is required to be entered into to ensure that there is a bank guarantee of \$15,000 relating to specific stages of the building project that will need to be subsequently completed, which can then be progressively extinguished when reached, as follows:

Stage One:

Release \$3,000 if, within 6 months of the date of planning approval being issued:

- The dwelling is correctly positioned on site as depicted on the approved plan issued with Shire's planning approval;
- The dwelling is correctly stumped or suitably affixed to the ground and the site is filled and/or drained satisfactorily, such that as it is structurally adequate in accordance with the engineer's certification; and
- The dwelling is up to lock up stage (all external windows, doors and fittings / fixtures installed / repaired).

Stage Two:

Release \$3,000 if, within 8 months of the date of planning approval being issued:

- All gutters, fascia and downpipe work are completed to the satisfaction of the Shire;
- All roof end / roofing work is completed (flashings on ridge and gable ends installed); and
- All external surfaces are painted or re-clad to a tradesman-like standard in accordance with the painting and building approvals (including wall, doors, and windows).

Stage Three:

Release \$6,000 if, within 10 months of the planning approval being issued:

- Compliance with planning conditions has taken place;
- Approved effluent disposal system has been installed. System has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
- Completion and certification of all electrical work;
- Completion and certification of all plumbing work;

- All wet area tiling completed in accordance with the Building Code of Australia;
- Kitchen fit-out completed (cupboards / benches and stove / hotplate installed, etc.); and
- Building has reached practical completion stage.

Stage Four:

Release \$3,000 if, within 12 months of the planning approval being issued:

- Landscaping is planted and established to an officer of the Shire's satisfaction.
- Landscaping has measures in place to ensure its maintenance to an officer of the Shire's satisfaction.

Compliance with Planning Conditions

Shire officers shall ensure that the progress and maintenance of all conditions imposed on any approval for the relocation of a second-hand dwelling are fully advanced, and in accord with the intent of the Policy.

The relocated dwelling shall be completed to the satisfaction of the Shire within twelve (12) months of the date of planning approval.

The Shire will include the following conditions, when appropriate, in planning approvals for relocated dwellings:

- The removal of asbestos materials from dwelling in compliance with Health (Asbestos) Regulations 1992.
- Certification by suitably qualified persons shall be submitted prior to the issue of a building licence, to confirm that the dwelling is structurally suitable for transportation.
- Electrical wiring (including installation of hard-wired smoke alarms), plumbing modifications, and insulation to external walls and roof spaces, shall be installed before re-cladding dwellings with new material.
- The external surfaces of the dwelling shall be painted to the Shire's satisfaction or re-clad in materials approved by the Shire.
- The relocated dwelling shall be completed to the satisfaction of the Shire within twelve months of the date of planning approval.
- A legal agreement at the cost of the applicant is prepared to have a bank guarantee of \$15,000 provided to the Shire. The amount of the bank guarantee to be refunded progressively extinguished when specified stages of the building project are reached.

The Shire shall ensure that the progress and maintenance of all landscaping requirements associated with the Approval are fully advanced, and in accord with the intent of the Policy.

As a condition of considering an application for a relocated dwelling the Shire's Building Surveyor will inspect the building in its current location prior to a report being considered by the Shire

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

7006 – LITTER CONTROL ON BUILDING SITES**POLICY STATEMENT:**

All building licenses issued for major works include a requirement of the application to:

- (a) Prevent rubbish from blowing from the building site; and
- (b) Control dust on the building site; so as not to create a nuisance to neighbours.

POLICY ADMINISTRATION

Date Adopted:

17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

7007 – DUST AND SAND NUISANCE**POLICY STATEMENT:**

All building and planning approvals made must be endorsed with the notation that it is the responsibility of the developer / builder / owner to take whatever action is necessary to ensure adequate containment and suppression of dust and sand movement on and from the site of the development being undertaken.

Delegated authority will be given to the Chief Executive Officer and/or the Building Surveyor to sign notices for service upon any landowner/s or their agent/s where instances of inadequate dust or nuisance suppression on building or development sites provided such notice is reported at the next Ordinary Meeting of Council with a recommendation as to any further action being required.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

7008 – PRIVATE PROPERTY STORED ON PUBLIC LAND**POLICY STATEMENT:**

The Shire of Perenjori will not permit the storage of private property on public land, including verges and laneways.

The Shire will take immediate action to have property owners remove all rubbish, vehicles, equipment and various other items currently stored on public land and be relocated to within and remain contained within the offending owner's boundaries.

Any breaches or non-compliance are to result in the Shire invoking penalties under the Local Government Act 1996 s 3.25 and s3.26 and the Local Government (Uniform Local Provisions) Regulations 1996 – 6 & 7.

The Chief Executive Officer may notify the owner of the material of the need to remove the material from the public land.

The Chief Executive Officer is authorised to remove the offending material to the rubbish tip site with costs charged to the owner of the materials, [In accordance with the *Local Government Act 1995 s3.25 & s3.26* and *Local Government (Uniform Local Provisions) Regulations 1996 clauses 6 & 7*].

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

7009 – FARM FORESTRY POLICY**POLICY OBJECTIVE:**

The primary objectives of this Policy are:

- To facilitate a more consistent, efficient and effective planning approvals for farm forestry.
- To facilitate the establishment, management and harvesting of plantations consistent with the Code of Practice for Timber Plantations in Western Australia, as amended.
- To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.
- To ensure that prime agricultural land is not lost to food production.

POLICY STATEMENT:**1 Preliminary:**

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for planning approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2 Application of the Policy:**2.1 Definitions**

Refer to key/terms/definitions below.

2.2 Purpose:

The purpose of this Local Planning Policy is to manage the development of farm forestry within the Shire of Perenjori.

2.3 Application

This Policy applies to the development of plantations on land zoned 'rural' by the scheme.

3 Policy objective

3.1 Refer to policy objective above.

4 Approval requirements.

4.1 Council Planning Approval

Farm Forestry and Agroforestry operations are defined as 'plantation' by the scheme. The scheme requires discretionary planning approval to be granted by council to the establishment of a plantation.

4.2 Assessment of Plantation Applications

In assessing an application for planning approval that proposes a plantation, Council is to have regard to the Development Control Provisions of this policy and the following criteria as appropriate:

- Potential economic benefits, diversification of farming production and district employment opportunities, and potential to generate downstream processing industries;
- Environmental benefits in protecting water and air quality and preventing land degradation, including soil erosion, salinization and waterlogging; and
- Role in assisting agricultural productivity.

In planning for farm forestry, consideration should be given to:

- The impact on high-value land and water resources in areas of State and regional agricultural significance;
- The environmental, social and economic effects of farm forestry developments;
- The capacity of the regional and local road network to service timber harvesting needs;
- The visual landscape, including the need to protect and enhance areas of high scenic quality; and
- The potential for downstream processing of timber products.

4.3 Conditional Approval

If Council considers that a location is suitable for farm forestry as a land use under the Local Planning Scheme it may grant conditional approval subject to the proponent lodging the Silviculture Plan, Transport Strategy and Fire Management Plan prior to planting. To grant conditional approval Council would require at a minimum the information set out in 5.1.1, responses from any referral agencies and results of any public consultant required.

5 Development Control

5.1 Silviculture Plan

Council will require the preparation and submission of a Silviculture Plan as part of the application for planning approval. The Silviculture Plan is to include the following information:

- The productive capacity of the land for food production;
- Name of the landowner, plantation management company and plantation manager;

- Area of land to be planted to trees and subsequently to be harvested;
- Provision of a scaled plan showing the location of the tree plantation, including access roads, existing native vegetation, existing and future structures and buildings and emergency water supplies.
- Details of the tree species to be planted and area of plantation.
- Details of tending practice.
- Details any clearing of native vegetation.

5.2 Transport Strategy

Council will require the preparation and submission of a Transport Strategy as part of the application for planning approval. The Transport Strategy is to include the following information:

- Title details of the subject land;
- Name of the landowner, plantation management company and plantation manager;
- Area of land to be planted to trees and subsequently to be harvested;
- Anticipated season/s and years of harvest;
- Anticipated tonnage of product at harvest;
- Whether trucked product is likely to be in the form of logs or chips or other;
- Anticipated haul routes on local and district roads;
- Proposed destination of haulage; and
- Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/rehabilitation of the local and district road system.
- The Transport Strategy is to be updated and presented to Council for final approval a minimum of eighteen (18) months prior to harvesting commencing.

5.3 Fire Management Plan

Council will require the preparation and submission of a Fire Management Plan as part of the application for planning approval. The Fire Management Plan is to be prepared in accordance with the *Guidelines for Plantation Fire Protection*, as amended.

