

ORDINARY COUNCIL MEETING

AGENDA

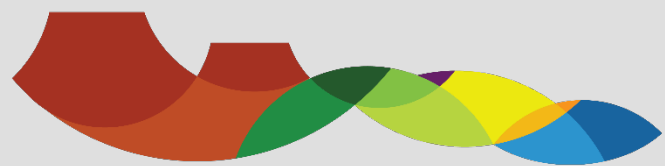
**9:00am Wednesday
17/03/2021**

**Bill Hemsley Park
Community Centre**

March 2021

SHIRE OF CHAPMAN VALLEY
Maurice Battilana
CHIEF EXECUTIVE OFFICER

*"A thriving
community,
making the
most of our
coastline,
ranges and
rural
settings to
support us
to grow and
prosper"*



SHIRE OF
Chapman Valley
love the rural life!

DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read 'M. Battilana', is positioned above the name and title of the Chief Executive Officer.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3.1 Attendees

3.2 Apologies

3.3 Previously Approved Leave of Absence (By Resolution of Council)

Nil

4.0 PUBLIC QUESTION TIME

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)

6.0 DISCLOSURE OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

“a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”

Section 5.60B:

“a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or

(b) a proposed change to the zoning or use of land that adjoins the person’s land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

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

membership of an association.”

Item No.	Member/Officers	Type of Interest	Nature of Interest

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Wednesday 17th February 2021

That the Minutes of the Ordinary Meeting of Council held Wednesday 17th February 2021 be confirmed as true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1

Deputy Chief Executive Officer

10.1 AGENDA ITEMS

10.1.1 Proposed Outbuilding Extension

10.1.1 Proposed Outbuilding Extension

PROPONENT:	J. Bowbridge
SITE:	64 (Lot 8) Richards Road, Buller
FILE REFERENCE:	A11
PREVIOUS REFERENCE:	Nil
DATE:	7 March 2021
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1	Submitted Application		✓

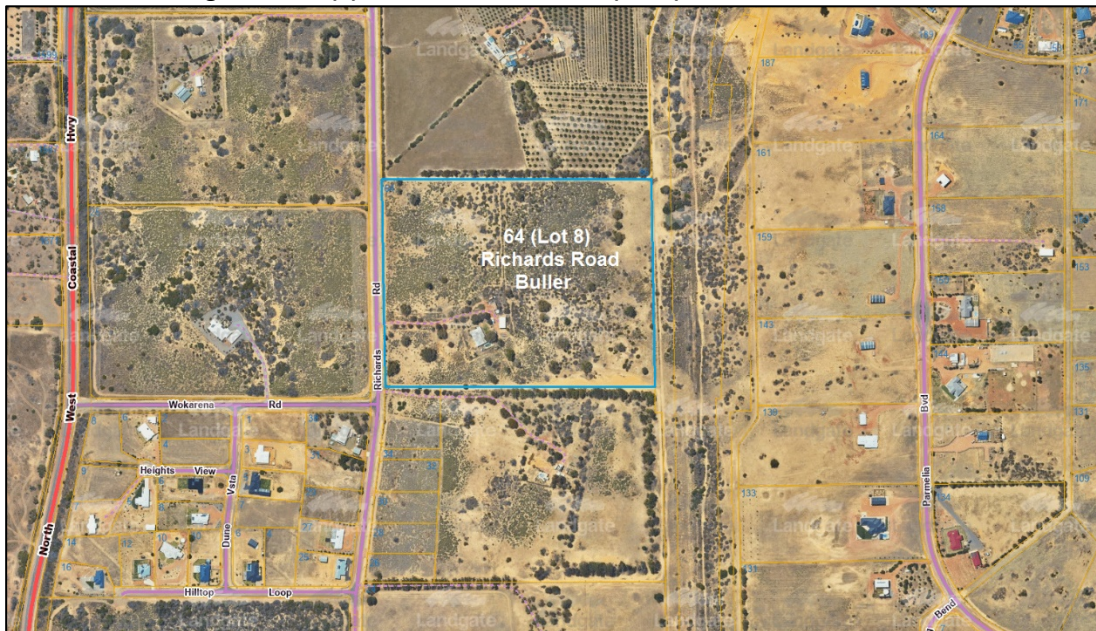
DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council is in receipt of an application seeking to extend an existing outbuilding upon 64 (Lot 8) Richards Road, Buller. The application has been advertised for comment and no objections were received. This report recommends approval.

Figure 10.1.1(a) – Location Plan for 64 (Lot 8) Richards Road, Buller



COMMENT

Lot 8 is a 12.0665ha on the eastern side of Richards Road with the following development history:

- 23/9/1986 Lot 8 created through Wokarena Road/Richards Road subdivision (Plan 15501).
- 20/8/1992 Applicant purchased property.
- 25/8/1992 Shire issued building approval for residence and 54m² shed.
- 10/3/2004 Shire issued building approval for patio and swimming pool.
- 20/1/2012 Shire issued building permit for 144m² shed.

Figure 10.1.1(b) – Aerial Photo of 64 (Lot 8) Richards Road, Buller



Application has now been received seeking to extend the 144m² outbuilding, with an 81m² lean-to extension, that would take the total outbuilding area upon Lot 8 to 279m².

Lot 8 is zoned 'Residential R2.5' and the Shire of Chapman Valley Outbuildings Local Planning Policy establishes a 180m² maximum (total aggregate) outbuilding area for this zone.

Due to the proposed outbuilding area exceeding the policy requirements, the application is unable to be determined by Shire staff under delegated authority and is placed before a meeting of Council for deliberation.

A copy of the received application, containing site, elevation and floor plans and site photographs has been provided as **separate Attachment 10.1.1** for Council's information.

In support of their application the landowner has advised as follows:

*"The Purpose of the shed is for domestic storage of my 9m boat of keeping boat under cover when not in use.
The Shed has the same profile and colour as the existing shed that it will be built next too.
The position of the shed is screened from Richards road to the west and to the north south and west no other residences can be seen.
The property is on a block of 19.4 acres
The colour of the shed is same as the original shed (Creamy sand colour)"*

Figure 10.1.1(c) – Submitted site plans for proposed outbuilding extension upon 64 (Lot 8) Richards Road, Buller



Figure 10.1.1(d) – View of Lot 8 looking north-east from Richards & Wokarena Road intersection



Consideration of the applicant's sought variation to the outbuilding area policy requirements may be warranted in this instance, based upon the following:

- Lot 8 is a 12.0665ha property and as such is considerably larger than the 4,000m² lot size that the R2.5 outbuilding policy requirements are designed for.
- In the event that Lot 8 was subdivided in future as per the Wokarena Heights Structure Plan (that is, into 25 residential lots) the streetscape plan layout was designed so that the residence and the outbuilding (with extension) could be clustered on a slightly larger lot to accommodate the existing built form.
- Council may wish to impose condition of development approval for the shed extension, that at such time as Lot 8 was subdivided, that the older 54m² shed (which is currently 28 years old, and would be older at time of future

subdivision) should be demolished, thereby reducing the total aggregate outbuilding area to 225m², which is closer to the standard 180m² R2.5 policy requirement.

- The outbuilding's proposed 3.6m wall height/4.2m gable height would meet with the 4m maximum wall height/5m maximum total height as specified in Council's Outbuildings Policy for the R2.5 zone.
- The visual impact of the proposed development to the streetscape is considered minimal given that the existing shed (and proposed shed extension) is setback 170m from the front property boundary, and would be obscured from Richards Road by the existing residence and vegetation.
- The visual impact of the proposed development upon neighbouring landowners is considered minimal with the proposed shed extension being setback 190m from the northern side property boundary, 110m from the southern side property boundary and 220m from the rear boundary (this being to the former Geraldton-Northampton railway alignment/Main Roads WA potential corridor).
- The application was advertised to the surrounding landowners inviting comment and no objections were received, and 2 submissions expressing support were received, this may be considered to demonstrate a general level of acceptance and/or indifference for the proposed development.
- The approval of the larger outbuilding area should not be considered to set a precedent for the Wokarena Heights Estate given the significantly larger scale of the subject property.
- The outbuilding extension would comprise complementary cream materials to the existing shed.
- The outbuilding extension would be for a lean-to rather than an enclosed bay and as such may be considered to have a lesser visual impact.
- The construction of an outbuilding extension to house their boat is considered to be of benefit to the landowner by enabling them to store this item out of the weather, but also provide an improved streetscape value rather than have it parked in the open.

STATUTORY ENVIRONMENT

64 (Lot 8) Richards Road, Buller is zoned 'Residential R2.5' under Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme').

The application has been brought before Council for its consideration as it exceeds the delegated authority of Shire staff in relation to the outbuilding area requirements.

Table 2 of the Scheme lists the objectives of the 'Residential' zone as being:

- “• To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.”

Clause 67 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by Council in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(g) any local planning policy for the Scheme area;...
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...

-
- ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
 - ...(s) *the adequacy of –*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;...*
 - ...(x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
 - (y) *any submissions received on the application;...*
 - ...(zb) *any other planning consideration the local government considers appropriate.”*

POLICY/PROCEDURE IMPLICATIONS

Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The Shire of Chapman Valley Outbuildings Local Planning Policy has the following objectives:

- “3.1 *To allow for a regional variation to Section 5.4.3 of State Planning Policy 3.1 - Residential Design Codes.*
- 3.2 *To provide a clear definition of what constitutes an “outbuilding”.*
- 3.3 *To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 3.4 *To limit the visual impact of outbuildings.*
- 3.5 *To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.*
- 3.6 *To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.”*

Section 6.2 of Council’s Outbuildings Policy sets the maximum total aggregate outbuilding area for Lot 8 as being 180m².

Lot 8 currently has a total aggregate outbuilding area of 198m², however, it is noted that the buildings upon Lot 8 were approved when the property was zoned ‘Rural’ and prior to the rezoning of the area to R2.5 on 20 November 2013, to allow for future subdivision into 4,000m² lots as per the Wokarena Heights Structure Plan.

The proposed shed extension would take the total aggregate outbuilding area for Lot 8 to 279m².

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 June 2019 meeting. It is not considered that determination of this application would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

Lot 8 is located within the Wokarena Heights Structure Plan area. It is not considered that the proposed development would prejudice the future subdivisional layout as contained within the structure plan.

Figure 10.1.1(e) – Extract from Wokarena Heights Structure Plan illustrating future subdivisional layout for Lot 8



Strategic Community Plan/Corporate Business Plan:

The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting. It is not considered that determination of this application would have impact in relation to the Strategic Community Plan.

CONSULTATION

Sections 6.7.b & 7.4 of the Shire's Outbuildings Local Planning Policy notes that applications seeking variation require consultation by means of the Shire writing directly to the surrounding landowners inviting comment.

The Shire wrote to the 4 surrounding landowners on 28 January 2021 providing details of the application and inviting comment upon the proposal prior to 19 February 2021, a sign was also erected on the Richards Road frontage of Lot 8 to advise of the received application and the opportunity for comment.

At the conclusion of the advertising period, 2 submissions had been received, both expressing support for the proposed shed extension.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple majority required

STAFF RECOMMENDATION

That Council grant formal planning approval for an outbuilding (lean-to) extension upon 64 (Lot 8) Richards Road, Buller subject to the following conditions:

- 1 Development shall be in accordance with the approved plans as contained within **Attachment 10.1.1** and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation, commercial or industrial purposes.
- 4 The outbuilding extension shall utilise materials and colours that are complementary to the existing outbuilding (to which it will be connected) to the approval of the local government.
- 5 Maintenance of landscaping about the development for the purposes of screening to the approval of the local government.
- 6 The older 54m² shed (constructed in 1992) upon Lot 8 shall be demolished prior to the subdivision of the property to ensure that the total aggregate outbuilding area is more closely aligned with the standard requirements for the R2.5 zone.
- 7 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (b) In regards to condition 6 the landowner may apply seeking the variation of Council to the requirement to demolish the older 54m² shed should they only be undertaking a partial subdivision of Lot 8 (e.g. the creation of a row of R2.5 lots along Richards Road only, and the maintaining of a larger balance lot to the rear that would contain the existing cluster of buildings). Such a request would be assessed by Council on its merits and it should not be construed that support for such a variation would be forthcoming.
- (c) If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10.2

Manager of Finance & Corporate Services

10.2 AGENDA ITEMS

- 10.2.1 Financial Management Report for February 2021**
- 10.2.2 Budget Review 2020-2021**
- 10.2.3 Chapman Valley Basketball Club**

10.2.1

Financial Management Report for February 2021

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	17 March 2021
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	February 2021 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts Feb 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Local Government (Financial Management) Regulations require monthly statements of financial activity to be reported and presented to Council.

COMMENT

The financial position at the end of February 2021 are detailed in the monthly management report provided as a separate attachment for Council's review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for February 2021

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Nil

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

Not applicable

RISK ASSESSMENT

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

That Council receives the financial management report supplied under separate cover for the months of February 2021 comprising the following:

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Cash & Financial Assets

Note 3 – Receivables

Note 4 – Other Current Assets

Note 5 – Payables

Note 6 – Rate Revenue

Note 7 – Disposal of Assets

Note 8 – Capital Acquisitions

Note 9 – Borrowings

Note 10 – Lease Liabilities

Note 11 – Cash Reserves

Note 12 – Other Current Liabilities

Note 13 – Operating Grants and Contributions

Note 14 – Non Operating Grants and Contributions

Note 15 - Trust Funds

Note 16 - Explanation of Material Variances

Additional Information

Budget by Program

Summary of Payments

Bank Reconciliation

Credit Card Statement

10.2.2 Annual Budget Review 2020/2021

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	306.13
PREVIOUS REFERENCE:	Nil
DATE:	17 March 2021
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.2(a)	Budget Review Report		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Local Government Act and Regulations require a local government to review its annual budget between 1st January and 31st March in each year. Regulation 33A of the Local Government (Financial Management) Regulations 1996 states:

“33A Review of budget

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
** Absolute Majority required*
- (4) *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”*

COMMENT

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress part way through the financial year. This review process has been undertaken having regard for:

- actual revenues and expenditures for the first six (6) months of the financial year,
- forecast revenue and expenditure levels for the remaining six (6) months of the year,
- the more significant (in dollar terms) variances to budget rather than the minor 'under & over's' which will generally balance out.

Council's adopted budget, at times will need variations made, to reflect changes which occur after the original budget has been adopted. There are several amendments identified in the review document (Budget Review Report) which accommodate unforeseen situations and reallocation revenue and expenditure since the Original Budget was adopted. The items listed in the Attachment 10.2.2(a) Budget Review Report have been identified as variations required to the Annual Budget yet having a nil overall effect on the 2020/2021 Adopted Budget. The Budget Review Report provides information on the identified revenue and expenditure expectations for the full year and is based on the review period 1 July 2020 to 31 January 2021. The report identifies amendments and provides explanations for these variances by Program (although also noted by Nature or Type in the financial statements). The financial statements are provided as a guidance

only to reflect a general revised full year budget based on the proposed amendments being adopted with no further changes to the budget for the remaining year.

The original 2020/2021 budget as adopted by Council forecast a closing position of \$1,642,943; after the annual financial audit, the actual audited closing position is \$1,760,791 increasing the carried forward surplus by an amount of \$117,848. The change in position is due generally to the estimating of 30 June 2020 creditors paid in July 2020, along with the retrospective adjustment in accounting policies. (Note the application of AASB 15 & AASB 1058 regarding the changes to recognition of revenue, along with the application of AASB 16 with respect to the recognition of lease liabilities).

STATUTORY ENVIRONMENT

Local Government Act (1995) – Division 2 - Annual Budget - Section 6.2

Local Government (Financial Management) Regulations - Review of Budget - Reg 33A

POLICY/PROCEDURE IMPLICATIONS

The budget is based on the principles contained in all Councils Plans for the Future

FINANCIAL IMPLICATIONS

A summary of Proposed Budget amendments is attached with a NIL overall budget effect.

Long Term Financial Plan (LTFP):

No significant effect on the LTFP#

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

CONSULTATION

All Senior Staff have been consulted to determine the various proposed budget amendments requested.

RISK ASSESSMENT

Risk Rating Level 1 - Insignificant is appropriate as associated risk would be a failure to comply with relevant Financial Management Regulations requiring local governments to review their annual budget. The proposed changes to the 2020/2021 Adopted Budget does not have a financial impact, simply a NIL affect overall. The proposed increase adjustments to expenditures are offset by reducing expenditure allocations elsewhere in the budget; increase to income not previously allocated and additional opening surplus, with the view to ensuring a budget outcome for the year achieves or delivers an improved overall result than the original budget

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Absolute Majority

STAFF RECOMMENDATION

1. Council adopts the 2020/2021 Statutory Budget Review, which includes all amendments listed in the Budget Review Report attached.
2. Delegated Authority is given to the Chief Executive Officer to transfer funds from the Plant/Light Vehicle Reserve (if required) for the repair of plant item P23 Caterpillar Grader.

10.2.3

Chapman Valley Basketball Club

PROPONENT:	Chapman Valley Basketball Club
SITE:	Nabawa Recreation Centre
FILE REFERENCE:	801.00
PREVIOUS REFERENCE:	Nil
DATE:	17 March 2021
AUTHOR:	Dianne Raymond, Manager of Finance & Corporate Services

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.3(a)	Correspondence Chapman Valley Basketball Club		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Correspondence has been received from the Chapman Valley Basketball Club (CVBC) to offer the Shire of Chapman Valley the opportunity to purchase assets located in the Nabawa Basketball Stadium. The CVBC has advised the scoreboard and shot clock could be purchased for a sum of \$2,000 after which these items would remain at the stadium.

COMMENT

The Nabawa Stadium has not been utilised by the CVBC for competition games from some years. Current usage by the CVBC has been in 2019/2020 when Juniors utilised the stadium for training purposes. Given the limited use and demand for the basketball stadium to be used in any professional capacity the price of \$2,000 to purchase the scoreboard and shot clock do not seem to be warranted from councils limited budget. Although the scoreboard can be switched on and appears in working order the stop clock has not been located. Therefore the staff recommendation is to decline the offer received and invite the CVBC to contact the Shire to arrange a suitable time to remove any CVBC items remaining at the Nabawa Stadium. Should Council wish to purchase the equipment a budget amendment for the expense would be required for the additional expenditure not already identified in the current budget (absolute majority required).

STATUTORY ENVIRONMENT

In accordance with legislative requirements of the Local Government Act, 1995, Section 6.8(1)(b) Council is required to resolve by **Absolute Majority** to incur expenditure from its municipal fund for an additional purpose that is not identified in the Adopted Budget.

POLICY/PROCEDURE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

Long Term Financial Plan (LTFP):

No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

CONSULTATION

Not applicable

RISK ASSESSMENT

Risk Rating Level 1 - Insignificant

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Absolute Majority

STAFF RECOMMENDATION

Council decline the offer to purchase equipment (scoreboard and stop clock) from the Chapman Valley Basketball Club which are located at the Nabawa Basketball Stadium and invite the Chapman Valley Basketball Club to remove these items.

10.3

Chief Executive Officer

- | | |
|---------------|--|
| 10.3 | AGENDA ITEMS |
| 10.3.1 | Corporate Business Plan Review |
| 10.3.2 | Policy and Procedures Review |
| 10.3.3 | Roads Infrastructure Committee |
| 10.3.4 | Building Infrastructure Committee |
| 10.3.5 | Review of Delegations Register |
| 10.3.6 | Standards CEO REC PA & Term |
| 10.3.7 | Beach Emergency Number Signage |

10.3.1

Corporate Business Plan Review

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	313.00
PREVIOUS REFERENCE:	02/20-10
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Draft Corporate Business Plan		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Council adopted the current Corporate Business Plan (CBP) at the February 2018 OCM after a full review process of the Strategic Community Plan (SCP) during 2017. The CBP has been reviewed annual (in accordance with legislation) with the latest review endorsed at the February 2020 OCM i.e.

Moved: Cr Batten

Seconded: Cr Davidson

Council endorse the revised Corporate Business Plan as presented with recommended changes.

Voting 6/0

CARRIED

Minute Reference: 02/20-10

A CBP Status Report is presented to Council as an information item in the CEO's Staff Report every month, which details where the specific projects identified by Council as requiring attention are at.

COMMENT

The full review of the Shire's Council SCP & CBP concluded with these plans being formally adopted by Council at the November 2017 & February 2019 OCMs respectively.

Under legislation Council is required to undertake a review of its SCP as follows:

"19C Strategic Community Plans, requirements for (Act s.5.56)

- 4) *A local government is to review the current strategic community plan for its district at least once every 4 years."*

Therefore, there is no need, nor is it being recommended, for the SCP to be reviewed until the 2021/2022 Financial Year.

Whereas the CBP is to be reviewed annually and then a full review is scheduled to be undertaken at the time the SCP is reviewed i.e. every 4 years:

“19DACorporate Business Plans, requirements for (Act s. 5.56)

- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
 - (3) A corporate business plan for a district is to —*
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
 - (4) A local government is to review the current corporate business plan for its district every year.*
 - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
 - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute majority required.*
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.”*

Council incorporates the annual review of its CBP as part of the Annual Budget Workshop and Budget Adoption process. There have been no amendments made to the SCP Objectives, Strategies or Actions (all of which are repeated in the CBP).

The Department of Local Government Guidelines on the IPR Review process recommends:

“The following diagram depicts an indicative 4 year road map for the IPR process. This is for reference only as each local government has significant discretion over the design of the process. For example, while community surveys are considered good practice, they are not mandatory. A local government may choose to conduct a community survey every year, every 2 years, every 4 years or not at all.

Indicative IPR “Roadmap”

YEAR 1	YEAR 2 Mini Strategic Review	YEAR 3	YEAR 4 Major Strategic Review
<ul style="list-style-type: none"> Annual Report on previous year Annual Budget for year 2 Extend 4 and 10 year budgets by one year Revisions to CBP Plan survey and community progress report (for Mini Strategic Review) 	<ul style="list-style-type: none"> Annual Report on year 1 Community Survey Community Progress Report Minor Strategic Review <ul style="list-style-type: none"> Updated Context Limited community engagement Revised 4 year program Revisions to IPR suite Annual Budget for year 3 	<ul style="list-style-type: none"> Annual Report on year 2 Annual Budget for year 4 Extend 4 and 10 year budgets by one year Revisions to CBP Plan survey and community progress report (for Major Strategic Review) 	<ul style="list-style-type: none"> Annual Report on year 3 Community Survey Community Progress Report Major Strategic Review <ul style="list-style-type: none"> Updated Context Extensive community engagement to refresh vision and goals Revised 10 and 4 year strategic priorities Revisions to IPR suite Annual budget for year 1 (next 4 year cycle)

This matter has been included in the December 2020 and February 2021 Concept Forums to provide Council with the opportunity to have a more detailed review of the CBP at the this point in time (i.e. *Mini Strategic Review*) of the 4 year period of the plan.

The draft recommended amendments to the CBP remain consistent with the SCP Objectives, Strategies or Actions. It is only the specific projects and items listed in the Short, Medium and Long Term stages and the No Timeline (Ongoing) aspects of the Plan, which are being recommended for amendment.

A copy of the draft CBP is provided at **Attachment 10.3.1(a)** with all the recommended amendments and comments from Elected Members and Staff highlighted.

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* states:

“5.56 Planning for the Future

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”*

It is intended under the Western Australian Integrated Planning and Reporting Framework that the Strategic Community Plan will replace the Plan for the Future under the process as set out by the *Local Government (Administration) Regulations 1996*.

Section 19C of the *Local Government (Administration) Regulations 1996* states:

“19C Strategic community plans, requirements for (Act Section 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

-
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
 - (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
 - (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
 - (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) *demographic trends.*
 - (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
 - (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
 - (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
 - (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
 - (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All relevant projects endorsed in the CBP for short, medium and long term will be included in the Long Term Financial and Asset Management Plans (if applicable) and considered as part of the Annual Budget cycle.

- **Long Term Financial Plan (LTFP):**

The LTFP forms part of the overall Integrated Planning & Reporting requirements of a local government authority and, where applicable, any changes made to the Strategic Community Plan and Corporate Business Plan will flow on through to the LTFP, Asset Management Plan and Workforce Plan and Annual Budgets.

STRATEGIC IMPLICATIONS

Other than it being a legislative requirement to adopt and review Integrated Planning & Reporting it is also strategically sound for these plans to be in place and relevant to provide Council and the community with an understanding of the future direction of the Shire.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.
5.3	Make informed decisions within resources and areas of responsibility	Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision making process

CONSULTATION

The CEO met with relevant Senior Staff to ensure they have had the opportunity to discuss the Draft CBP prior to presenting this Draft to the December 2020 and February 2021 Concept Forums.

As the CBP is a document from Council directing the CEO on priorities and timeframes to implement items identified in the CBP the review of this Plan now needs to be finalised and endorsed by Council.

RISK ASSESSMENT

Having Integrated Plans, which lack content, integrity and ownership can (and has) result in the Shire being questioned on its future strategic direction. Specifically, how this direction is to be resourced.

It is imperative Council continually works on improving all its Integrated Plans to remove the risk of being accused of lacking strategic direction.

In this instance, I believe the risk is considered **insignificant** i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

OPTION 1 - STAFF RECOMMENDATION

Council endorse the revised Corporate Business Plan as presented with recommended changes.

- **OR** -

OPTION 2 - STAFF RECOMMENDATION

Council endorse the revised Corporate Business Plan as presented with the following amendments:

- 1.
- 2.
- 3.

10.3.2

Review of Council Policies and Procedures

PROPONENT:	Shire of Chapman Valley
SITE:	Whole of Shire
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	03/20-13
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	Building & Projects Policy, Procedures & Guidelines Manual		✓
10.3.2(b)	Finance Policy, Procedures & Guidelines Manual		✓
10.3.2(c)	Governance and Policy Manual		✓
10.3.2(d)	HR Induction & Guidelines Manual		✓
10.3.2(e)	Organisational Corporate Policy, Procedure & Guidelines Manual		✓
10.3.2(f)	Planning & Development Policy, Procedures & Guidelines Manual		✓
10.3.2(g)	Works & Services Policy, Procedures & Guidelines Manual		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

To allow Council to review and consider changes to the Shire Policy & Procedures Manuals

At the March 2020 OCM the following was resolved:

Council:

- Relocated the following Management Procedures (without change) from the Planning & Development Policies & Procedure Manual to the Works & Services Policies & Procedure Manual:*
 - CMP-017 - Collection of Native Seed*
 - CMP-029 - Decontamination of Agricultural Spraying Vehicles Within Townsites*
 - CMP-037 - Permit - Landowners Spraying Of Council Controlled Reserves/Land*
 - CMP-038 - Declared Plants - Spraying Unit*
 - CMP-072 - Voluntary Care & Maintenance Works On Shire Controlled/Owned Land*
- Endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented with the following adjustments and the removal of Procedure CMP-042 for further consideration at a later date i.e.*
 - CMP-010 - Building & Facility Hire Conditions*
 - Delete Clause 11;*
 - Add text “..air conditioners, etc...” to the “Other” Clause*
 - CMP-014 - Sports Ground*

- (iii) CMP-015 – Council Housing/Buildings
- (iv) CMP-030 – Elected Members Training & Professional Development
 - (a) Correct grammatical and typographical errors
 - (b) Reinstate the third dot-point under the “Other” Clause
- (v) CMP-045 – Payment of Expenses
- (vi) CP-006 – Attendance at Events Policy (new Policy)

Voting F8/A0

CARRIED

Minute Reference: 03/20-13

COMMENT

Council undertook an extensive review of all policies and procedures during 2018 with the result being an up to date, segregated manual, which has categorised policies and procedures into specific organisation responsibility areas. This has ensured there are specified areas of responsibility and a defined process on how the policies & procedures are communicated to Elected Members & Staff.

The Policies & Procedures are categories in the following areas, which will have separate Manuals for each area of responsibility i.e.

Building
Finance
Governance
HR Induction
Organisational Corporate
Planning & Development
Works & Services

Each Manual has a designated *Responsible Officer* who is required for ensuring the policies & procedures relevant to their areas are communicated to staff under their management and to present recommended updates, amendments, additions, etc. to the CEO for consideration as required.

The *Elected Members Governance & Policy Manual* has been provided to all Elected Members and will be CEO's responsibility to present to Council any recommended updates, amendments, additions, etc. for consideration.

All staff proposed Policy & Procedures adjustments presented will have the recommended amendments, adoption or deletion tracked and shown in colored text to assist Council with clearly identifying any proposed changes to the existing policies & procedures.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 2.7(2)(b)

Role of Council

- 1) *The council:*
 - (a) *Governs the local government's affairs; and*
 - (b) *Is responsible for the performance of the local government's function.*
- 2) *Without limiting subsection (1), the council is to:*
 - a) *Oversee the allocation of the local government's finances and resources; and*
 - b) **Determine the local government policies.**

The legislation has no specific period for the review of Policies, yet Council has attempted to undertake a review annually.

POLICY IMPLICATIONS

All of the Shire of Chapman Valley existing policies & procedures are reviewed annually by Senior Staff, with those being recommended for amendments, adoption or deletion presented to Council for consideration.

FINANCIAL IMPLICATIONS

No effect on financial operations of the Shire.

Long Term Financial Plan (LTFP):

No effect on LTFP of the Shire.

STRATEGIC IMPLICATIONS

It is important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

It is also important Councillors and staff review the policies & procedures to ensure these remain current and relevant.

- **Strategic Community Plan/Corporate Business Plan**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

All *Responsible Staff* members have been given to opportunity to recommend to the CEO any amendments, deletions and additions to the existing policies & procedures, which forms the basis of the Staff Recommendation presented for Council consideration.

The Shire continues to work with consultants LG People (Marg Hemsley) to review the requirements of any other new Policies/Procedures being legislated by the State Government to be introduced and adopted by local government authorities. These will be presented as a separate process as they arise.

RISK ASSESSMENT

There is a risk associated with the organisation's Policies and Management Procedures being antiquated and not relevant, which could lead to poor operations and possible areas of non-compliance with legislation. However; I believe this risk is considered ***"insignificant"*** in this instance i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

Council endorse amendments, deletions and additions to the following Shire of Chapman Valley Policies & Management Procedures as presented i.e.

Building & Projects Policy, Procedures & Guidelines Manual

- (i) CMP-010 – Building & Facility Hire Conditions

Finance Policy, Procedures & Guidelines Manual

- (i) CP-024 - Purchasing
- (ii) CMP-006 - Use of Electronic Signature
- (iii) CMP-045 - Staff Payment of Expenses
- (iv) CMP-046 - Relocation Expenses
- (v) CMP-047 – Superannuation
- (vi) CMP-048 – Salary Sacrifice Arrangements & variation of Cash Component

HR Induction & Guidelines Manual

- (i) CMP-042 – Annual Leave
- (ii) CMP-043 – Hours of Work
- (iii) CMP-044 – Motor Vehicles – Usage of
- (iv) CMP-051 – Pre-Placement Medical Certificate Appointments
- (v) CMP-053 - Staff Attraction, Incentive & Retention Allowances & Conditions
- (vi) CMP-054 – Working From Home
- (vii) CMP-057 – Chapman Valley Attractions & Retention Procedure
- (viii) CMP-060 – Recruitment and Selection Procedure
- (ix) CMP-063 – Information Technology Usage
- (x) CMP-069 – Probationary Period of Employment

Works & Services Policy, Procedures & Guidelines Manual

- (i) CMP-002 – Stock on Roads
- (ii) IMP-023 – Gravel Acquisitions

10.3.3 Roads Infrastructure Committee Meeting

PROPONENT:	Roads Infrastructure Committee
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.03
PREVIOUS REFERENCE:	N/A
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.3(a)	Roads Infrastructure Committee Meeting Minutes		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Road Infrastructure Committee met on the 23rd February 2021 to review the following:

- ~ Road Works Program;
- ~ Road Hierarchy;
- ~ Heavy Haulage Vehicle Permit Roads; and
- ~ Plant Replacement Program

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.3(a)**).

COMMENT

Determination from the Road Infrastructure Committee will form recommendations to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

As stated in the Road Infrastructure Committee Minutes, various Policies and Procedures affect the decision-making process. These Policies and Procedures were considered during the Committee's deliberations.

FINANCIAL IMPLICATIONS

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised, whilst remaining conscious of the need to ensure road infrastructure maintenance is also preserved.

- **Long Term Financial Plan (LTFP):**

The Proposed 2021/2022 Road Works Program, Ten Year Road Works Program and Plant Replacement Program have been structured in a way to complement the LTFP. However; the Annual Budget can vary the amounts shown in the LTFP due to these Programs being more detailed. There will also be variation to the amounts indicated in the Programs when compared to the forthcoming budget as, again, the budget figures will be more detailed and analysed prior to being placed into the Draft Budget

STRATEGIC IMPLICATIONS

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shire's Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

It is important the Policy/Procedure to amend the Road Hierarchy is adhered to. This will ensure the integrity of the Road Hierarchy list and therefore the integrity of how Council allocates its resources to road works within the Shire is maintained.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten-Year Road Works Program
		Plant Replacement Programs	Review Plant Replacement Program

CONSULTATION

Consultation occurred with the Shire's Manager Works and Services (Esky Kelly), Works Leading Hand (Marty Elks) and Greenfield Technical Services (consultant engineer) when developing the proposed road works and/or plant replacement programs.

RISK ASSESSMENT

There is a risk associated with limited resources not being allocated to the roads in most need, hence the reason for the Road Hierarchy and consultation with the road works staff being essential to the integrity of the process of funding allocations. Council should not be subject to allocating funds to road because of the *"squeaky wheel receiving the most oil"* concept.

However; as I am confident the processes and procedure are in place to ensure resources are appropriately allocated to the various programs I believe the risk in this instance is **"Moderate"** i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

Council receive the Road Infrastructure Committee Minutes and endorse the recommendations within i.e.

1. Minute Reference RIC 03/21-2

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 9.1(a)** without change.

2. Minute Reference RIC 03/21-5

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2021/22 to 2030/2031* as presented at **Attachment 9.2(a)** with the following changes and this Program be used as a basis for resource allocation into the Draft 2021/2022 Budget:

- i. Extend seal on McCagh Road to Golf Club entrance;
- ii. Remove Parkfalls Estate Shoulder works from future Program of works;
- iii. Ensure own resource projects from previous year not completed are prioritised in 2021/2022 budget;
- iv. Budget consideration for additional roadworks staff member
- v. Concept Forum discussion on investigating improvement options Parkfalls Estate bridle paths; and
- vi. Traffic Counters to be placed on Nolba Road, Olsen Road, Nabawa Yetna Road; however grant project roads to take priority.

3. Minute Reference RIC 03/21-6

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.

4. Minute Reference RIC 03/21-7

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment 9.4(a)** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget:

- i. Add Tiny Surveyor Robot 2021/2022 budget consideration; and
- ii. Add Transportable Display Trailer 2021/2022 budget consideration.

10.3.4

Building & Disability Services Committee Meeting

PROPONENT:	Shire of Chapman Valley
SITE:	Various Sites
FILE REFERENCE:	801.00
PREVIOUS REFERENCE:	Not Applicable
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.4(a)	Building & Disability Services Committee Meeting Unconfirmed Minutes		✓
10.3.4(b)	Operating Building Maintenance Program & Capital Building Works Program		✓
10.3.4(c)	Disability Access Inclusion Plan		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire of Chapman Valley Building & Disability Services Committee met on the 24th February 2021 to review:

- Buildings Capital Works Program;
- Buildings Maintenance Works Program; and
- Disability Access & Inclusion Plan

The Unconfirmed Minutes of the meeting have been provided under separate cover for Council reference and information (see **Attachment 10.3.4(a)**).

COMMENT

The Minutes and recommendations from the Building & Disability Services Committee meeting are presented for Council consideration.

Rather than repeat the content of the Committee Meeting in this report I refer Councillors to the Committee Minutes and welcome any comments/questions.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Various Policies & Procedures are referred to and considered as part of the Committee process.