The Fire Management Plan will be submitted to the Fire and Emergency Services Authority (FESA), or its successor, for comment by Council prior to determining the application for planning approval. Any comments made by FESA are to be considered by Council in its determination of the application.

5.4 Timber Harvesting Plan

Council will require as a condition of planning approval the preparation and submission of a timber harvesting plan a minimum of eighteen (18) months prior to the commencement of harvest operations.

5.5 Referral to Department of Environment and Conservation

Where a property is subject to an application for the establishment of a plantation adjoins land managed by the Department of Environment and Conservation as part of a designated Nature Reserve, Conservation Area or National Park, the application is to be referred for comment to the Department. Any comments made by the Department are to be considered by Council in its determination of the application.

5.6 Agency Referrals

Where an application is referred to an agency, a period of 21 days from the date of notice is to be provided for comments to be received by Council. Should no comments be received during this period, Council will construe that the referral agency has no comment of objection to the proposal.

Plantations near town sites and rural-residential areas

In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Plantation within:

- 500m of the town sites of Perenjori and Latham
- 250m of areas zoned 'Rural Residential'

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity. The proponent is to demonstrate in this case that the plantation can be operated without adverse impact on the amenity of residents in the adjoining areas.

5.7 Clearing of Existing Native Vegetation

Council will not grant planning approval to any development of a plantation where the clearing of existing native vegetation is proposed until the Department of Environment and Conservation (or its successor) has advised that it is prepared to issue a Native Vegetation Clearing Permit.

An exemption is made for the clearing of paddock trees, where this is required to allow the plantation to be managed appropriately.

Key Terms/Definitions

For the purpose of this Policy, the following definitions apply:

Agroforestry:

Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

Farm forestry:

Any commercial tree production on farmland.

Plantation:

A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

Silviculture plan:

A plan that details the establishment and tending procedures for a plantation.

Timber harvesting plan:

A plan developed prior to harvesting a plantation detailing the time of harvest, procedure for harvesting and the route by which the products will be transported to a processor.

Transport strategy:

A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14042.5 17TH April 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

7010 – CCTV POLICY

Council Policy 7010 – CCTV Policy rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

7011 – MOBILE AND ITINERANT VENDORS POLICY**POLICY OBJECTIVE:**

- To accommodate appropriate vendor activities in order to provide services that enhance the resident/visitor experience.
- To regulate the level and intensity of vendor activities on road reserves and other public places necessary to ensure that the site is retained primarily for its purpose (like community/traffic use and not commercial).
- To ensure visiting vendors are not likely to offer substantial competition to local businesses.
- To accommodate Mobile Food Vendors that practice safe food handling in accordance with the Food Act 2008 and consider the needs of all users in the area, including the safety of consumers and pedestrians.

POLICY STATEMENT:

The Mobile Food, Mobile and Itinerant Vendors Policy applies to any person conducting business as an itinerant or mobile vendor on public land within the Perenjori Shire.

The purpose of this policy is to ensure that no person occupies community land, buildings or a public road for business purposes unless authorised to do so by permit issued by Council and that such authorised use is conducted in such a manner without compromising the safety and health of the general community.

Definitions:

‘Itinerant Vendor’:

is a person, group or company who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is parked.

‘Mobile Vendor’:

is a person, group or company engaged in a business activity which provides goods and/or services operating on a temporary basis in one place.

‘Mobile Food Vendor’:

is defined as the use of the public places for preparing and dispensing food products by means of caravan, vehicles, trailers, carts and/or trucks.

‘Public place’:

includes a street, way or place, which public are allowed to use, whether the street, way, or place is or is not on private property. It shall also include parklands, squares, reserves and other land set apart

for the use and enjoyment of the residents of Perenjori and includes all land vested in, or under, the control, care or management of the Shire.

POLICY:**Application**

This policy applies to itinerant, mobile food, and mobile vendors who wish to conduct business on public land within the Shire of Perenjori. This does not include:

- Selling of newspapers.
- Where the vendor is part of an event, carnival, market or fete, or the like.
Where the activity is a one-off occurrence such as an open day for a business or a cake stall.
- Community health mobile clinics and other government/community like uses.
- The sale of goods of any type of food from a mobile vending vehicle or cart on commercial or industrial land (only if the vehicle or food cart is parked wholly within the boundaries of the private land, serves for short periods of time and then moves on to another location).

This policy is to be read in conjunction with the Activities on *Thoroughfares and Public Places and Trading Local Law*

General

- Itinerant vendors should be limited to the predominant sale of ice-cream and subsidiary products.
- The use of mechanical chimes or amplified music which could cause noise nuisance is not permitted.
- Itinerant vendors are to move on when all customers at a particular location have been satisfied.
- Public liability insurance cover of \$10 million is required when activity occurs on local government managed land.
- Any advertising signs must be located in the area that the trader is permitted to operate from and limited to one sign per business and the signage must be approved by council at the time of applying for the permit.
- Vendors must seek council approval for any furniture or structures erected (e.g. tables and chairs).
- Vendors must remove and thoughtfully dispose of all waste generated by their activities (including any grey water).

Site Requirements

A trading place will only be approved if:

- It is considered safe and accessible to customers;
- Provides adequate parking for customers;
- Does not present a traffic hazard or danger to public;
- Has adequate rubbish disposal facilities;
- Doesn't breach any regulatory or signposted car parking restrictions;
- Takes place where goods are displayed, and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities and

- Will not interfere with access to other facilities and/or businesses (including occupying car parking facilities to the detriment of the public).

Trading must not occur within 500m of any existing shops or license holders which offer for sale the same commodities, unless written permission has been obtained from the shop or license holder, or unless hours of operation are outside those offered by the existing business

No trading is permitted on any land under the control of Main Roads WA.

Permit Application

- All Mobile Food, Mobile and Itinerant Vendors wishing to conduct business within the Shire of Perenjori on public land must apply for a permit to do so in writing.
- Applications must include/be accompanied by:

Completed application form which includes:

- Details of goods/merchandise and or services offered;
- Times, days and dates of trading sought
- Preferred trading location
- Details of vehicle/mobile equipment intended to be used for trading (and accompanying photographs)
- Any structures to be erected
- Details and Description (including photographs) of advertising signage to be displayed
- A Certificate of Currency/ Evidence of Public Liability Insurance to the value of \$10 million dollars,
- For Mobile Food Vendors, evidence of registration of a food business with the vendors local council (or where the majority of the food handling and preparation is to take place)

Council shall not issue a permit until it has received payment of the appropriate permit fee as determined by council. Fees shall be charges as per Council's Schedule of Fees and Charges.

Council at its discretion may reduce or waiver the permit fee on request by the applicant.

Under the Shire of Perenjori's Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 5.25 (2) (d) (e) the Local government has the right to refuse to approve an application for a permit under this Division on the following grounds:

- That the needs of the district, or the part for which the permit is sought, are adequately catered for by established shops or by persons who have valid permits to carry on trading or to conduct a stall; or
- Such other grounds as the local government may consider to be relevant in the circumstances of the case.

Trading Periods

Trading periods for mobile food and mobile vendors are generally restricted to:

- A maximum of 3 days a week (regardless of number of sites visited), with no more than 3 consecutive days of operation at any time; and
- No more than 4 hours in any one location each day.
- No more than one visit per week.

Trading for itinerant vendors is to take place between 7.00- 19:00 (no trading is to take place during hours of darkness)

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5	17TH April 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

8000 – MISCELLANEOUS

8001 – DISABILITY POLICY

POLICY OBJECTIVE:

To provide Physical Access:

- To ensure that access will be a major design consideration for public facilities provided by the Shire;
- Investigate and refit existing Shire buildings and facilities where such expenditure is considered warranted; and
- To encourage and promote such design considerations for private buildings and facilities that will require public access.

POLICY STATEMENT:

The Shire recognises that access is the key in independence and will actively plan for and promote the provision of reasonable access to public domain buildings;

- To be a greater standard than 'legal minimum' so as to afford ease of use, comfort, amenity and independence to people with disabilities;
- To be promoted and coordinated with planners, architects, building owners, engineers and building surveyors.

To precipitate discussions between Shire officers, property developers, architects, designers, builders, building owners, and business proprietors as each are required on its merits.

- To give due consideration to Building Code AS 1428 - 1993 (as amended) in the design of all its buildings and facilities, parking, curbs, paths, ramps, steps, entrances, landings and utilities, provided additional expenses do not affect the overall viability of a particular building or facility.
- Where warranted, directional information will be established for shire facilities requiring public access.
- To apply Building Code AS 1428 - 1993 (as amended) and, where warranted impose conditions of development approval to buildings and facilities which, in the opinion of the Shire, will require general public usage.
- To encourage inclusion of the provisions of Part 2 to Australian Standard AS 1428 and subsequent Parts to AS 1428, wherever practical and viable for future new projects or alterations/amendments.
- To ensure projects are designed and completed to take into consideration adjoining and other local land uses, topographical features or other possible detrimental effects.