FINANCIAL IMPLICATIONS

Recommendations from the Committee are presented to Council for consideration for allocation into the forthcoming and future draft budgets. Not all cost estimates have been undertaken at time of writing this report.

- **Long Term Financial Plan (LTFP):**

The *Five Year Building Program* will have an effect on the Shire's Integrated Planning and Reporting, which sets Council's future long term direction and planning.

STRATEGIC IMPLICATIONS

It is important for Council to have a strategic approach to managing all its assets, which included buildings.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

CONSULTATION

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with users of these facilities.

RISK ASSESSMENT

There is a risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings/facilities. However; in this instance, I believe the risk is currently **Minor** i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATIONS

Council receive the Minutes of the Building & Disability Services Committee and endorse the recommendations within i.e.

1. Minute Reference: BDSC 02/21-4

The Committee recommends Council consider the draft "*Operating & Capital Building Programs*" as presented with the following amendments and this be used as a basis to develop the Draft 2021/2022 Budget:

Location	Amendments & New Items for Consideration
Public Toilets Tennis Club	Add Upgrade doors to reduce vermin access
	Add Maintenance on verandah Z purlins
	Add Reroof Capital Works Program Year 5

Works Depot	Remove cable gates/retractable gates
	Reintroduce Washdown Bay approx. 20m x 7m with compliant drainage and pressure cleaner to be re-costed.
Nabawa Community Centre	Add item to remove garden bed against building wall and resurface area
Council Chambers	Add replacement of windows western end and repair carpet
CV Museum Precinct	Reintroduce Power Upgrade and internal works to Precinct. Seek accurate costing estimates for future budget consideration and possible grant leverage funds
CVHS Requests	Defer CVHS request for Solar Panels on Shed Roof until power upgrade resolution. Defer CVHS request for until power upgrade resolution
Tourism & Events Working Group	Add a contingency amount of \$5,000 for Yuna Hall in 21/22 and encourage grant funds to be leveraged using these funds.
BHPCC	Defer Gazebo and pad from year 2021/22 in the 5 Year Capital Building Program until 2025/26
	Remove Overflow carpark
Yuna Golf Club	Add installation CCTV
Nanson Showgrounds	Add installation CCTV
	Add a contingency amount to continue internal power reticulation upgrades

2. **Minute Reference: BDSC 02/21-5**

Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

10.3.5

Review of Delegation Register

PROPONENT:	Chief Executive Officer
SITE:	Whole of Shire
FILE REFERENCE:	411.03
PREVIOUS REFERENCE:	03/20-7
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.5(a)	Existing Delegation Register		✓
10.3.5(b)	Dept. Local Government – Delegations Guidelines		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this Agenda Item is to allow Council to review the current Delegations Register for delegations given to the Chief Executive Officer as required by the Local Government Act 1995:

s5.46 - *'Register of, and records relevant to, delegations to CEO's and employees':*

s5.46(2) - *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.'*

The Shire of Chapman Valley has the following power under the Local Government Act 1995:

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

The Act also allows the Chief Executive Officer to sub-delegate any of his/her powers to any employee; such sub-delegation must be done in writing. The Chief Executive Officer is permitted under the Act to place conditions on any sub-delegation passed onto another employee.

Council last undertook a full review of the Delegations Register at the March 2020 OCM i.e.

"Council endorse the current Delegations Register as presented with the following change:

Delegation 3004

Add the following words the purchase limit section for the Chief Executive Officer:

"Within legislative tender thresholds limits"

Voting F8/A0
CARRIED
Minute Reference: 03/20-7"

COMMENT

The Chief Executive Officer and staff have reviewed the current Delegations Register (see **Attachment 10.3.5(a)**) with the continued emphasis bringing on this document remaining relevant, integrated and cross-referenced with all relevant Policies and Procedures.

The Policy & Procedures Manual has also continued to be cross-reference with all relevant Delegations.

Provided under separate cover for Council information is a copy of the Department of Local Governments Delegations Guidelines (**Attachment 10.3.1(b)**).

As the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented with only minor changes i.e.

DELEGATION NUMBER - **1006**

LEGISLATIVE POWER Planning & Development Act 2005; Building Regulations; Health Act, Local Government Act 1995, Litter Act 1979, Bushfire Act 1954, Dog Act 1976, Cat Act 2011, Control of Vehicles (Off Road Areas) Act 1978, Caravan Parks & Camping Grounds Act 1995 and any other relevant legislation as determined by the CEO

DELEGATION SUBJECT - Enforcement and Legal Proceedings

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 (Section 9.10) and Council's Local Laws.

Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

All such appointments must be within budgetary constraints unless funding is otherwise authorised by Council.

DELEGATION NUMBER - **3010**

LEGISLATIVE POWER - Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996

DELEGATION SUBJECT - Acceptance of Tenders

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed ~~\$150,000~~ the legislated threshold provided ~~that~~ appropriate provision is made in Council's Budget.

STATUTORY IMPLICATIONS / REQUIREMENTS

Local Government Act 1995 – Section 5.42, 5.43, 5.44, 5.45 and 5.46.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No Impact

- **Long Term Financial Plan (LTFP):**

No Impact

STRATEGIC IMPLICATIONS

It is essential for the smooth operations of the organisation to have appropriate delegation provided to the Chief Executive Officer. Such delegation need to be reviewed at least annually in accordance with legislation.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

The legislative process to review the Delegation Register requires discussion and consultation at a Council and Staff level, which is the basis of this Agenda Item.

RISK ASSESSMENT

It is important the Delegations Register is relevant and regularly reviewed to ensure efficiencies are in place for the operations of the organisation. There is a risk of the *day to day* operations being slowed and cumbersome if delegations are not in place and minor operational activities are continually taken back to Council for determination. With the current delegations I believe the risk is **insignificant** in this instance i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Absolute Majority – If Changes made i.e.

Section 5.46 (2) states Council must review the Delegation Register annually, however, if no amendments are made to the existing register a simple majority may accept it without amendment.

Section 5.42 (1) states that any decision to amend or revoke a delegation by a Local Government is to be by an Absolute Majority.

STAFF RECOMMENDATION (Simple Majority Required)

Council endorse the current Delegations Register as presented with the following changes:

1. Add the following wording to the LEGISLATIVE POWER heading for Delegation 1006:

“..Local Government Act 1995, Litter Act 1979, Bushfire Act 1954, Dog Act 1976, Cat Act 2011, Control of Vehicles (Off Road Areas) Act 1978, Caravan Parks & Camping Grounds Act 1995 and any other relevant legislation as determined by the CEO”

2. Amend wording in Delegation 3010 to read:

“Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed the legislated threshold provided appropriate provision is made in Council’s Budget.”

10.3.6

Standards for CEO Recruitment, Performance & Termination

PROPONENT:	State Government of Western Australia
SITE:	Whole Local Government
FILE REFERENCE:	411.04
PREVIOUS REFERENCE:	Not Applicable
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.6(a)	Draft Standards for CEO Recruitment, Performance & Termination		✓
10.3.6(b)	DLGSCI – CEO Standards Explanatory Notes		✓
10.3.6(c)	DLGSCI – Standards for CEO Recruitment, Performance & Termination Guidelines		✓

DISCLOSURE OF INTEREST

Maurice Battilana – Chief Executive Officer – Financial Interest in relation to the Draft *Standards for CEO Recruitment, Performance & Termination*.

BACKGROUND

Advice has been received from the Department of Local Government, Sport & Cultural Industries (DLGSCI) (dated the 3rd February 2021) regarding recently introduced legislation, effective from the same date i.e.

His Excellency the Governor, in Executive Council, has approved regulations that bring into effect the remaining parts of the Local Government Legislation Amendment Act 2019 (Amendment Act).

On Tuesday, 2 February 2021 the following regulations were gazetted to take effect on Wednesday, 3 February 2021:

- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.*

Further information on the new regulations, including explanatory notes and guidelines, are on the department's website.

COMMENT

The new Regulations cover the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are supposedly intended to ensure best practice and greater consistency in these processes between local governments.

The DLGSCI provided a Model Template for *Standards for CEO Recruitment, Performance & Termination* upon which the Draft was developed and is provided at **Attachment 10.3.6(a)** for Council consideration.

Also provided under separate cover (see **Attachment 10.3.4(b)**) is a copy of the DLGSCI *Local Government (Administration) Amendment Regulations 2021 – Explanatory Notes* and at **Attachment 10.3.6(c)** DLGSCI *Standards for CEO Recruitment, Performance & Termination Guidelines*. These guidelines are to assist local governments in meeting the *Model Standards* prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

Below are some interested comments stated in the *DLGSCI Standards for CEO Recruitment, Performance & Termination Guidelines*:

-
- i. *A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (Act) lists a number of general principles of employment that apply to local governments.*
- ii. *Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:*
- ~ former elected members or staff members of the local government;*
 - ~ former or current elected members (such as a Mayor or Shire President) or staff members of another local government;*
 - ~ a prominent or highly regarded member of the community; or*
 - ~ a person with experience in the recruitment of CEOs and senior executives.*
- iii. *A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.*

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- ~ development or review of the JDF;*
- ~ development of selection criteria;*
- ~ development of assessment methods in relation to the selection criteria;*
- ~ drafting of the advertisement;*
- ~ executive search;*
- ~ preliminary assessment of the applications;*
- ~ shortlisting;*
- ~ drafting questions for interview;*
- ~ coordinating interviews;*
- ~ preparing the selection summary assessment and recommendation;*
- ~ arranging for an integrity check and/or police clearance; and*
- ~ assisting the council in preparing the employment contract.*

As mentioned at the time of the overall Act Review process, the concern expressed by most small LGAs is the fact they will not have the internal resources to undertake the full recruitment process, therefore will need to outsource this activity to ensure full compliance with the new legislation. This has been totally ignored by the State Government and yet another administrative and governance cost burden has now been imposed on LGA Ratepayers by the State Government.

STATUTORY ENVIRONMENT

Local Government (Administration) Amendment Regulations 2021

POLICY/PROCEDURE IMPLICATIONS

No existing Policy/Procedure affected, though the proposed new Procedure CMP-060 dealt with at Agenda Item 10.3.2 deals with the Recruitment and Selection Procedure of staff other than the CEO.

The adoption of the proposed *Standards for CEO Recruitment, Performance & Termination* will result in the Standards becoming a legally required Policy of the Shire of Chapman Valley and added to the appropriate Policy/Procedures Manual.

FINANCIAL IMPLICATIONS

It does appear there will be a future financial imposition on the organisation for the introduction of the new *Standards for CEO Recruitment, Performance & Termination*. This will be an annually budgeted contingent amount placed in the Municipal Budget in the event the Shire may be required to implement any aspects of the Standards.

Long Term Financial Plan (LTFP):

No major effect is anticipated on the LTFP.

STRATEGIC IMPLICATIONS

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

CONSULTATION

The Western Australian Local Government Association (WALGA) and DLGSCI have both undertaken consultation processes seeking feedback for the local government industry on all proposed legislative changes, with the Shire of Chapman Valley making several submission on the plethora of proposed and suggested amendments, including *Standards for CEO Recruitment, Performance & Termination*.

RISK ASSESSMENT

I believe the risk associated with the new legislation is **Minor** if costs are annualised i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple majority.

STAFF RECOMMENDATION

Council adopt and introduce the new *Standards for CEO Recruitment, Performance & Termination* as presented at **Attachment 10.3.6(a)** in accordance with the *Local Government (Administration) Amendment Regulations, 2021*.

The Standards are to be added as Policy to the appropriate Shire of Chapman Valley Policy and Procedures Manual.

10.3.7

Beach Emergency Number Signage

PROPONENT:	Department of Primary Industries & Regional Development (DPIRD)
SITE:	Coronation Beach & Drummonds Cove (north)
FILE REFERENCE:	207.06.13 & 207.06.14
PREVIOUS REFERENCE:	NA
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.7(a)	Beach Emergency Number Signage (BEN) Guidelines 2021		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Correspondence (see email see below) received from DPIRD on the 15th February 2021 explains the BEN sign grants program has been extended to 12 coastal councils from north of Geraldton to Kununurra who are eligible for grants of up to \$50,000 to contribute towards the installation of BEN signs i.e.

“The McGowan Government made an election commitment to strengthen beach emergency measures following the fatal shark bite incident at Falcon Beach in 2016 that claimed the life of Ben Gerring.

A total of 1,239 Beach Emergency Numbers (BEN) signs have so far been installed at beach access points across 27 metropolitan and regional local government authorities and have become a vital part of directing first responders to emergencies at Western Australian beaches.

In December 2020, the BEN sign grants program was extended to 12 coastal councils from north of Geraldton to Kununurra who are eligible for grants of up to \$50 000 to contribute towards the installation of BEN signs.

The Department of Primary Industries and Regional Development (DPIRD) is the point of contact for the administration of the grant program and will work closely with local governments to ensure that the grant application process is as seamless as possible.

My email today is to invite your council to be part of the BEN grant program and to provide a copy of the 2021 Application Guidelines (attached). These guidelines explain how to register your local government’s interest in the program, provide information regarding the collection of proposed sign location data and indicate how to formally apply for a grant.

After reading the guidelines, you can register your interest in the BEN grant program at www.fish.wa.gov.au/eoi-bensign. This does not commit your council to the program, rather it provides the opportunity for DPIRD to assist you in considering the grant process. An expression of interest will also allow DPIRD to give you access to an online data collection tool to assist in the identification of potential BEN sign locations.

I will be co-ordinating the BEN grant program and will be pleased to provide any assistance you require when considering your council's involvement in this worthwhile project and through the grant application process.

Please contact me using the details below.

Kind regards.

Marion Massam | Beach Emergency Numbers (BEN) Sign Co-ordinator
Operations and Compliance
Sustainability and Biosecurity
Department of Primary Industries and Regional Development
140 William Street, Perth WA 6000"

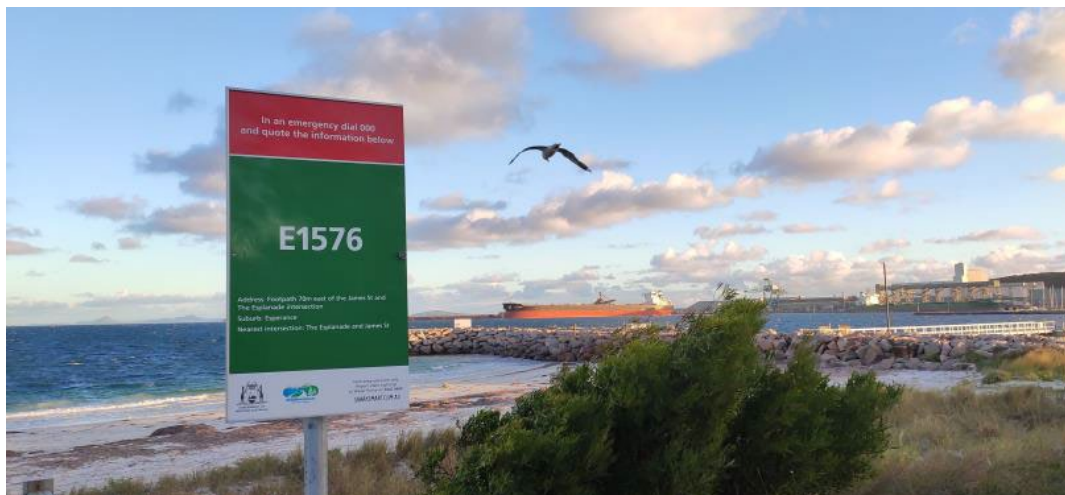
COMMENT

An expression of interest is yet to be lodged on behalf of Council. Involvement in the program does not commit Council to, rather it provides the opportunity for DPIRD to assist in considering the grant process. Submitting an expression of interest will allow DPIRD to give access to an online data collection tool to assist in the identification of potential BEN sign locations.

Each sign will have a distinct identification number that identifies the area of where the attack has occurred, which makes it easier for emergency services to locate, refer to guidelines.

LGAs may apply for up to \$50,000. The grant can be used for the following:

- a BEN sign (as per the template provided) to be located at each (or selected) beach access points within the LGA;
- signage fixtures (e.g. frame, brackets, pole etc); and
- design costs (template provided).



The grants funds cannot be used for:

- LGA sign location assessment, data management, installation or the ongoing maintenance and/or replacement of signs.

The BEN Guidelines state:

“When determining locations for BEN signs, particularly when there are more possible sign locations than finances allow for, it is recommended that signs are placed in areas which:

- are based on coastal risk assessments;*
- are considered to be high use visitor locations;*
- have public facilities;*
- have mobile phone coverage (but it is quite reasonable to locate signs where there is no phone coverage); and*
- may have had incidents which could have benefited from BEN signs in the past.”*

The Drummond Cove northern beach access and Coronation Beach Nature Based Camping Reserve are considered to most appropriate locations to locate BEN signs within the Shire of Chapman Valley. However; it would be appropriate to discuss the proposal to locate a sign at Drummond Cove with the City of Greater Geraldton to ensure this is not duplicated.

There is the issue of areas such as Buller River, South Coronation, Spot X etc. which are under the control of others (e.g. Development WA [previously Landcorp] and Mid West Ports). The Guidelines refer to an example where the beach area is under the control of the Department of Biodiversity, Conservation and Attractions (DBCA) i.e.

“Our LGA has lands managed by the Department of Biodiversity, Conservation and Attractions (DBCA). Who is responsible for BEN signs in these areas?”

LGAs wishing to install BEN signs on lands managed by DBCA (formerly the Department of Parks and Wildlife) will be required to discuss their intentions with the local DBCA office. DBCA will consider the LGA request and determine whether BEN signs are appropriate for the locations suggested.

DBCA will consider factors such as level of development at the site (carpark, toilets, other facilities, road access), visitation levels to the site, previous incident history and mobile phone coverage in determining whether BEN signs are appropriate at the identified locations.”

I would imagine this would be same situation for the beach in the Shire of Chapman Valley under the control of Development WA and Mid West Ports.

STATUTORY ENVIRONMENT

There is no Statutory obligation to participate in the BEN Signage program, nor to ensure signs are maintained and replaced as required. However, I would imagine once signs were in place it would be difficult not to maintain and replace the signs as required (at the Shire’s cost).

POLICY/PROCEDURE IMPLICATIONS

No existing Policy/Procedure affected.

FINANCIAL IMPLICATIONS

The initial cost of the signs and their required fixtures (e.g. frame, brackets, pole etc.) will be covered by the grant. The Shire will need to bear the costs of their installation. In addition Council will be responsible for the care, maintenance and replacement of the signs. This cost is not expected to be of any significance and can be accommodated in the annual budget provision for foreshore maintenance/operation in the various areas.

Long Term Financial Plan (LTFP):

No effect on LTFP.

STRATEGIC IMPLICATIONS

There is no strategic implications relevant to the BEN Signs program, other than for the Shire of Chapman Valley to be a participant in a State project along the whole to the Western Australian coastline.

Ref	Objective	Strategy
1.2	Strengthen our advocacy role and regional partnerships to support the provision of local services and facilities	Maintain close relationships with neighbouring shires and regional bodies

CONSULTATION

The Chief Executive Officer has been in consultation with the Shire of Northampton who have lodged an expression of interest to participate in the BEN Sign Program. At the time of writing the report contact had not been received from the City of Greater Geraldton. However; if Council resolve to participate in the program, contact will be made with the City to determine if they are also participating, and the appropriate location of signage at the Drummond Cover area before proceeding with this sign.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

1. Council lodge a funding submission with the Department of Primary Industry & Regional Development for the supply of Beach Emergency Number signs to be located at the following sites (numbers and locations to be determined by the Chief Executive Officer):
 - Coronation Beach
 - Drummond Cove (north) – Subject to consultation with the City of Greater Geraldton

-
2. Council approach Development WA & Mid West Ports to determine if they are interested in the installation of Beach Emergency Number signs at coastal nodes on land under their control/management. If so the Shire could add these locations to its expression of interest with the Department of Primary Industry & Regional Development subject to these two organisations being responsible for the installation, maintenance and replacement of these particular signs.

10.3.8 WA Regional Tourism Conference- Geraldton

PROPONENT:	Cr Nicole Batten
SITE:	Geraldton
FILE REFERENCE:	403.04
PREVIOUS REFERENCE:	NA
DATE:	17 th March 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.8(a)	CP-006 Attendance at Events Policy		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

Cr Nicole Batten has requested an item be presented to Council to consider approving her attendance to the WA Regional Tourism Conference (one day only) in her role as Chairperson of the Shire's Tourism & Events Working Group. The email below was sent by Cr Batten on the 9th March 2021:

"Thanks Maurice, yes let's put an agenda item up this month. There is still plenty of lead in time for registrations.

As Chair of the Tourism Working Group I feel that it is important we are exposed to opportunities , especially local events that may assist us in our work toward supporting tourism and businesses in Chapman Valley. It will provide us within more of and insight into where we fit in the overall Midwest Tourism sector, as well as connect us with surrounding businesses, people and LGA's. Unless we have a seat at the table, we will be on the backfoot.

I would like to register for the one day WA Regional Tourism Conference on Tuesday 4th May. Early Bird Member rate is \$445 (I'm unsure as to whether CV Shire are members), alternatively non-member rate is \$940. This includes Welcome Function, one day Summit, post Summit dinner and a post Summit tour option.

This is the cheapest ticket available so I hope it's within reach for small tourism businesses!

*Cheers
Nic"*

COMMENT

The Shire of Chapman Valley is not a member of Tourism WA so the Early Bird fee to attend the Conference on 4 May 2021 will be \$940.

It is important Elected Members and Staff attend Conferences, and events relevant to their positions and the community as is stated in Policy CP-006 regarding "Attendance at Events" i.e.

- 2.1. *In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.*

Council's Policy also refers to the role of the person attending, which in this case is relevant with Cr Batten being Chair of the Shire's Tourism & Events Working Group i.e.

- 5.1 *In deciding on attendance at an event, the Council will consider:*
- a) who is providing the invitation or ticket to the event,*
 - b) the location of the event in relation to the local government (within the district or out of the district),*
 - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,*
 - d) whether the event is sponsored by the local government,*
 - e) the benefit of local government representation at the event,*
 - f) the number of invitations / tickets received, and*
 - g) 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.*

Below is an extract from the Tourism Council WA Website regarding the Conference:

2021 Perth Airport WA Regional Tourism Conference - Program

Registrations now open

The 2021 Perth Airport WA Regional Tourism Conference will take place in Geraldton on May 3 - 5, 2021.

Program and timings subject to change. Full program to be released soon.

Monday, May 3

8.00am - 5.00pm - Aboriginal Tourism Conference (all welcome)

1.30pm - 5.00pm - Visitor Centres WA Session (Visitor Centre representatives only)

5.00pm - 7.00pm - Welcome Cocktail Function (included for all delegates)

Tuesday, May 4

8.00am - 4.00pm - WA Regional Tourism Conference (included for all delegates)

5.15pm - 10.00pm - WA Regional Tourism Conference Dinner at secret location (included for all delegates)

Wednesday, May 5

Optional half-day or full-day tour included for all delegates

STATUTORY ENVIRONMENT

Local Government Act, 1996 – Section 5.90A deals with the legislative requirement for a local government authority to adopt a Policy in regards to attendance at events.

POLICY/PROCEDURE IMPLICATIONS

Policy CP-006 "Attendance at Events" is provided at **Attachment 10.3.8(a)** for Council information.

FINANCIAL IMPLICATIONS

The 2020/2021 Adopted Budget for “Members Conference & Events Expenses (COA 0192)” is \$20,000 with an amount of \$1,526.81 spent/committed as at the 28th February 2021.

Long Term Financial Plan (LTFP):

No effect on the LTFP

STRATEGIC IMPLICATIONS

It is important Elected Members and Staff attend Conferences, and events relevant to their positions and the community.

Ref	Objective	Strategy	Action
2.3	Welcome local tourism and participation in regional strategy	Research and develop local tourism plan	Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.
		Explore support needed by local tourism industries	Encourage Tourism Operators to establish an Alliance for them to research support required. This must be industry driven, not Shire driven.
		Welcome and participate in regional tourism development	Encourage the establishment of a local Tourism Alliance made up of Tourism Operators

CONSULTATION

Attendance at the Conference has been discussed with Cr Batten prior to completing this report.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority (see Clause 5.2 of CP-006 “Attendance At Events Policy”)

“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.”

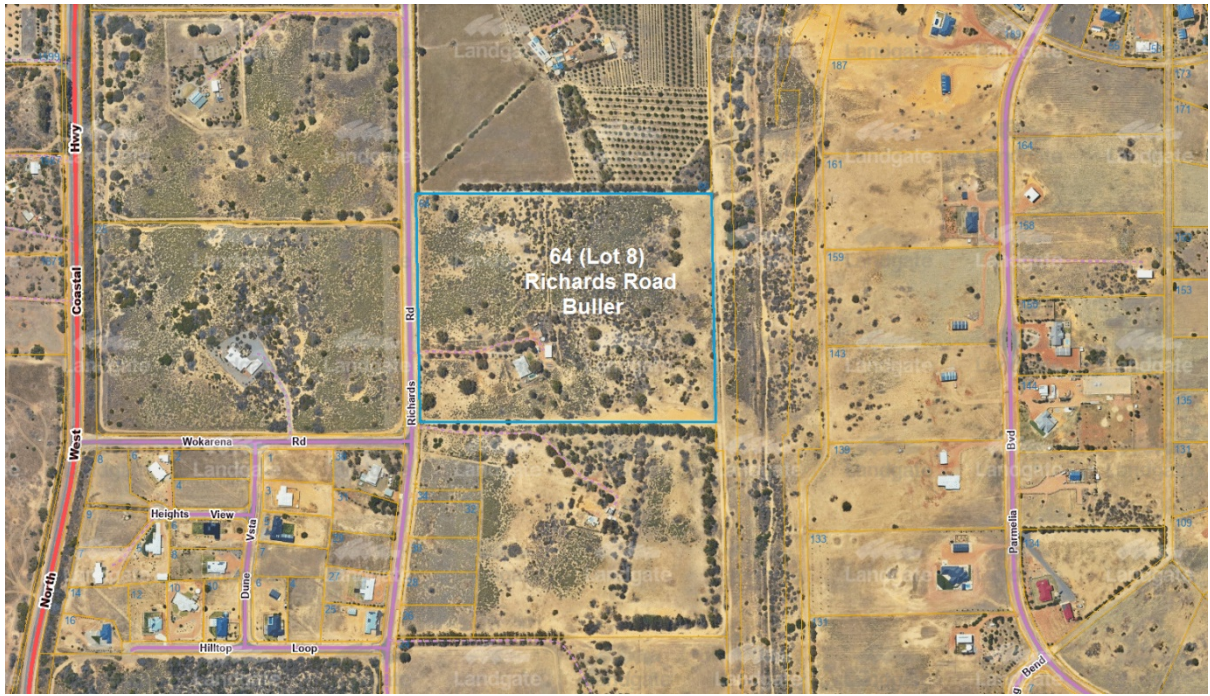
STAFF RECOMMENDATION

Council endorse Cr Nicole Batten’s attendance to the WA Regional Tourism Conference in Geraldton on the 4th May 2021 and cover cost associated with such attendance from COA 0192 and in accordance with Policy CP-006.

-
- 11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
 - 12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
 - 13.0 DELEGATES REPORTS**
 - 14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
 - 15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**
 - 16.0 CLOSURE**



SOURCE DOCUMENTATION





140.0

LOT 7

336.16

LOT 8

RICHARDS ROAD

304.03

304.04

Existing Residence



Existing SHED. (54 m²)



PROPOSED NEW SHED EXTENSION (81 m²)

+30.0

EXISTING SHED. (144 m²)

337.68

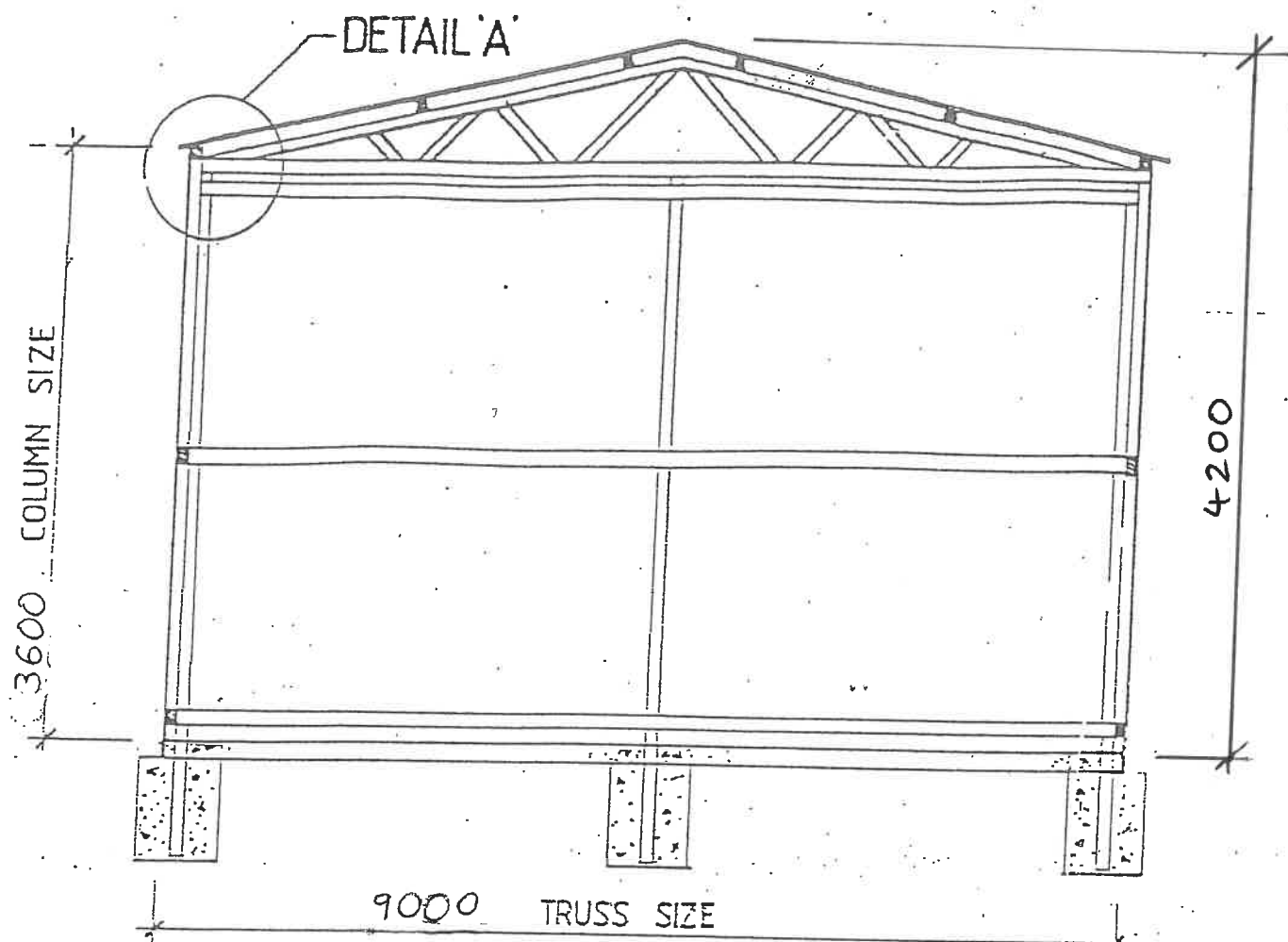
LOT 9

100.0

—+— NORTH

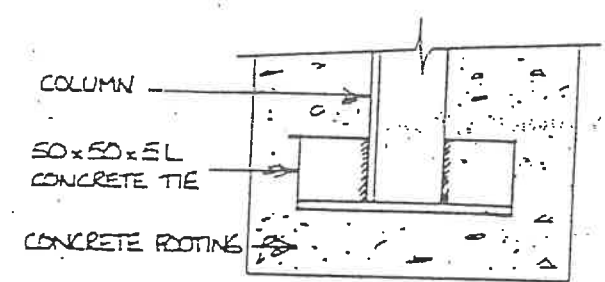


KEY SHED EXTENSION IN. RED AREA TO NORTH
OF ORIGINAL SHED

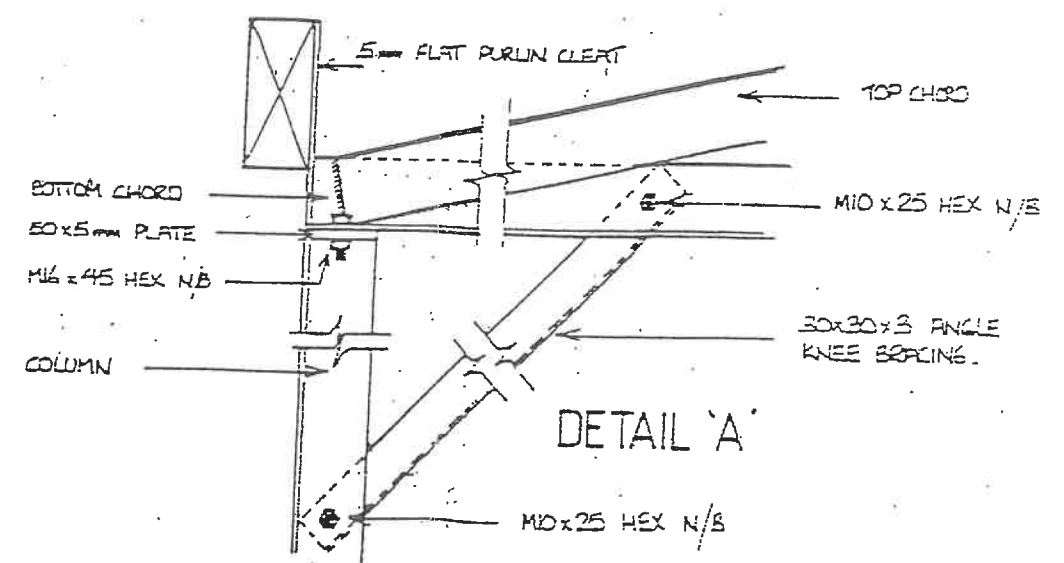
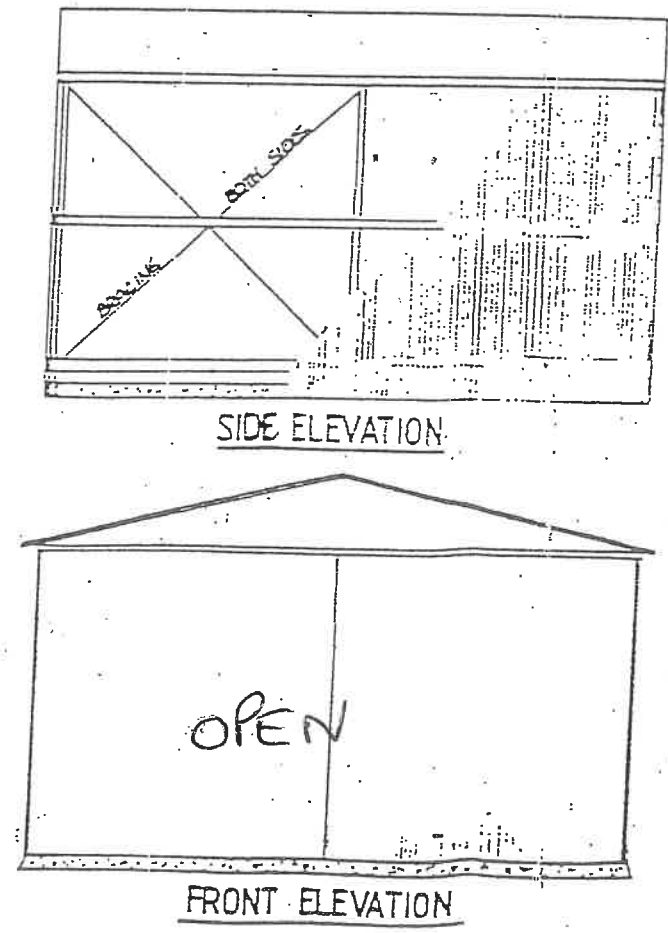
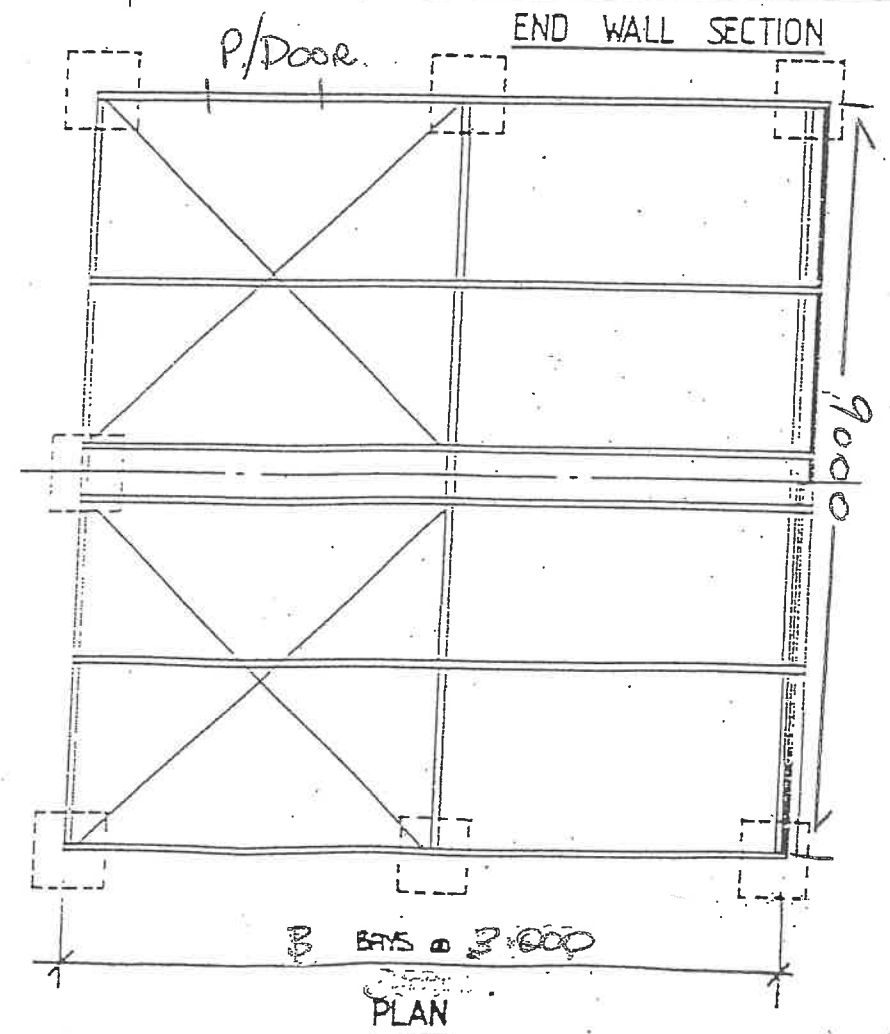