DISABILITY PLAN

The Shire of Perenjori adopted a disability service plan aimed at ensuring that people with disabilities can access shire facilities, functions and services.

It is subject to annual review and may be amended and extended as priorities and needs change.

The plan includes:

- Information on shire functions, facilities and services;
- A policy statement about the shire's commitment to addressing the issue of access for people with disabilities, their families and carers;
- A description of the process used to consult with people with disabilities, their families and carers and disability organisations and relevant community groups;
- The identification of objectives and strategies to overcome barriers that people with disabilities identified during the consultation process;
- A method of review and evaluation of the plan; and
- Information about how the plan is being communicated to staff and people with disabilities.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

8002 – PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

AIM

A consistent, transparent and accountable performance review process.

POLICY STATEMENTS

Rationale

This process is documented and adopted by Council to ensure a consistent approach to the Shire of Perenjori CEO review.

The review process must be a collaborative, constructive process that is designed to enhance performance and provide guidance for the ensuing twelve months, using the Shire's agreed Strategic Plan and/or Business Plan. Councillors must be prepared to take a corporate view of this process.

The performance review process should be regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the Shire of Perenjori.

Councillors participating in the review process must:

- Show an ability to be fair and objective
- Use good communication skills
- Possess preparation and evaluation skills
- Avoid Bias
- Be able to concentrate on outcomes
- Provide negotiation skills

Objectives

The Performance Review Committee is established to fulfil the following functions:

- Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment as well as relevant statutory requirements;

- In conjunction with the CEO, develop key result areas to deliver Council's key strategic priorities based on those reflected in the Shire's Corporate Business Plan;
- Review the CEO's Total Reward Package annually and make recommendations to Council in relation to remuneration in accordance with the relevant terms of the contract of employment, taking into consideration the CEO's performance, the existing level of remuneration, and the applicable Salaries and Allowances Tribunal Determination.
- Provide positive communication opportunities between Council and the CEO; and

Provide guidance to Council in assessing the CEO's performance.

Committee Structure

- The Committee shall consist of the Shire President, Deputy President and two elected members.
- An independent facilitator, who is not a member of the Committee, shall be appointed under delegation to the Committee by Council to assist with the performance review process; and a quorum will be three members.
- The Committee is supported by the Shire's Executive Assistant.
- All Councillors seeking appointment to the CEO review panel are encouraged to undertake the relevant CEO performance review training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.

Terms of Appointment

- Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.
- If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement.

Review periods

- It is a statutory requirement that the CEO's performance is reviewed annually.
- For planning purposes, the appraisal is to be undertaken in the month of March.
- The President must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.
- The President must allow the CEO a minimum of two weeks' notice prior to the commencement of an interim performance review.

CEO Key Result Area's (KRA's)

- Must contain a balance of both tactical and strategic KRAs.
- Must refer to the Corporate Business Plan and or Community Strategic Plan.

- The annual review of the Corporate Business Plan must be included as part of the KRAs that defines realistic milestones and reporting requirements.
- Must mirror the expectations of Council and Community.
- Must acknowledge leadership.
- Be reviewed annually and then agreed between the CEO and the Shire of Perenjori Council after each review period.
- Once agreed upon, the KRAs shall not be changed.

Presiding Member

- The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable;
- Following the appointment of the Presiding Member, the Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable;
- If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Meeting Procedures Local Law (2016);
- ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the matter resolved.

Meetings of the Committee

- The Committee will meet as required to facilitate an annual assessment of the CEO's performance
- A meeting of the Committee is to be held:
- if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- if so, decided by the Committee; or if called for by Council.
- The Committee shall also meet with the CEO at least six monthly on such dates and at such times as the Committee determines to receive and discuss an update on the progress of KRAs or other matters.
- The Committee may invite Shire employees, appointed facilitator or others to attend meetings and provide pertinent information, where necessary.

Powers of the Committee

- The Committee is a formally appointed committee of Council and is responsible to that body.

- The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- The Committee does not have any delegated authority.
- The Committee recommendations are to be referred to Council for consideration and decision before implementation.

Voting

- Each member of the Committee at a meeting will have one vote.
- The Presiding Member, in the event of an equality of votes, will have a casting vote.

Review Process

The review process comprises the following steps:

- Council appoints an independent facilitator to assist the Committee with the performance review process. The facilitator is to be acceptable to both parties, i.e. CEO and Council.
- Committee meets to confirm process with independent facilitator;
- CEO provides a written report and self-rating to the Committee against the Key Result Areas (KRAs);
- All elected members will have opportunity to participate in the performance review process;
- All elected members shall individually and independently rate and comment on the performance of the CEO against each of the KRAs and provide such assessment directly and confidentially to the independent facilitator;
- The independent facilitator will consolidate all scores and comments so as to present a 'reviewer report' to the Committee to discuss and validate overall ratings;
- The CEO meets with the Committee and independent facilitator for feedback and discussion;
- The Committee determines final ratings;
- The Committee and CEO determine KRAs for the forthcoming review period;
- The independent facilitator completes the final report, with final ratings and specific comments against each KRA;
- The CEO meets with the Committee and independent facilitator for discussion of the remuneration package in accordance with the contract of employment; and
- The final report, new KRAs and any remuneration packages recommendations are provided to Council for consideration each year in accordance with the CEO contract of employment.

Dispute

Where the CEO disagrees with the feedback, he/she is entitled to request Council to re-consider rating.

Completion of process

The performance review panel must deliver a report to Council that outlines:

- What worked in the process.

- The new KRAs for the next 12 months.
- Recommended changes to this process over the next 12 months.

Record Keeping

The President is to hold the record of the Performance review. All documents relating to the review process must be registered on the Shire of Perenjori's records management system.

Scope

This policy position applies to the conduct of CEO performance reviews.

Legislative and Strategic Context

Local Government Act 1995, s5.38

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Review Position and Date

To be reviewed annually by Council.

Associated Documents

- Employment Contract

POLICY ADMINISTRATION

Date Adopted:

Item N° 14112.3 20th November 2014

Reviews/Amendments:

Item N° 18065.4 21st June 2018

8003 – GRATUITY PAID TO EMPLOYEES ON RETIREMENT OR RESIGNATION

POLICY OBJECTIVE:

The Local Government Act (s5.50) requires a local government to have a policy that describes and regulates any payments made to an employee finishing employment with the local government.

The Policy is to be advertised locally before being adopted by the Council.

POLICY STATEMENT:

Introduction

The Local Government Act (s5.50) requires a local government to prepare a policy on payments to employees who are finishing employment, setting out the circumstances and manner of assessment of payments to employees that are additional to Awards or contracts.

The local government must also give local public notice in relation to the Policy.

POLICY STATEMENT

- When an employee leaves their employment or is made redundant, they may be given a material item or a service as a token of appreciation for their commitment and service to the Shire.
- This gratuity policy outlines the circumstances in which gratuity payments may be made to an employee.

This policy should be read in conjunction with section 5.50 of the Local Government Act 1995 and Local Government Administration Regulations 1996, specifically regulation 19a.

A gratuity payment is paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument.

This policy does not form a contractual entitlement for any employee of the Shire. CEO'S and designated senior employees are governed by their respective contracts.

Commitment

The Shire is committed to recognising long serving employees within the parameters set by the Local Government Act 1995 and the associated regulations.

Eligibility for Gratuity Payments

An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee's services are ceasing with the Shire for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Shire);
- Retirement; or
- Redundancy.

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy

The Chief Executive Officer is authorised to approve Petty Cash claims in accordance with the limits prescribed by this policy.

Funds will be allocated as part of the Shire's budget preparation process and unexpended amounts will be returned to general revenue.

Prescribed Amounts for Gratuity Payments

Number of Years' Service	Amount of Gratuity
Continuous service greater than 2 years and up to 5 years	A Statement of Service and a gift, or contribution towards a gift, to the value of \$100
Continuous service greater than 5 years and up to 10 years	Certificate of Appreciation and a gift to the value of \$250 Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a function to be determined by the Chief Executive Officer.
10 to a maximum of 15 Years Continuous Service	\$100.00 per year of continuous service up to a maximum of \$5,000.00 Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.
15 to a maximum of 20 Years Continuous Service	\$120.00 per year of continuous service up to a maximum of \$5,000.00. Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.
Above 20 Years' Service	\$150.00 per year of continuous service up to a maximum of \$5000.00

	Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.
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The Shire acknowledges that at the time this policy was introduced, employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by legislation or a relevant industrial instrument.