Columns	90 x 90 x 5 angle
Truss	top chord bottom chord webbing
	50 x 50 x 5 angle 50 x 50 x 5 angle 30 x 30 x 3 angle
Purlins	Monoform
	90 x 40 galv.
Wind bracing	10mm round
Cladding	Colorbond Trimdek
Gutters	Colorbond Sheerline

Footings 600 x 600 x 600 D



- ### DESIGN PARTICULARS
- TERRAIN CATEGORY 3
 - WIND SPEED 45 M/S
 - ALL WORKMANSHIP AND MATERIALS USED IN THE FABRICATION AND ERECTION SHALL COMPLY WITH ALL RELEVANT AUSTRALIAN STANDARDS.
 - ALL WELDS SHALL BE 6mm FILLET OR BUTT CONTINUOUS WITH FULL PENETRATION.



BROWN & JOY INDUSTRIES PTY LTD	
STANDARD GABLE ROOF GARAGE	
Client: Jim Bowbridge Lot: 8 Richards Road Buller WA 6532	STRUCTURAL DETAILS APPROVED BY G. ROBERTS BE.MIE(AUST)
	PLAN No: 3572

View from Richards road and shed will be behind house to the west



From Richards Rd running into shed can't see from road



Where you drive into shed area



Shows shed area on northern side of shed



Area to north from shed area



SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 28th February 2021

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

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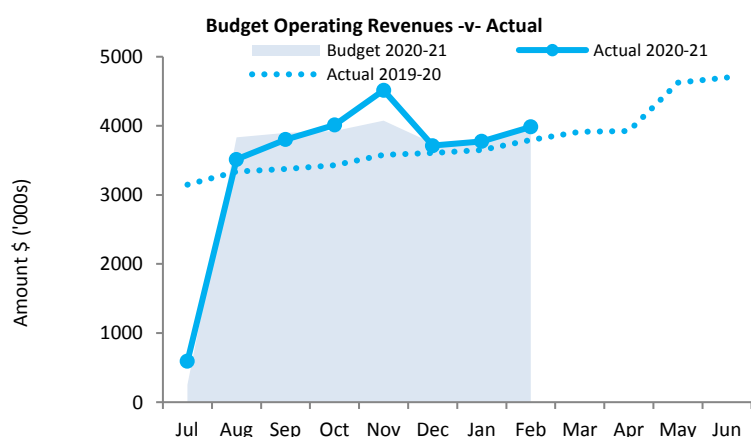
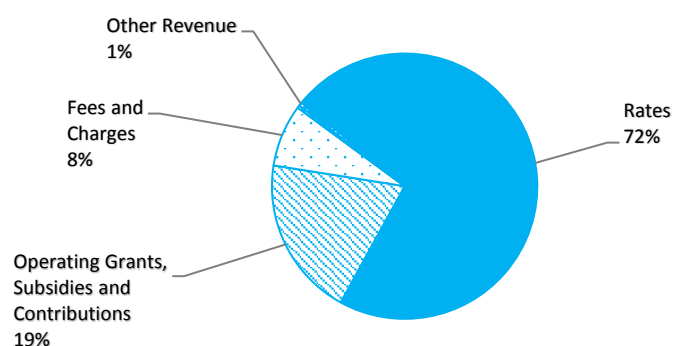
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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021

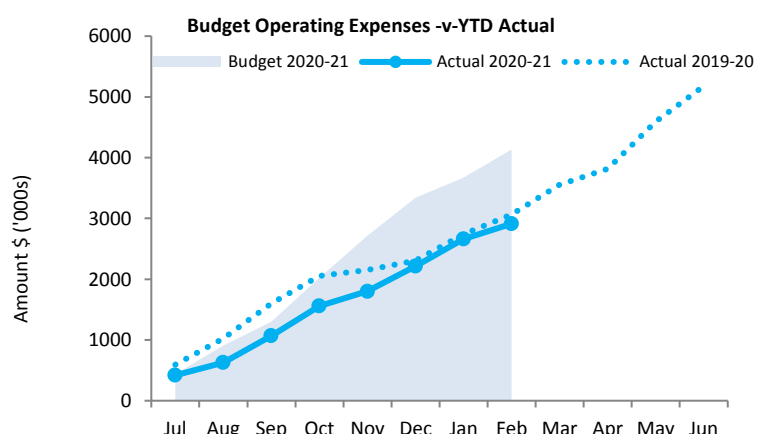
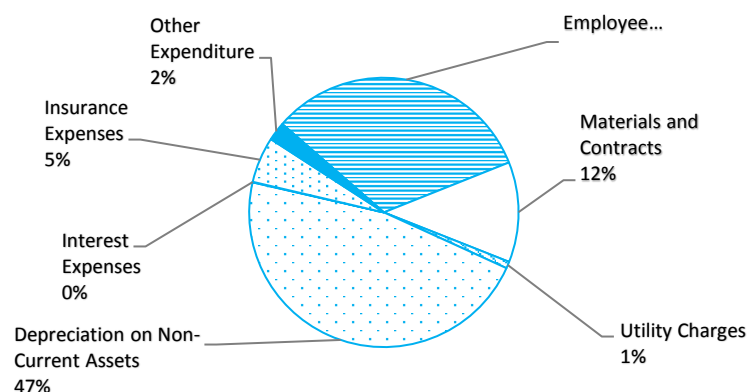
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

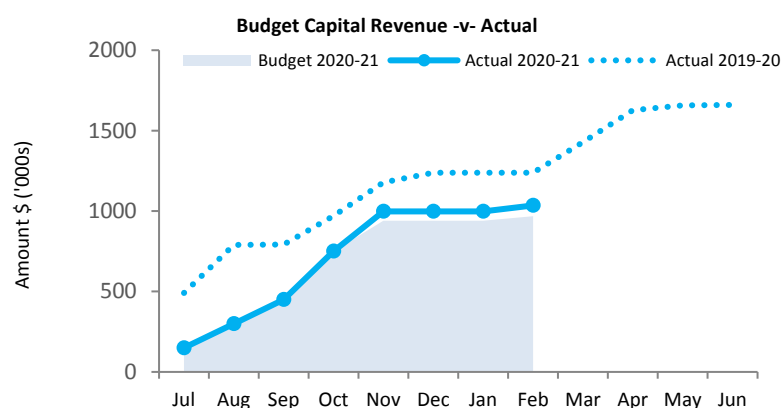


OPERATING EXPENSES

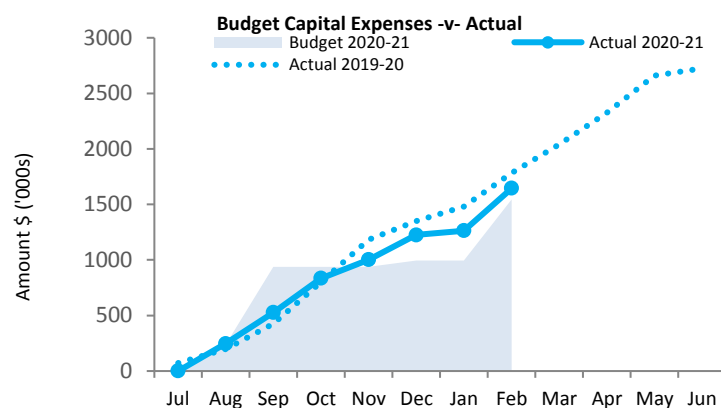


INVESTING ACTIVITIES

CAPITAL REVENUE



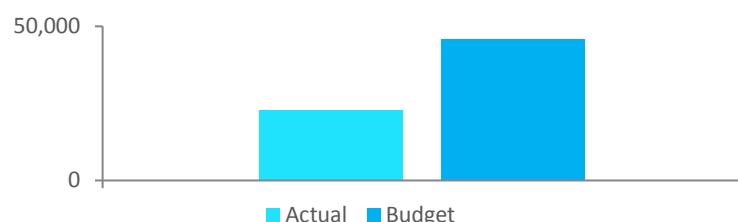
CAPITAL EXPENSES



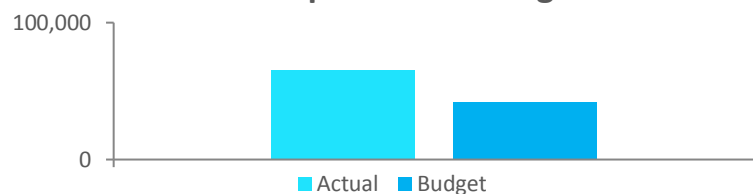
FINANCING ACTIVITIES

BORROWINGS

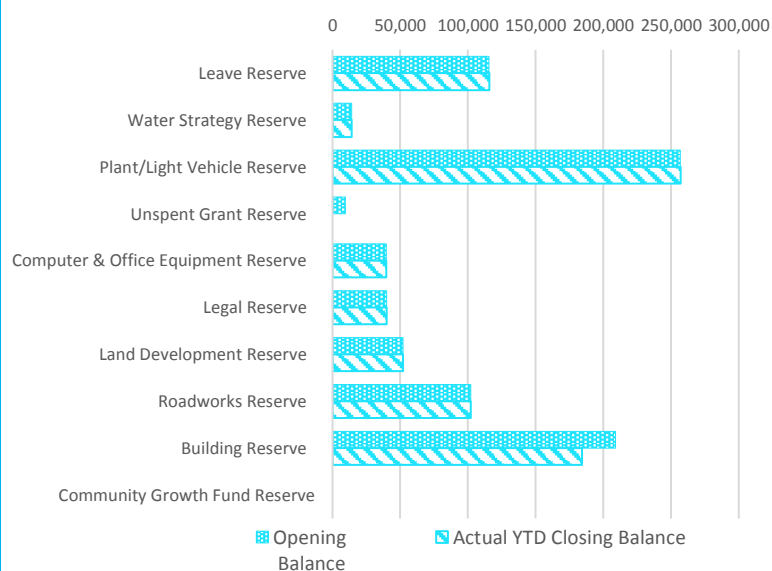
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.64 M	\$1.64 M	\$1.76 M	\$0.12 M
Closing	\$0.22 M	\$2.15 M	\$3.66 M	\$1.51 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.74 M	% of total
Unrestricted Cash	\$3.93 M	83.0%
Restricted Cash	\$0.81 M	17.0%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.28 M	% Outstanding
Trade Payables	\$0.19 M	
Over 30 Days		13.2%
Over 90 Days		0.8%

Refer to Note 5 - Payables

Receivables		
	\$0.03 M	% Collected
Rates Receivable	\$0.20 M	93.1%
Trade Receivable	\$0.03 M	
Over 30 Days		76.9%
Over 90 Days		74.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.20 M	\$1.11 M	\$2.51 M	\$1.40 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.85 M	% Variance
YTD Budget	\$2.82 M	1.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.63 M	% Variance
YTD Budget	\$0.42 M	49.7%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.24 M	27.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.58 M)	(\$0.58 M)	(\$0.62 M)	(\$0.04 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Amended Budget	\$0.03 M	24.2%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.64 M	% Spent
Amended Budget	\$2.84 M	(42.1%)

Refer to Note 8 - Capital Acquisition

Capital Grants		
YTD Actual	\$0.99 M	% Received
Amended Budget	\$1.23 M	(19.5%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.04 M)	(\$0.03 M)	\$0.01 M	\$0.03 M

Refer to Statement of Financial Activity

Borrowings		
Principal repayments	\$0.02 M	
Interest expense	\$0.00 M	
Principal due	\$0.07 M	

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$0.81 M	
Interest earned	\$0.00 M	

Refer to Note 11 - Cash Reserves

Lease Liability		
Principal repayments	\$0.01 M	
Interest expense	\$0.00 M	
Principal due	\$0.06 M	

Refer to Note 10 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

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

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

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

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

OTHER EXPENDITURE
Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,642,943	1,642,943	1,760,791	117,848	7.17%	
Revenue from operating activities							
Governance		1,200	800	20,474	19,674	2459.25%	▲
General purpose funding - general rates	6	2,817,841	2,817,841	2,854,496	36,655	1.30%	
General purpose funding - other		464,400	349,276	363,513	14,237	4.08%	
Law, order and public safety		181,086	22,732	32,633	9,901	43.56%	
Health		2,719	2,483	7,459	4,976	200.40%	
Community amenities		194,755	162,119	186,204	24,085	14.86%	▲
Recreation and culture		480,761	129,216	263,308	134,092	103.77%	▲
Transport		908,784	462,826	187,238	(275,588)	(59.54%)	▼
Economic services		16,305	12,044	30,478	18,434	153.06%	▲
Other property and services		58,500	37,246	39,578	2,332	6.26%	
		5,126,351	3,996,583	3,985,381	(11,202)		
Expenditure from operating activities							
Governance		(397,029)	(242,904)	(174,800)	68,104	28.04%	▲
General purpose funding		(126,591)	(78,135)	(61,264)	16,871	21.59%	▲
Law, order and public safety		(366,086)	(152,050)	(133,740)	18,310	12.04%	▲
Health		(30,104)	(18,072)	(9,833)	8,239	45.59%	
Education and welfare		(2,000)	(1,336)	(80)	1,256	94.01%	
Community amenities		(767,390)	(439,015)	(396,291)	42,724	9.73%	
Recreation and culture		(909,382)	(569,127)	(508,185)	60,942	10.71%	▲
Transport		(3,848,079)	(2,337,665)	(1,424,443)	913,222	39.07%	▲
Economic services		(355,942)	(228,979)	(179,841)	49,138	21.46%	▲
Other property and services		(58,241)	(68,099)	(23,755)	44,344	65.12%	▲
		(6,860,844)	(4,135,382)	(2,912,232)	1,223,150		
Non-cash amounts excluded from operating activities	1(a)	1,934,027	1,248,492	1,437,663	189,171	15.15%	▲
Amount attributable to operating activities		199,534	1,109,693	2,510,812	1,401,119		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,228,260	938,844	988,260	49,416	5.26%	
Proceeds from disposal of assets	7	30,000	30,000	37,273	7,273	24.24%	
Payments for property, plant and equipment and infrastructure	8	(2,840,336)	(1,545,112)	(1,644,683)	(99,571)	(6.44%)	
Amount attributable to investing activities		(1,582,076)	(576,268)	(619,150)	(42,882)		
Financing Activities							
Transfer from reserves	11	9,500	0	34,500	34,500	0.00%	▲
Payments for principal portion of lease liabilities	10	(5,608)	(5,607)	(5,607)	0	0.00%	
Repayment of debentures	9	(45,995)	(22,845)	(22,845)	0	0.00%	
Transfer to reserves	11	(488)	(238)	(238)	0	0.00%	
Amount attributable to financing activities		(42,591)	(28,690)	5,810	34,500		
Closing funding surplus / (deficit)	1(c)	217,810	2,147,678	3,658,262			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,642,943	1,642,943	1,760,791	117,848	7.17%	
Revenue from operating activities							
Rates	6	2,817,841	2,817,841	2,854,496	36,655	1.30%	
Operating grants, subsidies and contributions	13	1,949,592	843,524	776,893	(66,631)	(7.90%)	
Fees and charges		274,936	236,233	302,102	65,869	27.88%	▲
Interest earnings		36,750	26,825	12,778	(14,047)	(52.37%)	▼
Other revenue		20,835	12,160	21,922	9,762	80.28%	
Profit on disposal of assets	7	26,397	60,000	17,190	(42,810)	(71.35%)	▼
		5,126,351	3,996,583	3,985,381	(11,202)		
Expenditure from operating activities							
Employee costs		(2,080,811)	(1,286,976)	(948,420)	338,556	26.31%	▲
Materials and contracts		(2,477,228)	(1,282,615)	(350,464)	932,151	72.68%	▲
Utility charges		(53,368)	(38,929)	(23,481)	15,448	39.68%	▲
Depreciation on non-current assets		(1,949,221)	(1,299,480)	(1,362,542)	(63,062)	(4.85%)	
Interest expenses		(7,003)	(6,174)	(1,958)	4,216	68.29%	
Insurance expenses		(158,910)	(158,386)	(160,314)	(1,928)	(1.22%)	
Other expenditure		(132,112)	(62,822)	(65,053)	(2,231)	(3.55%)	
Loss on disposal of assets	7	(2,191)	0	0	0	0.00%	
		(6,860,844)	(4,135,382)	(2,912,232)	1,223,150		
Non-cash amounts excluded from operating activities	1(a)	1,934,027	1,248,492	1,437,663	189,171	15.15%	▲
Amount attributable to operating activities		199,534	1,109,693	2,510,812	1,401,119		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,228,260	938,844	988,260	49,416	5.26%	
Proceeds from disposal of assets	7	30,000	30,000	37,273	7,273	24.24%	
Payments for property, plant and equipment and infrastructure	8	(2,840,336)	(1,545,112)	(1,644,683)	(99,571)	(6.44%)	
Amount attributable to investing activities		(1,582,076)	(576,268)	(619,150)	(42,882)		
Financing Activities							
Transfer from reserves	11	9,500	0	34,500	34,500	0.00%	▲
Payments for principal portion of lease liabilities		(5,608)	(5,607)	(5,607)	0	0.00%	
Repayment of debentures	9	(45,995)	(22,845)	(22,845)	0	0.00%	
Transfer to reserves	11	(488)	(238)	(238)	0	0.00%	
Amount attributable to financing activities		(42,591)	(28,690)	5,810	34,500		
Closing funding surplus / (deficit)	1(c)	217,810	2,147,678	3,658,262	1,510,585		

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28/02/2021
Prepared by: Senior Finance Officer
Reviewed by: Manager Finance & Corporate Services

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(26,397)	(60,000)	(17,190)
Less: Movement in liabilities associated with restricted cash		9,012	9,012	92,311
Add: Loss on asset disposals	7	2,191	0	0
Add: Depreciation on assets		1,949,221	1,299,480	1,362,542
Total non-cash items excluded from operating activities		1,934,027	1,248,492	1,437,663

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

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

		Last Year Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(839,451)	(875,681)	(805,189)
Add: Borrowings	9	45,996	122,694	45,996
Add: Provisions - employee	12	314,494	423,049	435,584
Add: Lease liabilities	10	8,124	0	2,517
Total adjustments to net current assets		(470,837)	(329,938)	(321,092)

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

Current assets				
Cash and cash equivalents	2	3,015,526	3,013,179	4,735,999
Rates receivables	3	89,683	166,221	202,617
Receivables	3	5,011	2,257	29,662
Other current assets	4	9,552	4,221	30,171
Less: Current liabilities				
Payables	5	(239,479)	(147,015)	(275,928)
Borrowings	9	(45,996)	(122,694)	(23,150)
Contract liabilities	12	(158,961)	0	(281,916)
Lease liabilities	10	(8,124)	0	(2,517)
Provisions	12	(435,584)	(423,049)	(435,584)
Less: Total adjustments to net current assets	1(b)	(470,837)	(329,938)	(321,092)
Closing funding surplus / (deficit)		1,760,791	2,163,182	3,658,262

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Maturity Date
		\$	\$	\$	\$		
Cash on hand							
Petty Cash and Floats	Cash and cash equivalents	700		700		N/A	On Hand
At Call Deposits		0					
Municipal Bank Account	Cash and cash equivalents	279,378		279,378		Westpac Banking Corp	At Call
Municipal Investment Account	Cash and cash equivalents	3,650,733		3,650,733		Westpac Banking Corp	At Call
Reserve Fund - Leave	Cash and cash equivalents	0	115,711	115,711		Westpac Banking Corp	At Call
Reserve Fund -Water	Cash and cash equivalents	0	14,244	14,244		Westpac Banking Corp	At Call
Reserve Fund - Office & Equipment	Cash and cash equivalents	0	39,763	39,763		Westpac Banking Corp	At Call
Reserve Fund - Plant/Light Vehicle	Cash and cash equivalents	0	256,952	256,952		Westpac Banking Corp	At Call
Reserve Fund - Legal	Cash and cash equivalents	0	40,035	40,035		Westpac Banking Corp	At Call
Reserve Fund - Land Development	Cash and cash equivalents	0	52,100	52,100		Westpac Banking Corp	At Call
Reserve Fund - Roadworks	Cash and cash equivalents	0	102,200	102,200		Westpac Banking Corp	At Call
Reserve Fund - Building	Cash and cash equivalents	0	184,184	184,184		Westpac Banking Corp	At Call
Reserve Fund - Unspent Grants	Cash and cash equivalents	0	0	0		Westpac Banking Corp	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	114,613	Westpac Banking Corp	At Call
Term Deposits		0					
TD 454181 - POS Wokarena	Cash and cash equivalents	0		0	144,102	Westpac Banking Corp	28/02/2020
TD 454202 - Wokarena Intersection Upgrade	Cash and cash equivalents	0		0	127,855	Westpac Banking Corp	28/02/2020
Total		3,930,810	805,189	4,735,999	386,570		
Comprising							
Cash and cash equivalents		3,930,810	805,189	4,735,999	386,570		
		3,930,810	805,189	4,735,999	386,570		

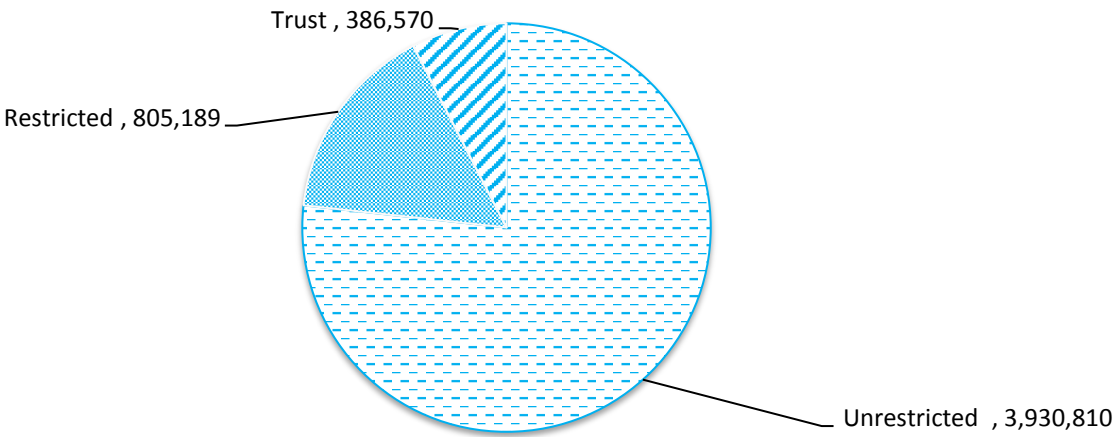
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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



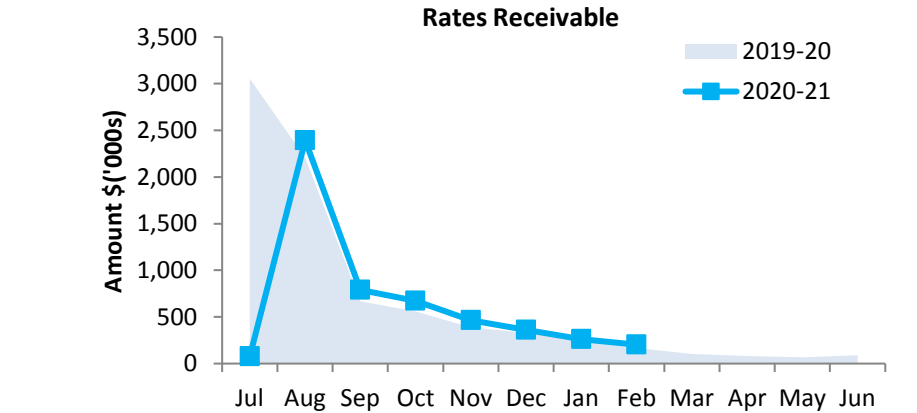
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

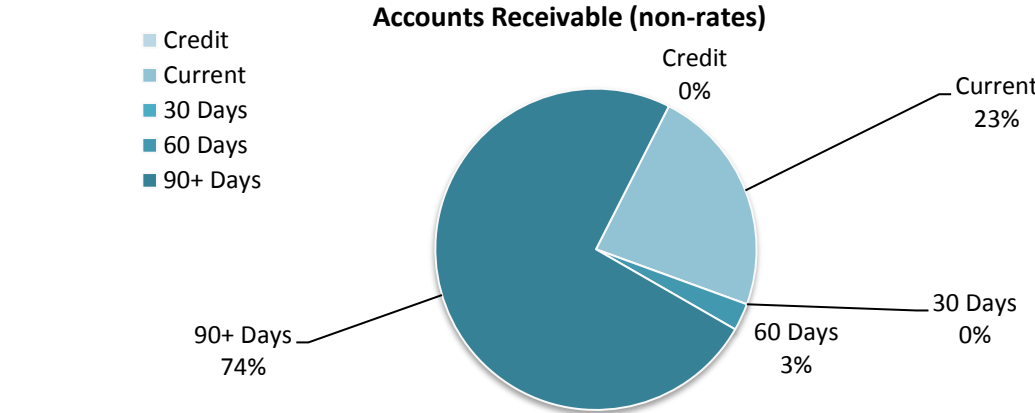
Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	89,525	89,683
Levied this year	2,871,233	2,854,496
Less - collections to date	(2,871,075)	(2,741,562)
Equals current outstanding	89,683	202,617
Net rates collectable	89,683	202,617
% Collected	97%	93.1%

KEY INFORMATION

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



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	6,935	0	826	22,310	30,070
Percentage	0.0%	23.1%	0%	2.7%	74.2%	
Balance per trial balance						
Sundry receivable						30,070
GST receivable						0
Emergency Services Levy						(408)
Total receivables general outstanding						29,662
Amounts shown above include GST (where applicable)						



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
Other current assets	\$	\$	\$	\$
Inventory				
Stock on Hand	1,170	3,855		5,025
Prepayments				
Fringe Benefits Tax Instalments	8,382	16,764		25,146
Total other current assets	9,552	20,619	0	30,171
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

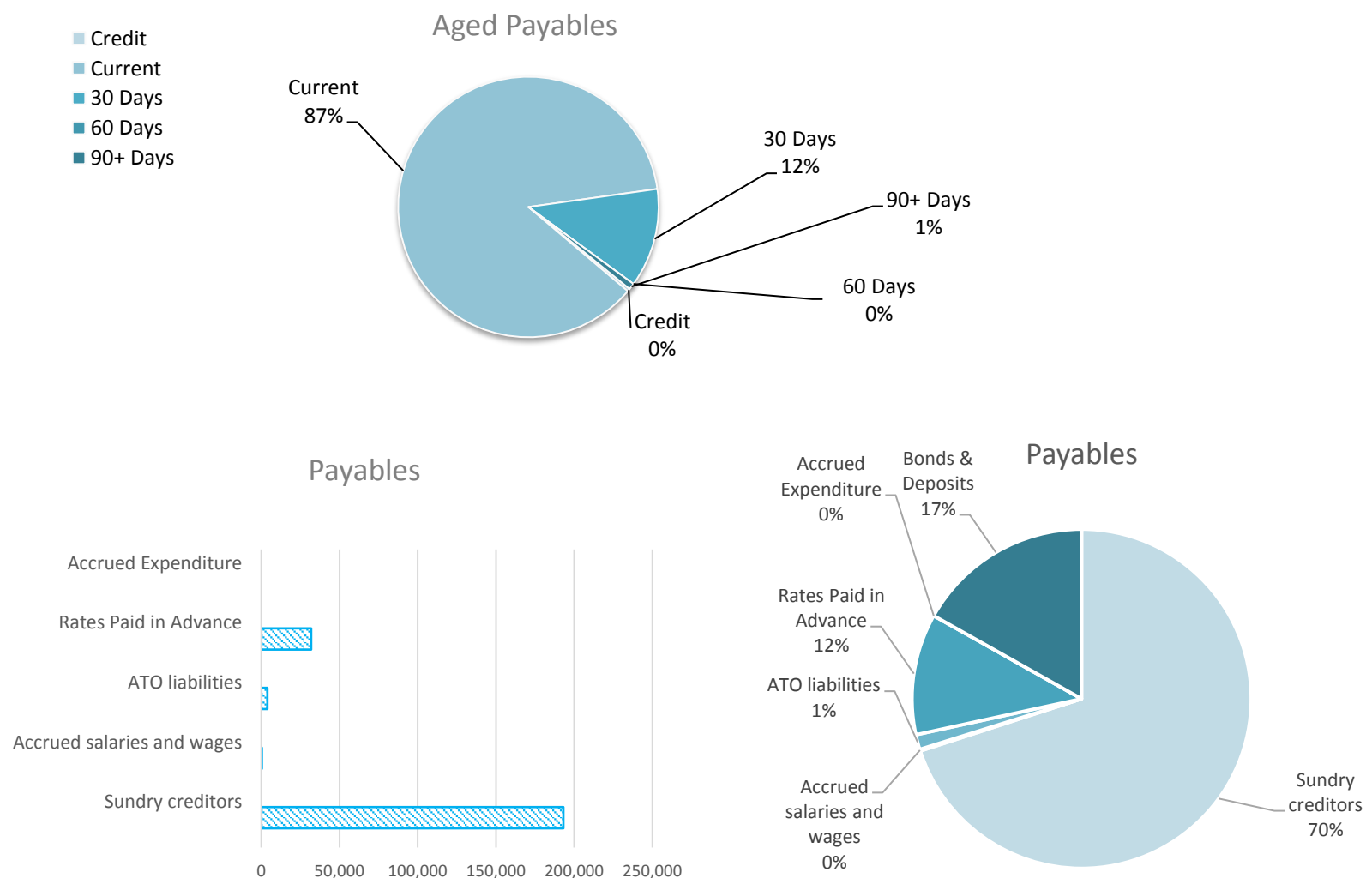
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(676)	168,495	23,884	0	1,497	193,201
Percentage	-0.3%	87.2%	12.4%	0%	0.8%	
Balance per trial balance						
Sundry creditors						193,201
Accrued salaries and wages						436
ATO liabilities						3,914
Rates Paid in Advance						31,867
Accrued Expenditure						0
Bonds & Deposits						46,510
Total payables general outstanding						275,928

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



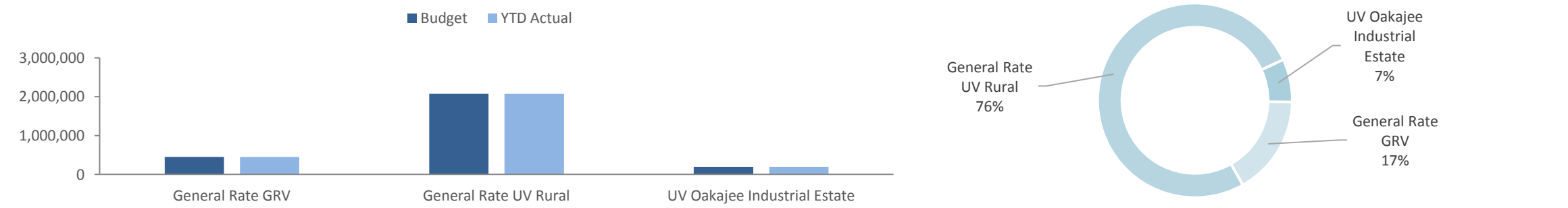
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

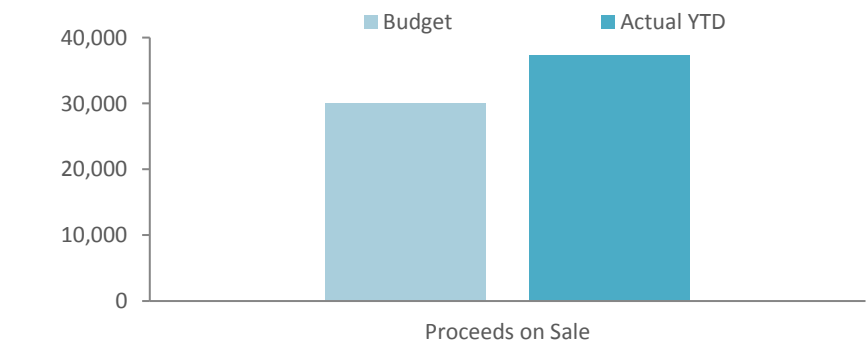
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General Rate GRV	0.094315	287	4,756,020	448,564	0	0	448,564	448,564	594	102	449,260
Unimproved value											
General Rate UV Rural	0.011087	410	187,380,675	2,077,490	0	0	2,077,490	2,077,490	(128)	(3,312)	2,074,050
UV Oakajee Industrial Estate	0.022000	2	8,813,000	193,886	0	0	193,886	193,886	0	0	193,886
Sub-Total		699	200,949,695	2,719,940	0	0	2,719,940	2,719,940	466	(3,210)	2,717,196
Minimum payment	Minimum \$										
Gross rental value											
General Rate GRV	700	187	816,030	130,900	0	0	130,900	130,900	0	0	130,900
Unimproved value											
General Rate UV Rural	400	16	126,280	6,400	0	0	6,400	6,400	0	0	6,400
Sub-total		203	942,310	137,300	0	0	137,300	137,300	0	0	137,300
Amount from general rates							2,857,240				2,854,496
Rates Paid in Advance							(39,399)				
Total general rates							2,817,841				2,854,496