The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.

Determining Service

For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Shire determines otherwise;
- Any period of unpaid leave unless the Shire determines otherwise; or
- Any period of absence from duty on parental leave unless the Shire determines otherwise.

Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on a gratuity payment and agrees to fully indemnify the Shire in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Payments in addition to this Policy

The Shire agrees not to make any gratuity payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and the Shire has caused local public notification to be given in relation to the variation.

Financial Implications

- The Shire acknowledges that at the time the policy was introduced, the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.
- The Shire will take reasonable steps to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to anyone involved in administering a gratuity payment.

Any breaches of the policy may lead to disciplinary action.

This policy is intended to provide guidance.

There may be circumstances where the Council considers that an employee deserves a higher level of consideration or a more substantial reward for their contribution.

If the Council considers an individual case appropriate, it may exercise its power under the Local Government Act 1995 and Local Government Act (Administration) Regulations, 1996 whereby, if so resolved by the Council, Local Public Notice will be given in relation to any such additional payments to any specific employees outside of the Policy outlined above.

POLICY ADMINISTRATION

Reviews/Amendments: Item N° 17032.5 16th March 2017

8004 – PUBLIC INTEREST DISCLOSURE POLICY

POLICY OBJECTIVE:

To facilitate the disclosure of public interest information, to provide protection for those who make disclosures and for those the subject of disclosures, and, in consequence, to amend various Acts, and for related purposes.

This Policy relates to the Public Interest Disclosure Act 2003 and describes conditions whereby a matter should be disclosed, to whom the matter should be reported, protection of an individual and process for investigation of reported matters.

POLICY STATEMENT:

- The Shire of Perenjori does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire, its officers, employees and contractors.
- The Shire of Perenjori will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.
- The guidelines and policy provide for the manner in which the Shire of Perenjori will comply with its obligations under the *Public Interest Disclosure Act 2003*.

What is public interest disclosure?

A public interest disclosure (PID) occurs when a person provides information to a proper authority about a matter that is of public interest.

This information must be about some past, present or proposed improper behaviour by a public body (public authority, public officer or public sector contractor) while carrying out a public function.

A disclosure must relate to a matter of public interest and show wrongdoing by a public body when performing a public function.

What is a public body?

Public bodies include:

- A public authority (includes a State Government organisation, local government, regional local government, or a public university).

- A public officer (includes a State public service officer, an employee of a public authority, a minister, a member of Parliament, a judicial officer, a police officer, a holder of office under the State, or an officer of the Commonwealth exercising a function on behalf of the State).
- A public sector contractor (a person or organisation engaged by a public authority, or a subcontractor of this person, for the supply of goods and services or the performance of a public function).

What should be disclosed (reported) under this Act?

A disclosure must show the public body's involvement in one or more of the following:

- Improper conduct (generally a breach of the standards of conduct that a reasonable person could expect of a person or body, knowing their duties, powers and authority, in the circumstances of the case);
- An offence under State Law (including corruption);
- Conduct relating to matters of State or local government administration;
- Irregular or unauthorised use of public resources;
- Substantial mismanagement of public resources; and/or
- Conduct that involves a substantial and specific risk of injury, prejudice to public safety or harm to the environment.

NOTE: The Act does not apply to information that someone has, or is, engaging in criminal behaviour that is unconnected with their employment.

What is the difference between a PID and a grievance?

A public authority can receive many different types of complaints.

These can range from workplace disputes, harassment, bullying or occupational health concerns through to allegation of improper conduct or corruption.

Not all of these disclosures will be a PID to which the Act will apply.

Who can make a disclosure?

Under the Act, any person can make a disclosure if they believe something is wrong with the way a public body is acting or going to act.

Anyone (including employees of public bodies or members of the public) who believes, on reasonable grounds, that the information that they have is true can make a disclosure.

It must always be in the public interest to report it. Before you make a disclosure, you should consider whether the subject matter could be dealt with through other channels, like a grievance procedure or by reporting it to management or other authorities.

How to make a PID

Before making a disclosure, you should contact the Public Interest Disclosure Officer in the relevant authority to find out more about:

- How to make the disclosure and who you should disclose to.
- Your rights and responsibilities.
- The protections that will apply.
- Whether the information you have is covered by the Act.

If your information is not covered by the Act you can still make your disclosure to the public authority concerned using its grievance process (if you are or were an employee at the time the incident occurred) or its complaints management process (if you are a member of the public).

Once you have been informed about the Act and your rights and responsibilities, you must make it clear that you have chosen to make your disclosure under the Act.

Generally, the PID Officer will have a PID lodgement form for you to sign.

If you choose to make your disclosure under the Act, you must ensure you do not discuss the matter with anyone other than the PID Officer or the person conducting the investigation.

You may lose your immunity under the Act and breach the confidentiality provisions which may incur a penalty if you do.

A disclosure is more than a general complaint about dissatisfaction with a product or service or a decision by government, and it is more than a personal grievance that can be resolved by agreement between parties. In order to be covered by the Act, the information needs to relate to a matter of public interest.

NOTE: It is a serious offence to make a disclosure that is false, trivial, vexatious, misleading or tied to any personal agenda.

If you know the information in the disclosure is false or misleading, or you are reckless about the information, it will be considered an offence and could attract a penalty of \$12,000 or one year of imprisonment.

POLICY ADMINISTRATION

Reviews/Amendments: **Item N° 17032.5 16th March 2017**

8005 – INFLUENZA VACCINATIONS FOR EMPLOYEES

Council Policy 8005 – Influenza Vaccinations for Employees rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted: **Item N° 14112.3 20th November 2014**

Reviews/Amendments: **Item N° 17032.5 16th March 2017**

Rescinded: **Item N° 230123.4 23rd January 2023**

8006 – EMPLOYEE STUDY EXPENSES**POLICY OBJECTIVE:**

To encourage higher education / skills attainment by employees, relative to their duties, in order to achieve greater efficiency in Council operations and enhance promotional opportunities for the employees.

POLICY SCOPE:

The Chief Executive Officer may approve the reimbursement of the costs of enrolment / registration expenses in respect to staff undertaking further studies.

The following eligibility criteria apply:

- Must be a permanent employee of the Shire who has worked a minimum of 12 months.
- The course of study must be directly related to the employee's normal duties.
- The unit of study must be successfully completed by the employee to be eligible for Shire assistance.
- Study to be generally undertaken in employees own time. The CEO may approve time off work to attend a course or for study leave.

Maximum reimbursement to be \$1,000 per annum per employee unless funding is specifically included in the annual budget.

If an employee requests more than this amount it is to be negotiated as part of the salary package and included in the annual budget.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3 20th November 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

8007 – NEW EMPLOYEE MEDICAL EXAMINATIONS

Council Policy 8007 – New Employee Medical Examinations rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3 20th November 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017
Rescinded:	Item N° 230123.4 23rd January 2023

9000 – ELECTED MEMBERS

9001 – ELECTED MEMBERS CONFERENCES AND SEMINARS

POLICY STATEMENT:

At the Shire's expense each Councillor may attend seminars or conferences of their choice provided the seminar or conference is relative to local government and the Council agrees by majority to fund the Councillor's attendance.

This is generally restricted to one conference or seminar per year but may be increased with the majority of Council support.

The Shire will pay the cost of seminar registration and will accept costs associated with the seminar on the receipt of a copy of documentation.

These costs may include meals to a specified value, accommodation and/or travel to and from the conference.

Councillors should seek to acquire modest accommodation if they cannot be accommodated in a conference package with the conference accommodation provider.

On one occasion per year the Shire will pay for the Councillors partners' accommodation and meal costs at an approved conference or seminar.

If the chosen conference is the annual Local Government Convention the Shire will also pay reasonable activity costs for the Councillors partner.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3 20th November 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

9002 – ELECTED MEMBERS TRAINING**POLICY STATEMENT:**

The Council supports training of elected members to meet identified needs and associated further education so that elected members can adequately carry out their duties.

The President and CEO are responsible for identifying training needs and organising suitable training to fulfil those needs which may include, but is not limited to:

- Attendance at conferences and seminars organised by Local Government, Associations and/or professional employee bodies.
- Attendance at technical education centres
- Attendance at structured courses and seminars organised by appropriate training organisations
- in house on the job structured training

Training may include:

- a) Registration and course fees
- b) Travel and accommodation expenses

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17022.5	16th March 2017

9003 – ELECTED MEMBERS USE OF SHIRE VEHICLES**POLICY STATEMENT:**

A Member may use a Shire vehicle for approved Shire business in which the Member would usually receive reimbursement for using other means of transport.