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
MV15	2016 Toyota Prado	20,000	30,000	10,000	0	20,083	37,273	17,190	0
		20,000	30,000	10,000	0	20,083	37,273	17,190	0



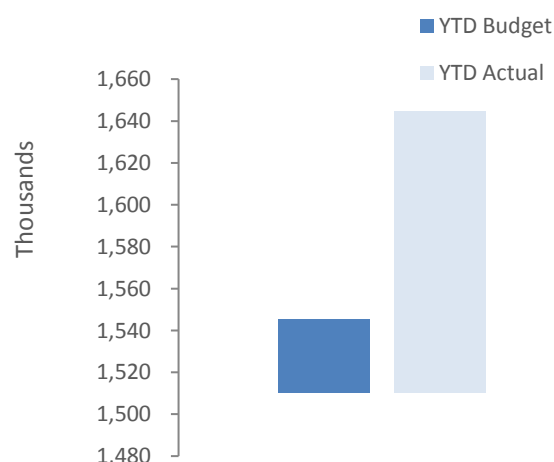
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

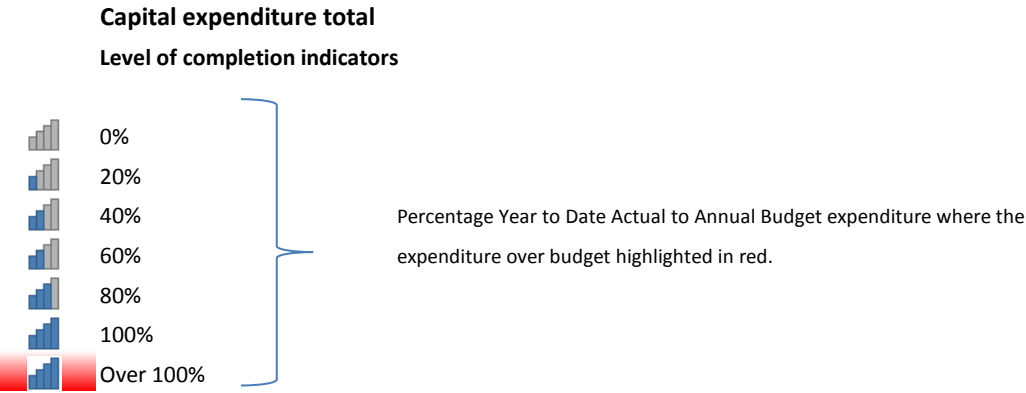
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and Buildings	407,949	65,000	181,818	116,818
Plant and equipment	614,500	0	61,023	61,023
Tools and Equipment	19,300	19,300	22,495	3,195
Infrastructure - Roads	1,798,587	1,460,812	1,379,348	(81,464)
Payments for Capital Acquisitions	2,840,336	1,545,112	1,644,683	99,571
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,228,260	938,844	988,260	49,416
Contribution - operations	1,602,576	606,268	621,923	15,655
Capital funding total	2,840,336	1,545,112	1,644,683	99,571

SIGNIFICANT ACCOUNTING POLICIES

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





Project meeting notes for

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

Level of completion indicator, please see table at the end of this note for further detail.		Amended				
	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings						
	Cemetery Capital Expenditure	10,000	10,000	8,449	(1,551)	Project completed
	Yuna Golf Club	15,000	0	11,087	11,087	External contractors anticipated end of March completion
	Nanson Showgrounds Capital Renewal	90,500	50,000	73,708	23,708	Toilets delivered onsite & Western Power invoices paid
	Nabawa Community Centre Kitchen	22,000	0	950	950	Instal anticipated mid March
	Sports Pavilion & Basketball Stadium	11,000	0	9,000	9,000	Completed
	Nabawa Tennis Court Upgrades	124,589	0	0	0	PO Raised for contractors
	Capital Works Coronation Camp Grounds	25,000	5,000	4,410	(590)	Rigging area complete
	Coronation Beach Playground Equipment	28,500	0	19,102	19,102	PO Raised for contractors
	Coronation Beach Wi-Fi	35,000	0	35,090	35,090	Project completed
	Nabawa Library Relocation	22,000	0	20,022	20,022	Renovations completed
	Yuna Refuse Site	24,360	0	0	0	Quotes pending
Plant & Equipment						
	2021 Prime Mover	300,000	0	343	343	Purchase Order raised
	Forklift - New 2.5t All Terrain	28,000	0	0	0	Reviewing quotes
	Hustler RO Mower	29,000	0	0	0	Quotes pending
	Side Tipper Trailer	110,000	0	0	0	EOI pending
	2016 Toyota Prado GXL (CEO)	60,000	0	60,680	60,680	Completed
	2016 Ford PX Ranger Dual Cab (DCEO)	52,500	0	0	0	PO raised pending delivery
	Transportable Radar Speed Trailer	35,000	0	0	0	Budget review required
Tools & Equipment						
	Traffic Classifiers	10,000	10,000	13,243	3,243	Purchase completed overspend offset with discount received in reveue refer COA GL 7573
	Office Printer - Konica Minolta	9,300	9,300	9,252	(49)	Purchase completed
Infrastructure - Roads						
	Dartmoor Road - Upgrade	467,831	467,830	496,241	28,411	Completed - employee & internal costs
	Valentine Road - Upgrade	451,639	451,638	468,297	16,659	Completed - employee & internal costs
	East Nabawa Road - Upgrade	485,788	485,787	406,574	(79,213)	Commenced
	Bawden Lane - Yuna Community Centre access road	141,588	0	0	0	
	Park Falls Estate - Eliza Shaw Drive drainage improvemei	93,226	0	3,962	3,962	
	Park Falls Estate - Eliza Shaw Drive drainage improvemei	102,957	0	3,962	3,962	
	Richards Rd - Upgrade	55,558	55,557	312	(55,245)	
		2,840,336	1,545,112	1,644,683	99,571	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings		1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Nabawa Stadium Upgrade	89	4,960	0	0	2,462	4,960	2,498	0	151	181
Bill Hemsley Park	98	83,160	0	0	20,383	41,035	62,777	42,125	718	1,492
B/Fwd Balance		88,120	0	0	22,845	45,995	65,275	42,125	869	1,673
Total		88,120	0	0	22,845	45,995	65,275	42,125	869	1,673
Current borrowings		45,995					23,150			
Non-current borrowings		42,125					42,125			
		88,120					65,275			

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases		Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance											
Konica Minolta Printer	LE13		634	0	0	634	634	0	0	2	2
Community amenities											
Nabawa Fuel Station	LE01		65,671	0	0	4,974	4,974	60,697	60,697	1,087	1,087
Total			66,305	0	0	5,607	5,608	60,698	60,697	1,089	1,089
Current lease liabilities			8,125					2,517			
Non-current lease liabilities			58,180					58,180			
			66,305					60,697			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	115,678	72	33	0	0	0	0	115,750	115,711
Water Strategy Reserve	14,240	8	4	0	0	0	0	14,248	14,244
Plant/Light Vehicle Reserve	256,877	168	75	0	0	0	0	257,045	256,952
Unspent Grant Reserve	9,500	0	0	0	0	(9,500)	(9,500)	0	0
Computer & Office Equipment Reserve	39,751	24	12	0	0	0	0	39,775	39,763
Legal Reserve	40,024	24	11	0	0	0	0	40,048	40,035
Land Development Reserve	52,085	32	15	0	0	0	0	52,117	52,100
Roadworks Reserve	102,170	64	30	0	0	0	0	102,234	102,200
Building Reserve	209,126	96	58	0	0	0	(25,000)	209,222	184,184
Community Growth Fund Reserve	0	0	0	0	0	0	0	0	0
	839,451	488	238	0	0	(9,500)	(34,500)	830,439	805,189

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	0	789,764	(627,848)	161,916
- non-operating	14	0	1,108,260	(988,260)	120,000
Total unspent grants, contributions and reimbursements		0	1,898,024	(1,616,108)	281,916
Provisions					
Annual leave		223,865	0	0	223,865
Long service leave		211,719	0	0	211,719
Total Provisions		435,584	0	0	435,584
Total other current assets		435,584	1,898,024	(1,616,108)	717,500
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
WA Local Governments Grants Commission	0	222,259	(222,259)	0		414,048	207,024	222,259
Various Contributions & Reimbursements	0	55,695	(55,695)	0		44,622	44,622	55,695
Law, order, public safety								
DFES Grant Income	0	22,852	(13,626)	9,226	9,226	19,500	13,000	13,626
DFES BRPC Grant Income	0	150,186	(8,874)	141,312	141,312	0	0	8,874
Community amenities								
LRCIP Grant Funds	0	74,000	(73,135)	865	865	74,000	0	73,135
NADC Australia Day Grant	0	1,000	(1,000)	0	0	0	0	1,000
Recreation and culture								
LRCIP Grant Funds	0	108,719	(98,206)	10,513	10,513	186,437	0	98,206
Transport								
MRWA Direct Grant	0	127,990	(127,990)	0	0	127,990	127,990	127,990
Regional Roads Group Grant	0	0	0	0	0	400,000	0	0
LRCIP Grant Funds	0	0	0	0	0	105,000	0	0
Other property and services								
Diesel Fuel Rebate	0	27,063	(27,063)	0	0	40,000	26,664	27,063
TOTALS	0	789,764	(627,848)	161,916	161,916	1,411,597	419,300	627,849

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 14

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability				
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
Transport					
MW Regional Road Funding	0	780,000	(660,000)	120,000	120,000
R2R Funding	0	328,260	(328,260)	0	
TOTALS	0	1,108,260	(988,260)	120,000	120,000

Non operating grants, subsidies and contributions revenue		
Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
\$	\$	\$
900,000	720,000	660,000
328,260	218,844	328,260
1,228,260	938,844	988,260

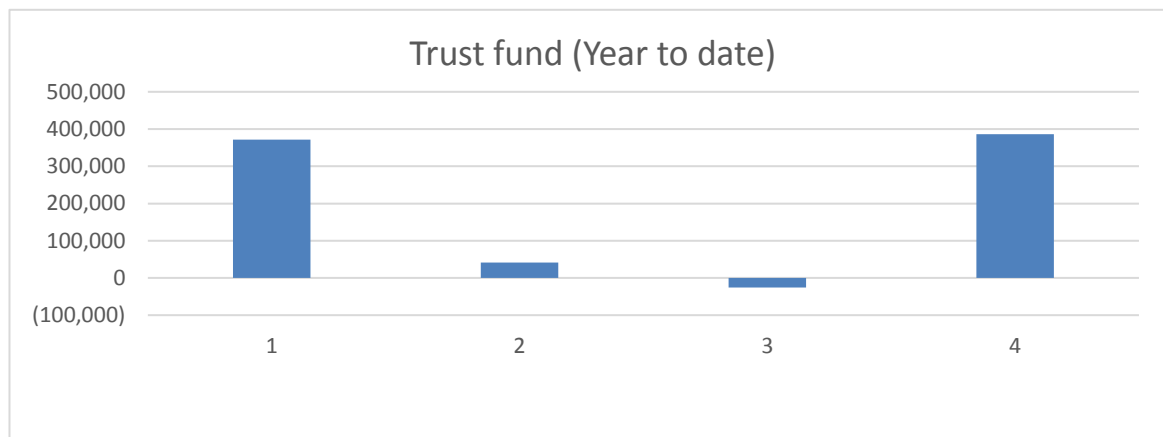
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 15
TRUST FUND**

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	\$	\$	\$	\$
Bonds - Hall Hire	3,320	11,660	(11,710)	3,270
Nomination Deposits	0	0	0	0
Post Office Deposit	1,580	64	(63)	1,581
Contributions from Sub Divider	355,204	957	0	356,161
Refundable Deposit	9,550	5,580	(50)	15,080
CTF Levy	231	11,858	(6,648)	5,441
Building Commission	898	11,244	(7,455)	4,687
Unclaimed Monies	250	0	0	250
Standpipe Card Bond Income	100	0	0	100
	371,133	41,363	(25,926)	386,570

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	19,674	2459.25%	▲ Permanent	Insurance Credits
Community amenities	24,085	14.86%	▲ Timing	Planning Revenue for building applications
Recreation and culture	134,092	103.77%	▲ Timing	LRCIP Grant revenue recognition
Transport	(275,588)	(59.54%)	▼ Timing	Accounting standards for revenue recognition
Economic services	18,434	153.06%	▲ Timing	Building applications revenue
Expenditure from operating activities				
Governance	68,104	28.04%	▲ Timing	FBT recognition, admin allocations general expense under budget YTD
General purpose funding	16,871	21.59%	▲ Timing	Admin allocations, fees & charges
Law, order and public safety	18,310	12.04%	▲ Timing	Timing on maintenance
Recreation and culture	60,942	10.71%	▲ Timing	Budget profile timing
Transport	913,222	39.07%	▲ Timing	Road Mtce under budget YTD
Economic services	49,138	21.46%	▲ Timing	Nabawa Bowers Lease Liability accounting standard, admin allocations under YTD
Other property and services	44,344	65.12%	▲ Timing	PWO & POC under YTD budget profile

Internal working document Budget by Program

	Actual YTD For the period ending 28-February-2021	Budget YTD For the period ending 28-February-2021	2019/2020 Annual Audited Statement For the period ending 30-June-2020
Operating Revenue			
Governance	(20,474)	(800)	(20,136)
General Purpose Funding	(3,218,009)	(3,167,117)	(3,986,461)
Law, Order and Public Safety	(32,633)	(172,918)	(74,257)
Health	(7,459)	(2,483)	(3,685)
Community Amenities	(186,204)	(163,119)	(207,999)
Recreation and Culture	(263,308)	(129,216)	(195,156)
Transport	(1,175,498)	(1,341,670)	(144,170)
Economic Services	(30,478)	(12,044)	(17,452)
Other Property and Services	(39,579)	(37,246)	(79,364)
Total Revenue (R)	(4,973,642)	(5,026,613)	(4,728,680)

	Actual YTD For the period ending 28-February-2021	Budget YTD For the period ending 28-February-2021	2019/2020 Annual Audited Statement For the period ending 30-June-2020
Operating Expenditure			
Governance	174,800	240,169	314,153
General Purpose Funding	61,264	78,135	106,229
Law, Order and Public Safety	133,740	239,252	220,851
Education	80	1,336	80
Health	9,833	18,072	14,455
Housing	0	0	974
Community Amenities	396,291	440,015	604,216
Recreation and Culture	508,186	569,127	800,959
Transport	1,424,443	2,337,665	2,757,637
Economic Services	179,841	228,979	284,450
Other Property and Services	23,755	68,099	86,336
Total Expenditure (E)	2,912,232	4,220,849	5,190,340
Operating (Profit)/Loss (R-E)	(2,061,410)		

Working Documents
2020/2021 Budget by Program

Prog	General Purpose Funding	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
01	Rate Revenue	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Original Full Year Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0022	Rates Legal Expenses	0	0	1,200	1,200	0	0		
0032	Rates Stationary/Postage	1,449	2,207	2,500	2,500	3,175	758		
0062	Sundry Expenses	12	0	0	0	22	(12)		
0082	Rates Other Costs	0	250	500	500	52	250		
0132	Valuation Expenses	1,444	2,586	15,000	15,000	10,957	1,142		
0352	Admin Allocation (Rates)	57,270	68,592	102,891	102,891	92,023	11,322	*	Admin allocations lower than estimates YTD
	Total Operating Expenditure	60,176	73,635	122,091	122,091	106,229			
COA	Operating Revenue								
0002	Reimbursement (Debtor Refunds)	0	0	0	0	0	0		
0030	General Rates Income	(2,857,240)	(2,817,841)	(2,817,841)	(2,817,841)	(2,853,557)	39,398	*	Excess Rates Recognition in current year
0010	Rates Written Off	0	0	0	0	0	0		
0012	Legal Fees	0	0	(1,200)	(1,200)	0	0		
0033	Back Rates	3,210	0	0	0	(82)	(3,210)		
0061	Ex Gratia Rates	(10,023)	(10,022)	(10,022)	(10,022)	(10,023)	1		
0071	Interim Rates Raised	(466)	0	0	0	(4,332)	466		
0113	Interest (Overdue Rates)	(7,336)	(4,672)	(7,000)	(7,000)	(16,356)	2,664		
0123	Interest (Rates Instalments)	(4,268)	(7,001)	(7,000)	(7,000)	(6,715)	(2,733)		
0133	Interest (Deferred Rates)	0	0	0	0	0	0		
0143	Administration Charges	0	0	0	0	(4,455)	0		
0173	Legal Fees (Recovered)	0	0	0	0	0	0		
0183	Account Enquiry Charges	(7,324)	(1,893)	(2,380)	(2,380)	(3,910)	5,431		
	Total Operating Revenue	(2,883,447)	(2,841,429)	(2,845,443)	(2,845,443)	(2,899,429)			
	Total Rate Revenue	(2,823,271)	(2,767,794)	(2,723,353)	(2,723,353)	(2,793,199)			

03	General Purpose Funding	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Comments
		Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Original Full Year Budget	Current Year YTD Actuals			
COA	Operating Expenditure								
9992	Interest & Overdraft Fees	1,088	4,500	4,500	4,500	1,843	3,412		
COA	Operating Revenue								
0201	Legal Reserve Income	(12)	(24)	(40)	(40)	(43)	(12)		
0203	Leave Reserve Income	(34)	(72)	(110)	(110)	(125)	(38)		
0204	Land Development Reserve Income	(15)	(32)	(45)	(45)	(56)	(17)		
0205	Building Reserve Income	(57)	(96)	(150)	(150)	(202)	(39)		
0206	Roadworks Reserve Income	(30)	(64)	(100)	(100)	(111)	(34)		
0215	Unspent Grants Reserve Income	(0)	0	0	0	(34)	0		
0223	Water Strategy Reserve Income	(4)	(8)	(15)	(15)	(15)	(4)		
0233	Grants Commission (Road Funding)	(181,204)	(172,110)	(229,479)	(229,479)	(543,443)	9,094		
0243	Computer and Office Equipment Reserve Income	(12)	(24)	(40)	(40)	(43)	(12)		
0253	Grants Commission - (General Purpose)	(152,185)	(138,426)	(184,569)	(184,569)	(513,072)	13,759	*	Conservative estimate allocated for budget
0273	Plant/Light Vehicle Reserve Income	(75)	(168)	(250)	(250)	(278)	(93)		
0453	Interest Received (Municipal Account)	(935)	(14,664)	(22,000)	(22,000)	(29,596)	(13,729)	*	Less than anticipated budget review item
0506	Landcare Reserve Income	0	0	0	0	(14)	0		
	Total Operating Revenue	(334,562)	(325,688)	(436,798)	(436,798)	(1,087,032)			
	Total General Purpose Income	(333,474)	(321,188)	(432,298)	(432,298)	(1,085,190)			
	Total General Purpose Funding	(3,156,745)	(3,088,982)	(3,155,651)	(3,155,651)	(3,878,389)			