The use of a Shire vehicle may be approved if it is more practical to use the Shire vehicle rather than the Member receiving payment for travel.

For a Member to use a Shire vehicle prior written approval is required from the CEO or President and an agreement signed specifying the responsibilities of the Member when using the vehicle. (Reg. 34AD LG (Administration) Regulations 1996).

Generally, the same conditions that apply to employees using Shire vehicles will apply to Members using Shire vehicles.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9004 – ELECTED MEMBERS IPADS**POLICY STATEMENT:**

The Council has purchased a Shared Data Plan that encompasses the combined use of iPads by each user.

The combination of light users and heavy users should ensure there are no excessive use costs.

Should this happen the Council may determine that the heavy user/s contribute to the excess costs.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9006 – ELECTED MEMBER CORRESPONDENCE – RECORD KEEPING**POLICY OBJECTIVE:**

To ensure that the Shire complies with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed correspondence.

POLICY STATEMENT:

This policy relates to correspondence or mail received by Elected Members at the Shire of Perenjori offices in any format (e.g. by post, fax, courier, hand-delivered)

Correspondence addressed to Elected Members at the Shire administration office is to be opened by designated officers, unless it is expressly marked Private, Confidential or Personal.

If correspondence is expressly marked Private, Confidential or Personal the correspondence is to be forwarded unopened or if a facsimile placed in a sealed envelope to the Councillor.

Councillor correspondence of continuing value as a State Record is to be incorporated into Council's record keeping system, before photocopying and forwarding to the Elected Member.

A copy of the correspondence is to be forwarded to the Elected Member or Elected Members as the case may be, within five working days of the administration receiving and registering the item of correspondence.

Correspondence of no continuing value need not be incorporated into the Council's record keeping system and may be destroyed when reference to it ceases.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9007 – ELECTED MEMBER HANDBOOK – LG ACT**POLICY STATEMENT:**

All Councillors are to be issued with a copy of the Councillor's Handbook and other suitable meeting procedures material.

All Councillors are to receive a copy of the *Local Government Act 1995* and associated *Regulations* on request although the use of electronic books is recommended.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3 20th November 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

9008 – ELECTED MEMBER REPRESENTATION – COMMITTEES, COMMUNITY**POLICY STATEMENT:**

All Council representatives wherever possible are to be serving members of the Council.

Upon ceasing to be a member of the Council, the representative is to cease as a member of a Committee unless approved by a resolution of the Council.

Upon ceasing to be a member of the Council, the representative is to cease membership of any Regional Council unless approved by a resolution of the Council and subject to the Regional Council Constitution.

Council representatives on a committee that is not a Council Standing Committee represent the Shire's position not the individual Councillor's position.

The Council's current committees are as follows;

1. Finance Committee
2. Plant and Works Committee
3. Audit Committee
4. Bush Fire Advisory Committee
5. Northern Country Zone of WALGA
6. North Midlands Sub-Regional Road Group
7. Wildflower Country Tourism Committee
8. Perenjori Townscape Committee
9. Development Assessment Panel

Representatives of Committees and Regional Councils are to be reviewed by Council resolution following each ordinary local government election unless a representative resigns prior to that election at which time a special appointment may be made by Council resolution.

POLICY ADMINISTRATION

Reviews/Amendments:	Item N° 17032.5 16th March 2017
Reviews/Amendments:	Item No. 211021.7 21st October

9009 – ELECTED MEMBERS FEES AND EXPENSES**POLICY OBJECTIVE:**

The purpose of this policy is to provide consistency in the setting of fees paid to Elected Members within the confines of the Local Government Act and Regulations.

POLICY STATEMENT:

An elected member is entitled to be paid when attending meetings of the Council, Regional Councils, and Council committees.

An elected member is entitled to be reimbursed for expenses incurred for activities approved by the Council and in accordance with Regulations.

The Shire President is entitled to additional payments in accordance with Regulations.

Meeting fees are set within the Local Government Administration Regulations (Reg. 30) and minimum and maximum allowable payments are declared annually by the Statutory Allowances Tribunal (SAT).

Attendance fees are determined at the time of the annual budget adoption and take effect from the day after the date of adoption and are paid on a per meeting basis (Reg 30(1)).

The Council may also appoint other persons to be members of committees (e.g. Audit Committee) and those persons are entitled to be paid as members.

Any employee of the Council who is a member of a committee is not entitled to be paid a fee as a member of the committee.

Fees are paid for;

- Members attending a committee meeting (Reg. 30(20)).
- Members attending other meetings such as WALGA Zone Meetings or Regional Road Group or other meetings determined under the Regulations (reg. 30) (3A))
- The Presidential allowance is paid at its maximum allowable in two payments (Reg. 33(1) (b) (i)).
- The Deputy President allowance is paid at the prescribed percentage of the Presidential Allowance being 25% and made in two payments (Reg33A).

The kinds of expenses that are to be reimbursed are rental charges for one telephone and facsimile, childcare services and travel costs (Reg. 31).

POLICY ADMINISTRATION

Date Adopted:

Item N° 14112.3 20th November 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

9010 - ELECTED MEMBER INFORMATION**POLICY STATEMENT:**

Information provided to Councillors relative to their position as an elected member shall not be used for purposes other than that related to their elected position. (*LGO Circular 452*).

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9011 – ELECTED MEMBER RETIREMENT**POLICY STATEMENT:**

If a Councillor resigns or leaves office other than for breaches of the Act or is not re-elected and the Councillor has served for more than three years, the Councillor will be entitled to receive a Shire of Perenjori plaque.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9012 – SOCIAL DRINKS**POLICY STATEMENT:**

The Shire President or other elected members may invite, staff, members of the public and visitors to a social drink at times deemed relevant by the member/s.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9013 – ELECTION OF SHIRE PRESIDENT AND DEPUTY AFTER ORDINARY ELECTIONS**POLICY STATEMENT:**

If after ordinary local government elections the positions of Shire President and / or Deputy Shire President are vacant and there is no Ordinary Meeting of Council planned within seven days after the election, then a Special Meeting will be called as soon as practicable to enable the Council to elect Councillors to fill those positions.

The date and time of the Special Meeting should be set by the retiring Council at the last Ordinary Meeting of the Council prior to the election.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3	20th November 2014
Reviews/Amendments:	Item N° 17032.5	16th March 2017

9014 – CARETAKER POLICY**POLICY STATEMENT:**

During the pre-election caretaker period the Council can only deal with matters that meet provision of the Act and should not make any major policy decisions that bind the incoming Council.

These provisions however do not preclude the Council making decisions where the issue:

- is urgent;
- the decision is significant;
- cannot be reasonably deferred without major negative repercussions; and
- where the decision relates to the completion of an activity already undertaken and endorsed by Council e.g. via the Budget, Council Plan or long-term strategies or policies, but does not meet the definition of 'major policy'.

It shall be the responsibility of the Chief Executive Officer to determine if a matter is significant and if it is urgent.

In the context of this Policy, a 'major policy' decision is defined as:

- relating to the employment or remuneration of a Chief Executive Officer under the Act, other than a decision to appoint an acting Chief Executive Officer;
- to terminate the appointment of a Chief Executive Officer;
- to enter into a contract the total value of which exceeds whichever is the greater of \$150,000 for goods and services contracts or \$200,000 for works contracts or 1% of the Council's revenue from rates in the preceding financial year.

If Council considers that there are extraordinary circumstances where the Perenjori community would be significantly disadvantaged by the Council not making a particular major policy decision, the Council will, by absolute majority only, make such a decision

During the pre-election caretaker period Council will not intentionally adopt any new Policy, Strategy, Local Law or major planning scheme amendment.

PUBLIC CONSULTATION

Public consultation means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy and includes discussion of that matter with the public.

Public consultation may be undertaken during the pre-election caretaker period to facilitate the day-to-day business of the Shire, to ensure matters continue to be proactively managed.

Consultations will avoid express or implicit links to the election.

COUNCIL RESOURCES

- 1 The Council will ensure that due propriety is observed in the use of all Shire resources, and employees are required to exercise appropriate discretion in that regard. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Manager Corporate and Development Services.
- 2 Councillor candidates undertake to use Shire resources, including offices, support staff, hospitality services, equipment (such as mobile phones or computers including Shire email addresses, printers etc.) and stationery

- exclusively for normal Shire business during the pre-election caretaker period, and not use such resources for any electioneering activity.
- 3 Reimbursements of Councillors' out-of-pocket and travel expenses during the pre-election caretaker period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
 - 4 No Shire events, logos, letterheads, business cards or other material such as photographs sourced by the Shire or other Shire branding should be used for, or linked in any way to, a candidate's election campaign.
 - 5 The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.
 - 6 No election material or active campaigning is to be conducted at Council sponsored events or displays.

Information

- 1 The Council recognises that all election candidates have rights to information from the Shire administration.
However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.
Neither Councillors nor candidates will receive information or advice from Shire staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the pre-election caretaker period.
- 2 Information and briefing material prepared by staff for Councillors during the pre-election caretaker period will relate only to items on Council meeting agendas, or to existing Shire services and programs.
- 3 An Information Request Register will be maintained by the Manager Corporate and Development Services from the opening period for nominations until the election is closed.
This Register will be a public document that records all requests for any information by candidates, and the responses given to those requests. Those responses will be provided by the Manager to the Chief Executive Officer or the returning Officer if the CEO is not the Returning Officer.
Only information that can be reasonably accessed will be released. The Register will exclude queries relating to items listed on formal Council meeting agendas during the pre-election caretaker period.
- 4 The Council may suspend public question time for Council meetings conducted during the pre-election caretaker period.

Communication

- 1 Shire communication will not be used in any way which might influence the outcome of a Council election.
- 2 Any requests for media advice or assistance from Councillors during the Election Period will be channeled through the Chief Executive Officer, Returning Officer or his/her delegate.

- 3 During the pre-election caretaker period, no employee will initiate any public statement that relates to an election issue.
Contact with the local media will be restricted to the communication of normal Shire activities.
- 4 In response to media inquiries the Chief Executive Officer will only provide information that relates to current services and operations if that approval is a delegated authority.
- 5 No media advice or assistance will be provided to Councillors in relation to election campaign matters or publicity which involves specific Councillors.
- 6 Councillors should not use their position as an elected representative or their access to Shire employees and other Shire resources or information to gain media attention in support of an election campaign. This includes photos or images provided by the Shire.
- 7 Councillor participation at Council sponsored community events should not be used to gain attention in support of an election campaign.

Assistance to Candidates

- 1 The Council affirms that all candidates for the Council election will be treated equally, fairly and without discrimination.
- 2 Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- 3 All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or an employee delegated by the Chief Executive Officer

POLICY ADMINISTRATION

Date Adopted:	Item N° 14112.3 20th November 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

9015 – FREEMAN OF THE SHIRE**POLICY OBJECTIVE:**

To provide a process by which the Council can formally and impartially recognise outstanding and meritorious service of an individual to the community of the Shire of Perenjori.

POLICY STATEMENT:**Initiator**

The initiator of a petition is to be properly listed on the petition with his or her address and contact details

Policy

- The Council may resolve by an absolute majority, to bestow the honorary title of 'Freeman of the Shire' upon any person who is a resident of the Shire of Perenjori who has satisfied the following criteria
- provided a quality of service significantly benefiting the community for a period no less than 10 years
- has assisted in the advancement of the Shire's strategic direction
- has provided benefit for the greater community in an outstanding, distinguished and meritorious manner that exceeds contributions of most other persons
- is not a serving Councillor or President of the Shire of Perenjori

Entitlements

The Shire of Perenjori will:

- award the title at a specially convened civic ceremony
- issue a press statement announcing the awarding of the title
- present the endorsed nominated person with a certificate attesting his or her quality as the Honorary Freeman of the Shire
- cause the portrait of the Honorary Freeman to be displayed in a visible place in the Shire Administration Building
- cause the name of the Honorary Freeman to be engraved on the Shire's Board of Past and Present Freeman.

Withdrawing or declining title

The Shire of Perenjori may, by written notification to the person awarded, withdraw the title of Honorary Freeman at any time without having to provide any justification.

A nominated person may decline at any time without having to provide any justification his or her nomination for the title of Honorary Freeman.

A person holding the title of Honorary Freeman may at any time without having to provide any justification renounce the title.

POLICY ADMINISTRATION

Date Adopted:

Item N° 14112.3 20th November 2014

Reviews/Amendments:

Item N° 17032.5 16th March 2017

9016 – GOVERNANCE POLICY – COUNCIL FORUM / BRIEFING SESSIONS**POLICY OBJECTIVE**

To enhance councillor's participation and information exchange.

POLICY STATEMENT

A minimum of one council forum will be held each month on the Thursday prior to the Ordinary Council Meeting commencing at 3pm.

Forum Procedure

1. A Council Forum is to be scheduled to be held each month on the Thursday prior to the Ordinary Council Meeting commencing at 3pm.
2. The date and time of a Council Forum can be amended at the discretion of Council to suit Council requirements (to take into account seasonal working pressures amongst other variables that may impact Councillors ability to attend forums) as required.
3. Any amendments to the time and date of a Council Forum will be published by the Shire on its website, Town notice board and Social Media (Facebook) at least four days prior to the initial forum date.
4. Forums to be attended by Councillors, the Chief Executive Officer, other senior staff, consultants and invited guests.
5. Forum Agenda shall include discussion on items included on the next Ordinary Council meeting agenda, issues that may result in agenda items for future Council meetings, concept items, matters raised by Councillors and questions/discussion on the Councillors Information Bulletin.
6. The Chief Executive Officer will ensure timely written notice and the agenda for each Forum is provided to all members, at least three days prior to the Forum.
7. The Shire President is to be the presiding member at all forums.
8. Elected members, employees, consultants and other participants shall disclose their financial and conflict of interest in matters to be discussed. Interests are to be disclosed in accordance with the provisions of the Local Government Act, 1995 as they apply to Council meetings.
9. Members of the public can attend the Forums.
10. The Presiding Person shall be guided by the principles set out in Section 5.23 of the Local Government Act when determining if to go behind closed doors.
11. A record shall be kept of all Forums. As no decisions will be made the record need only be a general record of items discussed but should record disclosures of interest with appropriate departure/return times

POLICY ADMINISTRATION

Date Adopted:

Item N° 18125.4 20th December 2018.

Reviews/Amendments:

Item No. 15.1.2

21st March 2021

9017 - COMMUNICATION PROTOCOL

This protocol covers the following aspects of elected members and appointed staff communications.

- 1 Relationships between councillors and employees.
- 2 Relationship between councillors and Shire President.
- 3 Relationship between shire president and chief executive officer.

ROLE OF PRESIDENT, COUNCILLORS AND CHIEF EXECUTIVE OFFICER

In Defining the role of the elected members and the chief executive officer the local government Act, 1995 states:

Role of Council

The council –

- Governs the local government's affairs;
- Is responsible for the performance of the local government's functions
- Without limiting subsection (1), the council is to –
- Oversee all the allocation of the local government's finances and resources; and
- Determine the local government's policies.

Role of President

The President –

- Presides at meetings in accordance with this Act;
- Provides leadership and guidance to the community in the district;
- Carries out civic and ceremonial duties on behalf of the local government;
- Speaks on behalf of the local government;
- Performs such other functions as are given to the president by this Act or any other written law; and
- Liaises with the CEO on the local government's affairs and the performance of its functions.

Role of Councillors

A Councillor –

- Represents the interest of electors, ratepayers and residents of the district; Provides leadership and guidance to the community in the district; Facilitates communication between the community and the council;
- Participates in the local government's decision-making processes at council and committee meeting; and
- Performs such other functions as are given to a councillor by this Act or any other written law.

Role of Chief Executive Officer

The CEO's functions are to –

- Advise the council in relation to the functions of a local government under this Act and other written laws;

- Ensure that advice and information is available to the council so that informed decisions can be made;
- Cause council decisions to be implemented;
- Manage the day to day operations of the local government;
- Liaise with the president on the local government's affairs and the performance of the local government's functions;
- Speak on behalf of the local government if the president agrees;
- Be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- Ensure that records and documents of the local government are properly kept for the purpose of this Act and any other written law; and
- 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.

Access to information by Council, Committee Members

Relevant to good communications is acknowledgment of the right of Councillors to have access to information held by the local government.

In this regard the local government Act, 1995 states:

- A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- Without limiting subsection (1), a council member can have access to –
 - a) all written contracts entered into by the local government; and
 - b) all documents relating to written contracts proposed to be entered into by the local government.

Improper use of information

A person who is council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- To gain directly or indirectly an advantage for the person or any other person; or
- To cause detriment to local government or any other person.

Relationships between Councillors and Employees

Acknowledging the roles defined in the local government Act, 1995 the following shall apply to Councillors and employees

- Councillors shall not direct or instruct employees and are prohibited from involvement in the shire's administration unless authorised by the Council or the Chief Executive Officer.
- Councillors shall undertake their day to day communications with the shire directly through the Chief Executive Officer or the Manager of Corporate and Development Services or the Manager of Infrastructure Services unless the

Chief Executive Officer authorises communications on particular matters to occur directly with specified employees.

- The Chief Executive Officer shall email to all Councillors a weekly update of activities undertaken by the organisation, meetings attended by the CEO and any other relevant information.

The content and extent of the weekly update will be determined by the Chief Executive Officer.

- The Chief Executive Officer shall, in a timely manner, grant access to or provide information on any matter requested by a Councillor.
- NO INFORMATION AFFECTING OR RELEVANT TO THE SHIRE SHALL BE KEPT CONFIDENTIAL FROM COUNCILLORS UNLESS IT IS A PERSONAL MATTER AFFECTING AN EMPLOYEE.
- The Chief Executive Officer shall undertake a review of the DCEO and MIS performance at least once per annum and shall provide a copy of the review documentation to all Councillors.

Councillors and employees will ensure that, in dealing with each other, they:

- Work together as part of the corporate team:
- Maintain an environment of mutual respect and co-operation; and
- Are respectful, frank and honest in their communications.

Relationship between Shire President and Councillors

Acknowledging the role of the Shire President and Councillors defined in the local government Act, 1995, the following shall apply:

- The Shire President shall each month, for inclusion on the Ordinary Council Meeting agenda, submit to the CEO/EA a written report on activities and functions undertaken on behalf of council and meetings attended on behalf of council.
- The Shire President will make all Councillors aware of the meetings scheduled with the CEO so that at which a specific issue is going to be discussed so that Councillors can attend if they wish.
- Councillors shall also give a verbal report at the monthly ordinary council meetings on activities and functions undertaken and meetings attended on behalf of the shire. Councillor's report shall be recorded in the minutes of the meeting.
- The Shire President and all Councillors should ideally meet at least once every three months, on an informal basis and without staff members, to discuss shire and local government matters.

The Shire President and Councillors will ensure that, in their dealing with each other they:

- Work together as part of the shire's corporate team
- Maintain an environment of mutual respect and co-operation; and
- Are respectful, frank and honest in their communications.

Relationship between Shire President and Chief Executive Officer

Acknowledging the role of the Shire President and the Chief Executive Officer, as defined in the local government Act, 1995, the following shall apply:

- The Shire President and Chief Executive Officer shall meet as and when required.
- The CEO shall keep a written record of matters discussed.

The Shire President and the Chief Executive Officer will ensure that, in their dealings with each other, they:

- Maintain open and frank communication;
- Maintain regular contact;
- Exchange information in a timely matter; and
- Have regard to their individual responsibilities.

POLICY ADMINISTRATION

Date Adopted:

Item N° 18115.1 15th November 2018

Reviews/Amendments:

9018 – ATTENDANCE AT EVENTS

POLICY OBJECTIVE:

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions and addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO) and establish guidelines for the management of acceptance invitations to events or functions.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

SCOPE

This policy applies to all Elected Members, the CEO and all employees of the Shire of Perenjori in their capacity as an Elected Member or employee of the Shire.

This policy operates in accordance with the *Local Government Act 1995*, *Local Government (Rules of Conduct) Regulations 2007*, *Local Government (Administration) Regulations 1996*, and Shire of Perenjori Code of Conduct.

POLICY STATEMENT:

Elected Members, the CEO and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid ticket or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

PROVISION OF TICKETS TO EVENTS

1. Invitations

- 1.1. All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the President or CEO.
- 1.2. Any invitation or offer of tickets that is not addressed to the President or CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3. In addition to tickets offered by third parties, the CEO in consultation with the President may purchase tickets for the purposes of Shire representation at an event.

2. Approval of attendance

2.1. In making a decision on attendance at an event, the following matters will be considered:

- who is providing the invitation or ticket to the event;
- the location of the event in relation to the local government (within the district or out of the district);
- the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- whether the event is sponsored by the local government;
- the benefit of local government representation at the event;
- the number of invitations/ tickets received; and
- the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- Any justification provided by the applicant when submitting an application for attendance at event approval.

2.2. Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

3. Pre-Approved Events

3.1. In order to meet the policy requirements tickets and invitations to pre-approved events must be received by the Shire (as opposed to in the name of a specific person in their role in the Shire).

3.2. The President, all Elected Members the CEO and employees of the shire are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event the fee will be paid for by the Shire out of the Shire's budget.

3.3. When events and attendees are pre-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/tickets available for all pre-authorised attendees, the President (in liaison with the CEO) will determine final attendance.

3.4. The Shire approves attendance at the following events by the President, Elected members, the CEO and employees of the Shire:

- a) Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- b) Meetings of clubs or organisations within the Shire of Perenjori;
- c) Any free event held within the Shire of Perenjori;
- d) Australian or West Australian Local Government events;

- e) Events hosted by Clubs or Not for Profit organisations within the Shire of Perenjori to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- f) Shire hosted ceremonies and functions
- g) Shire hosted events with employees
- h) Shire run tournaments or events;
- i) Shire sponsored functions or events;
- j) Community art exhibitions within the Shire of Perenjori or District.
- k) Cultural events/festivals within the Shire of Perenjori or District.
- l) Events run by a Local, State or Federal Government;
- m) Events run by schools and universities within the Shire of Perenjori;
- n) Events hosted by major professional bodies associated with local government at a local, state and federal level:
- o) Opening or launch of an event or facility within the Shire of Perenjori or District.
- p) Recognition of Service Event's within the Shire of Perenjori or District.
- q) RSL events with the Shire of Perenjori or District
- r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- s) Where the Shire President, Elected member of Chief Executive Officer representation has been formally required.

All Elected Members, the Chief Executive Officer and employees, with the approval of the CEO or their respective Manager, are entitled to attend a pre-approved event.

4. Approval Process – Events not pre-approved.

4.1. Where an invitation is received to an event that is not pre-approved, it may be submitted for approval, on the form provided at Attachment A, no later than three business days prior to the event, for approval as follows:

- Events for the Shire President will be approved by the Chief Executive Officer;
- Events for Elected Members will be approved by Chief Executive Officer;
- Events for the Chief Executive Officer will be approved by the Shire President; and
- Events for employees will be approved by the Chief Executive Officer or their respective Manager.

4.2. Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval;
- The benefit to the Shire of the person attending;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

5. Non-Approved Events

5.1. Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employees pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employees pays a discounted rate, or is provided with a free ticket(s), with a discounted value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

6. Payments in respect of attendance

6.1. Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of attendance and reasonable expenses, such as travel and accommodation, including for attendance of a partner, is to be paid out of the Members of Council budgets.

6.2. Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget allocation.

7. Dispute Resolution

7.1. All disputes regarding the approval of attendance at events are to be resolved by the Shire President and Chief Executive Officer in relation to Elected Members and the Chief Executive Officer in relation to Other Employees.

8. Other

8.1. Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Members, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together with what is expected of

that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

- 8.2. Free or discounted invitations / offers or tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the Chief Executive Officer and attendance will be determined based on the approval process associated with this policy and in liaison with the Shire President.

9. Record Keeping

- 9.1. The CEO will record decisions and/or approvals in Appendix 1 or Appendix 2.
- 9.2. The CEO must publish an up-to-date version of the policy on the local government's official website.

10. Definitions

CEO – The Shire of Perenjori Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – The Shire of Perenjori Council.

Elected Member / Councillor - a person duly elected to the office of Councillor on a Council by way of a free election.

District – Is defined as the Midwest.

In accordance with section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert
- Conference
- Function
- Sporting Event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

POLICY ADMINISTRATION

Date Adopted:

Item N° 16.3

19 November 2020

Reviews/Amendments:

9019 – COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT & TRAVEL**POLICY OBJECTIVE:**

The purpose of this policy is to provide clear guidelines to Council Members with regards to:

- Completion of training in accordance with the *Local Government Act 1995* section 5.126(1) and regulations
- Access to training and development programs that may enhance and improve the skills necessary to perform their role and function as an Council Member.
- Travel and accommodation arrangements when required to travel on Shire business.

SCOPE

This policy applies to all Council Members of the Shire of Perenjori (the Shire).

POLICY STATEMENT:

This policy provides a framework to all Council Members on training, professional development and travel related to Shire representation, for the benefit of the council and the community.

POLICY DETAILS:**11. Professional Development****11.1. Commitment to professional development**

- As a public face of the council and as community representatives, council members play an integral leadership role in the process for the development, communication and representation of the Council Strategic Plan and the council's policies, strategies and programs.
- Professional development for Council Members contributes towards a positive presentation of the council for the betterment of the organisation and the community.
- Council will allocate funds through its budget process to meet approved professional development needs of Council Members.

11.2. Mandatory Training

Each Council Member must complete training in accordance with the *Local Government Act 1995* section 5.126(1) and the *Local Government (Administration) Regulations 1996*:

- **Council Members Essentials**

A Council Member must undertake and successfully complete the course titled Council Member Essentials in accordance with the Local Government (Administration) Regulations 1996 within a period of twelve months beginning on the day on which the council member is elected. The course consists of the following modules;

- Understanding Local government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Report and Budgets; and

Is provided by any of the following bodies –

- i. North Metropolitan TAFE;
- ii. South North Metropolitan TAFE
- iii. WALGA

- **Exemption from Mandatory Training**

A council member is exempt from the requirement in section 5.126(1) of the Local Government Act 1995 if:

11.2..1. the council member passed either of the following courses within the period of five years ending immediately before the day on which the council member is elected:

- Council Member Essentials
- 52756WA Diploma of Local Government (Elected Member); or

11.2..2. the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the council member is elected.

11.2..3. A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

11.3. Personal development

- Council members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

11.4. Conferences, seminars, forums or delegations

- A Council member who is funded by the council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of the council, not as an individual.
- Council members may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:
 - To maximise the effectiveness of allocated resources, the council will only meet the cost of professional development outlined in this policy, subject to approval of the President.
 - A council member is required to complete an application form (**Appendix A**) to facilitate participation in professional development.
 - If a request for professional development cannot be accommodated within the budget allocation the President, in conjunction with the CEO, will determine if additional funding may be available from another area of the budget.
 - Applications to attend any interstate and overseas conferences, seminars, forums, delegations or similar events under this policy must be discussed with the President prior to seeking council approval.
 - The President or CEO may limit the attendance of multiple council members to a conference to ensure the effective governance of the council.
- Where voting delegates are required to represent the Shire of Perenjori – i.e. Western Australia Local Government Association (WALGA) Week, this is to be approved by the council.

11.5. **Funding for Professional Development**

The council will allocate funds for professional development during the budget process each year to provide for the professional development of council members.

11.6. **Applications for professional development funding**

- To maximise the effectiveness of allocated resources, the council will only meet the cost of professional development outlined in this policy, subject to approval of the President.
- A council member is required to complete an application form (**Appendix A**) to facilitate participation in professional development.
- If a request for professional development cannot be accommodated within the budget allocation the President, in conjunction with the CEO, will determine if additional funding may be available from another area of the budget.
- Applications to attend any interstate and overseas conferences, seminars, forums, delegations or similar events under this policy must be discussed with the President or Chief Executive Officer prior to seeking council approval.

- The President or CEO may limit the attendance of multiple council members to a conference to ensure the effective governance of the council.

12. Report on Training

The Shire must prepare a report for each financial year on the training completed by council members in the financial year. The report must be published on the Shire's website within one month after the end of the financial year to which the report relates.

13. Travel and Accommodations

Travel and accommodation expenses incurred as part of attending professional development activities must be in accordance with Section 3 of this policy - Travel and Accommodation.

13.1. Travel within Western Australia

Council Members may attend Shire Representation events within Western Australia during their term of office upon the following conditions:

- The travel falls within the definitions for conference, professional development or delegation;
- Prior approval has been granted by the President or Chief Executive Officer as applicable;
- In deciding whether approval is to be granted the President or Chief Executive Officer should take into consideration the council members remaining term of office; and
- There is sufficient budget allocation for the council members travel.

13.2. Travel outside Western Australia

Council Members may attend Shire Representation events held outside WA and overseas during their term of office upon the following conditions:

- The travel falls within the definitions for conference, professional development or delegation;
- An item has been presented to the council with the exclusion of the President's and/or councillor acting in that office, interstate travel specifying:
 - the benefit to the Shire of the attendance at the conference, professional development or delegation;
 - whether, if applicable, there is a necessity to send more than one council member; and
 - whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.
- Approval has been granted by council resolution; and
- There is sufficient budget allocation for the council members travel.

13.3. General conditions of travel

- **Bookings**

Travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer upon receipt and approval of the Application Form Council Member Professional Development (**Appendix A**). This will allow the Shire to take advantage of any discounts offered. Where practicable, travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.

- **Travel**

- 13.3..1. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- 13.3..2. Where a council member chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- 13.3..3. Air travel will be booked as economy class on the most economical flight. The cost of any upgrade to business class shall be paid from the council members personal funds or personal frequent flyer points.
- 13.3..4. The President shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.
- 13.3..5. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.
- 13.3..6. Taxi fares for reasonable travel requirements relevant to the conference and/or council business:
 - will be reimbursed upon return on the production of receipts to verify the expense; or
- 13.3..7. Council members who use their private vehicle for conference travel will be reimbursed for vehicle costs in accordance with the Public Service Award Motor Vehicle Allowance to a maximum amount equivalent to what it would have cost to travel by air.
- 13.3..8. A Council Member Reimbursement of Travel Expenses form (**Appendix B**) is to be completed and submitted to the Office of the CEO to process for approval and payment.
- 13.3..9. A part of the Shire's business travel insurance policy, any travel insurance for Council Members or their spouses is provided for as part of that certificate of currency.

- **Accommodation**

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

- **Meals and Incidentals**

13.3..1. The Shire will pay to a daily and combined level for reasonable costs of meals and incidentals per annual ATO Taxation Determination for these expense amounts as denoted on attached Reimbursement of Expenses form. Such expenses which will be paid or reimbursed by the Shire include:

- Taxi, rideshare (i.e. Uber), train, bus and tram fares to/from the airport and the venue;
- Vehicle hire, petrol and parking fees;
- Breakfasts, lunches, dinners not included in the registration fee.
- Reasonable telephone and internet charges and ICT expenses;
- Optional activities related to the conference/training; and
- Laundry and dry cleaning if the stay is for more than three days.

13.3..2. All costs are to be fully substantiated by receipts and invoices and a Council Member Reimbursement of Expenses form (**Appendix C**) is to be completed and submitted to the Office of the CEO to process for approval and payment.

13.3..3. All costs are to be fully substantiated by receipts and invoices and a Council Member Reimbursement of Expenses form (**Appendix C**) is to be completed and submitted to the Office of the CEO to process for approval and payment.

13.3..4. The Shire will not pay for or reimburse:

- Alcohol expenses of any type;
- Entertainment costs not associated with those scheduled as part of the Shire Representation event;
- Any expenses associated with matters other than those attended to while attending the Shire Representation event.
- A meal allowance if the conference provides meals as part of the package.

- **Accompanying persons**

13.3..1. A partner or spouse may accompany a council member to a Shire Representation event.

13.3..2. All expenses incurred by the accompanying person are to be paid by the accompanying person or council member, except the following which will be paid or reimbursed by the Shire:

- Official conference meals; and
- Accommodation provided there is no increase in accommodation costs arising if the council member attending the event on their own.

13.3.3. Where the Shire meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the council member/accompanying person within 30 days of being invoiced for such expenditure.

14. Workplace information

Following participation in an event covered by section 1 or a Shire Representation event of more than 5 days' duration covered in section 2 (excluding Local Government Week):

14.1. The council member(s) is expected to submit an individual or composite report (where approval has been granted for more than one member to attend) for inclusion in the next Council Agenda, within 30 days of attendance.

14.2. The report should document;

- the program and major points of interest to the Shire;
- whether the objectives of the participation were met;
- the benefits to the council member, council and the community; and
- the value of future attendance or representation by council at similar events.

14.3. All conference and training papers remain the property of the Shire.

KEY TERM DEFINITION

Council Member(s) means President, Deputy President and Councillors.

Conference means conferences, seminars, congresses, forums, workshops, study tours, delegations and events relevant to the role of a councillor.

Professional Development means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a councillor in their broad civic leadership role.

Delegation means any formal group visit, authorised by Council, to an external organisation representing the Shire of Perenjori.

The Terms "Conference, Professional Development and Delegation" are collectively used in this policy under the term "**Shire Representation**".

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing this policy.

WORKPLACE INFORMATION

Local Government Act 1995

Shire of Perenjori – Code of Conduct for Elected Members and employees

POLICY REVIEW

Pursuant to the *Local Government Act 1995, Section 5.128(5)(a)* this policy will be reviewed after each ordinary election as a minimum.

POLICY ADMINISTRATION

Date Adopted:

Item N° 16.5

November 19 2020

Reviews/Amendments:

10000 – CODE OF CONDUCT

10001 – CODE OF CONDUCT

Council Policy 10001 Code of Conduct rescinded in accordance with Ordinary Council Meeting Minutes held 23 January 2023, Council Decision 230123.4

POLICY ADMINISTRATION

Date Adopted:

Item N° 18115.2 15TH November 2018

Rescinded:

Item N° 230123.4 23rd January 2023