Prog	Governance	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
04	Members of Council	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0112	Election & Poll Expenses	0	8,500	8,500	8,500	7,986	8,500		
0182	Subscriptions & Memberships Expense	24,524	20,755	28,985	28,985	23,220	(3,769)		
0192	Members Conference & Training Expenses	681	17,000	20,000	20,000	11,673	16,319	*	Budget Profile Timing
0202	Members Insurance Expense	12,370	12,370	12,370	12,370	12,864	(0)		
0212	Donations & Gifts	230	350	1,350	1,350	280	120		
0232	Consultancy & Legal Expenses	1,881	6,250	12,500	12,500	672	4,369		
0242	Members Sitting Fees	34,546	37,640	75,280	75,280	71,568	3,094		
0252	Members Remuneration Expenses	2,019	2,200	4,400	4,400	4,183	181		
0262	President & Deputy Allowances	6,301	6,250	12,500	12,500	12,500	(51)		
0272	Council Chambers Repairs & Maintenance	332	3,788	11,936	11,936	2,222	3,456		
0332	Furniture & Equipment Expense	4,329	5,200	5,200	5,200	17,245	871		
0442	Admin Allocation (Members)	76,360	87,072	130,607	130,607	122,697	10,712	*	Admin allocations lower than estimates YTD
0462	Meeting & Refreshments Expense	9,225	21,000	30,500	30,500	21,024	11,775	*	Budget Profile Timing
1822	Accounting & Audit Expenses	2,000	23,500	47,000	47,000	6,156	21,500	*	Budget Profile Timing
7202	Depreciation (Members)	0	0	0	0	0	0		
	Total Operating Expenditure	174,800	251,875	401,129	401,129	314,290			
COA	Operating Revenue								
1213	Governance Income	0	0	0	0	(52,551)	0		
	Total Governance	174,800	251,875	401,129	401,129	261,738			
COA	Operating Expenditure								
0102	Provision for Long Service Leave	0	0	5,000	5,000	(35,036)	0		
0222	Fringe Benefits Tax	0	22,500	45,000	45,000	22,726	22,500	*	FBT quarterly payments have been made through the balance sheet - FBT will be paid in May2021
0282	Superannuation 9.50% (Admin)	35,165	36,944	55,420	55,420	62,915	1,779		
0292	Salaries Expense (Admin)	363,369	381,744	572,614	572,614	568,877	18,375	*	Budget Profile Timing
0294	Staff Housing Allowance (Admin)	8,410	9,192	13,792	13,792	13,558	782		
0312	Council Super Contribution 3% (Admin)	7,222	9,576	14,359	14,359	14,010	2,354		
0362	Accrued Annual Leave (Admin)	0	0	0	0	16,120	0		
0372	Workers Compensation Insurance (Admin)	12,451	12,450	12,451	12,451	13,664	(1)		
0402	Insurance Expense	5,998	3,422	3,422	3,422	4,869	(2,576)		Insurance overall within budget, allocation across accounts vary. Credit received for instalments \$11k refer COA GL 0573 below
0422	Office Gardens Expenses	14,950	29,268	41,722	41,722	30,823	14,318	*	Lower employee costs allocated than estimated budget year to date
0432	Admin Building Operations	5,369	17,315	22,114	22,114	11,481	11,946	*	Lower employee costs allocated cleaning outsourced
0472	Office Expenses (General)	7,701	8,328	14,000	14,000	6,187	627		
0473	Admin Building Repairs & Maintenance	2,455	5,500	10,500	10,500	6,083	3,045		
0482	Office Telephone & Internet Expenses	8,160	10,400	15,600	15,600	15,764	2,240		
0492	Advertising Expenses	4,291	6,672	10,000	10,000	7,047	2,381		
0502	Computer Hardware Service & Repair	25,977	28,351	45,515	45,515	29,759	2,374		
0512	Furniture & Equipment Expense	5,761	9,900	11,900	11,900	9,922	4,139		

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
05	Other Governance Cont.	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
0522	Freight & Postage Expense	1,065	1,000	1,500	1,500	1,209	(65)		
0542	Printing & Stationery Expense	9,195	11,264	16,900	21,000	11,251	2,069		
0552	Motor Vehicle Expenses	3,745	4,664	7,000	7,000	6,056	919		
0562	Long Service Leave Expense (Admin)	10,087	9,658	9,658	9,658	25,756	(429)		
0592	Admin Allocation (Other Governance)	(636,336)	(765,384)	(1,148,081)	(1,148,081)	(1,022,478)	(129,048)	*	Admin allocations lower than estimates YTD
0622	Uniform Expense	675	1,069	1,700	1,700	851	394		
0632	Staff Training, Conference and Recruitment	5,672	16,785	27,500	27,500	11,169	11,113	*	Budget Profile Timing
0662	Public Liability Insurance	21,180	21,180	21,180	21,180	19,794	0		
0682	Consultancy Fees	10,355	15,250	43,500	43,500	35,050	4,895		
0702	Bank Fees & Charges	5,771	6,480	8,600	8,600	6,966	709		
0712	Occupational Health & Safety	823	5,050	12,550	12,550	1,003	4,227		
0722	Accounting Software Operating Expenditure	34,961	34,380	47,485	47,485	47,784	(582)		
7002	Depreciation (Governance)	25,529	35,336	53,000	53,000	56,684	9,807		
	Total Operating Expenditure	(0)	(11,706)	(4,100)	0	(137)			
COA	Operating Revenue								
0383	Minor Income Received (General)	(2,396)	(800)	(1,200)	(1,200)	(2,207)	1,596		
0403	Profit on Sale of Asset	0	0	0	0	0	0		
0573	Reimbursements & Contributions	(11,569)	0	0	0	(17,929)	11,569	*	Local Government Insurance Services WA 20/21 Contributions assistance package
1233	Insurance Reimbursement	(6,509)	0	0	0	0	6,509		
1243	Long Service Leave Reimbursement	0	0	0	0	0	0		
	Total Operating Revenue	(20,474)	(800)	(1,200)	(1,200)	(20,136)			
COA	Capital Expenditure / Reserve Transfers								
0254	Furniture & Equipment (NCA)	0	0	0	0	0	0		
0351	Transfer from Leave Reserve (Admin) (EQ)	0	0	0	0	0	0		
0355	Transfer from Building Reserve (EQ)	0	0	0	0	0	0		
0364	Office Furniture & Equipment (NCA)	9,252	9,300	9,300	0	0	49		
0371	Transfer from Office Equipment Reserve (EQ)	0	(5,200)	(5,200)	0	0	(5,200)		
0564	Building Improvements (NCA)	0	0	0	0	0	0		
0405	Proceeds from Disposal of Assets	0	0	0	0	0	0		
4750	Transfer to Leave Reserve (EQ)	34	72	110	110	125	38		
4785	Transfer from Unspent Grant Fund	0	0	0	0	0	0		
4770	Transfer to Office & Equipment Reserve (EQ)	12	24	40	40	43	12		
4780	Transfer to Plant/Light Vehicle Reserve (EQ)	75	0	0	0	278	(75)		
	Total Capital Expenditure / Reserve Transfers	9,372	4,196	4,250	150	446			
	Total Administration	(11,102)	(8,310)	(1,050)	(1,050)	(19,827)			
	Total Governance	163,698	243,565	400,079	400,079	241,913			

Prog	Law, Order, Public Safety	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
06	Fire Prevention	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0602	Admin Allocation (Fire Prevention)	6,363	7,624	11,432	11,432	10,225	1,261		
0672	Fire Break Inspection Fees	1,305	2,000	2,000	2,000	1,341	695		
0762	Ranger Allocation (Fire Prevention)	16,277	16,816	25,218	25,218	34,483	539		
0832	Emergency Services Levy (Shire Properties)	756	882	882	882	840	126		
0882	Fire Prevention Enforcement Expenditure	0	1,000	1,000	1,000	0	1,000		
1023	Motor vehicle Expenses - BRPC Vehicle	1,731	0	0	0	0	(1,731)		Internal costs only Depreciation and Plant (Vehicle expenses are claimable from the DFES grant funded Bushfire Risk Management Project
1622	Grant Funded Projects Fire Prevention	8,873	87,202	150,186	0	0	78,329	*	Grant funded BFRMP Officer commenced 27 Jan 2021
1722	Brigades Operating Expenses	17,732	25,674	31,367	31,367	26,438	7,941		
8012	Loss on Sale of Assets	0	0	0	0	0	0		
7012	Depreciation (Fire Prevention)	39,645	40,000	60,000	60,000	59,549	355		
	Total Operating Expenditure	92,683	181,198	282,085	131,899	132,876			
COA	Operating Revenue								
0703	Fines & Penalties Income	(3,000)	(1,250)	(1,250)	(1,250)	(1,100)	1,750		
0713	Emergency Services Levy Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(8,387)	(13,000)	(19,500)	(19,500)	(33,113)	(4,613)		
0743	Operating Grants & Contributions	(8,873)	(150,186)	(150,186)	0	0	(141,313)	*	Grant funded BFRMP Officer DFES invoiced, funds not yet recognised
0953	Contributions & Reimbursements	0	0	0	0	0	0		
0883	Fire Prevention Enforcement Income	0	(1,000)	(1,000)	(1,000)	0	(1,000)		
	Total Operating Revenue	(24,260)	(169,436)	(175,936)	(25,750)	(38,213)			
COA	Capital Expenditure / Reserve Transfers								
0745	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0	0			
	Total Fire Prevention	68,423	11,762	106,149	106,149	94,663			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
07	Animal Control	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0792	Admin Allocation (Animal Control)	12,727	15,240	22,865	22,865	20,450	2,513		
0812	Depreciation (Animal Control)	0	0	0	0	0	0		
0822	Other Minor Expenditure	0	0	0	0	0	0		
0842	Animal Control Expenses	384	760	1,000	1,000	128	376		
0852	Ranger Allocation (Animal Control)	14,324	16,816	25,218	25,218	31,545	2,492		
	Total Operating Expenditure	27,434	32,816	49,083	49,083	52,123			
COA	Operating Revenue								
0843	Impoundment Fees	(757)	0	(150)	(150)	(325)	757		
0853	Dog/Cat Registrations Income	(4,887)	(3,182)	(3,500)	(3,500)	(5,320)	1,705		
0863	Fines & Penalties	(1,600)	(300)	(300)	(300)	(400)	1,300		
	Total Operating Revenue	(7,244)	(3,482)	(3,950)	(3,950)	(6,045)			
	Total Animal Control	20,190	29,334	45,133	45,133	46,078			

08	Other Law, Order and Public Safety	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0802	Fines Enforcement Registry	(861)	0	1,200	1,200	280	861		Journal to revenue account req'd
0902	Ranger Allocation (Other Law and Order)	14,324	16,816	25,218	25,218	26,627	2,492		
0962	Miscellaneous Expenses (Other Law and Order)	160	8,500	8,500	8,500	8,945	8,340		
COA	Total Operating Expenditure	13,623	25,316	34,918	34,918	35,853			
	Operating Revenue								
0823	Fines Enforcement Registry Fees & Charges	(1,129)	0	(1,200)	(1,200)	0	1,129		
0983	Fines & Penalties Levied	0	0	0	0	0	0		
	Total Operating Revenue	(1,129)	0	(1,200)	(1,200)	0			
Total Other Law, Order and Public Safety		12,493	25,316	33,718	33,718	35,853			

18	Rangers Expenses	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0152	Provision for Long Service Leave	0	0	0	0	(7,572)	0		
0772	Trainee Ranger Expense	0	0	0	0	27,072	0		
0872	Superannuation Council 3% (Rangers)	0	0	0	0	0	0		
0892	Salary & Wages (Rangers)	47,688	49,648	74,477	74,477	76,018	1,960		
0912	Workers Compensation Insurance (Rangers)	1,434	1,670	1,670	1,670	1,518	236		
0922	Superannuation 9.50% (Rangers)	4,421	4,688	7,026	7,026	6,935	267		
0932	Conference & Training	0	500	1,000	1,000	0	500		
0982	Rangers Expense	11,563	10,000	15,700	15,700	15,725	(1,563)		
1012	Tools & Equipment (Low Value)	0	664	1,000	1,000	0	664		
3872	Accrued Annual Leave (Rangers)	0	0	0	0	3,320	0		
0952	Rangers Expenses Reallocated	(65,107)	(67,248)	(100,873)	(100,873)	(123,015)	(2,141)		
	Total Operating Expenditure	0	(78)	0	0	0			
COA	Operating Revenue								
0773	Grant Revenue (Rangers)	0	0	0	0	(30,000)	0		
COA	Capital Expenditure / Reserve Transfers								
0874	Plant & Equipment Purchases (Rangers) (NCA)	0	0	0	0	0	0		
1804	Transfer to Unspent Grant Reserve (Rangers)	0	0	0	0	34	(0)		
1805	Transfer from Unspent Grant Reserve (Rangers)	0	0	0	0	(30,047)	0		
0875	Transfer from Leave Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0	(30,013)			
Total Rangers Expenses		0	(78)	0	0	(60,013)			
Total Law, Order and Fire Safety		101,107	66,334	185,000	185,000	116,581			

Prog	Education & Welfare	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET		
09	Schools/Pre Schools	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals	VARIATION	>\$10K	Budget PROFILE Comments
COA	Operating Expenditure								
0992	Pre-School Repairs & Maintenance	80	1,336	2,000	2,000	80	1,256		
COA	Operating Revenue								
0993	Lease Income (Pre School)	0	0	0	0	0	0		
	Total Education	80	1,336	2,000	2,000	80	1,256		

PROG	Health	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
14	Health Inspection and Administration	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
1282	Ranger Allocation (Pool Inspections)	7,813	8,072	12,105	12,105	11,752	259		
1292	Health Expenses (General)	2,020	10,000	18,000	18,000	2,704	7,980		
	Total Operating Expenditure								
		9,833	18,072	30,105	30,105	14,455			
COA	Operating Revenue								
1383	Swimming Pool Inspection Fees	(1,755)	(1,575)	(1,575)	(1,575)	(1,635)	180		
1393	Licences Income (Caravan Park)	(776)	(554)	(554)	(554)	(754)	222		
1573	Septic Tank Fees (Health)	(2,124)	(118)	(118)	(118)	(472)	2,006		
1583	Administration Fees (Health)	(2,804)	(236)	(472)	(472)	(825)	2,568		
	Total Operating Revenue								
		(7,459)	(2,483)	(2,719)	(2,719)	(3,686)			
Total Health Inspection and Administration		2,374	15,589	27,386	27,386	10,770			

Prog	Housing	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
23	Housing Other	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								Retained for prior years reporting as required by AASB
2512	Repairs & Maintenance (Housing Other)	0	0	0	0	746	0		
2542	Depreciation (Housing Other)	0	0	0	0	229	0		
8022	Loss on Sale of Assets	0	0	0	0	14,774	0		
	Total Operating Expenditure	0	0	0	0	15,748			
COA	Operating Revenue								
2553	Rental Income (Housing Other)	0	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0	0			
COA	Capital Expenditure / Reserve Transfers								
0815	Realisation on Disposal of Assets	0	0	0	0	59,307	0		
2550	Transfer to Building Reserve (EQ)	57	0	0	0	59,509	(57)		
0805	Proceeds from Disposal of Assets	0	0	0	0	(59,307)	0		
	Total Capital / Reserves	57	0	0	0	59,509			
Total Housing		57	0	0	0	75,257			

Prog	Community Amenities	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
25	Sanitation - Household Refuse	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
1762	Domestic Rubbish Collection Expenses	82,513	97,200	145,800	145,800	134,477	14,687	*	Timing supplier invoices
1772	Depreciation (Sanitation)	3,126	2,000	3,000	3,000	2,996	1,000		
1792	Refuse Site Repairs & Maintenance	35,229	13,041	70,388	70,388	20,258	57,347	*	Budget Profile Timing
2502	Admin Allocation (Domestic Rubbish)	25,453	30,488	45,729	45,729	40,899	15,241	*	Timing - Internal non cash item
COA	Total Operating Expenditure	146,321	142,729	264,917	264,917	198,630			
	Operating Revenue								
1903	Domestic Rubbish Collection Fees	(154,969)	(150,043)	(150,645)	(150,645)	(153,799)	4,926		
1904	Other Rubbish Collection	0	0	0	0	0	0		
	Total Operating Revenue	(154,969)	(150,043)	(150,645)	(150,645)	(153,799)			
Total Sanitation - Household Refuse		(8,648)	(7,314)	114,272	114,272	44,831			
26	Sanitation - Other	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
1882	Parks & Gardens Rubbish Collection Expenses	4,035	5,480	9,218	9,218	7,996	1,445		
1912	Other Waste Management Expenses	0	3,000	7,000	7,000	4,337	3,000		
1922	Depreciation (Other Sanitation)	267	264	400	400	401	(3)		
COA	Total Operating Expenditure	4,303	8,744	16,618	16,618	12,734			
	Operating Revenue								
2003	Grants, Contributions & Reimbursements (Other Sanitation)	0	0	(24,360)	(24,360)	0	0		
COA	Total Operating Revenue	0	0	(24,360)	(24,360)	0			
COA	Capital Expenditure / Reserve Transfers								
1764	Land & Building Purchases (NCA)	0	0	24,360	24,360	0			
Total Sanitation - Other		4,303	8,744	16,618	16,618	12,734			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
29	Protection of Environment								
COA	Operating Expenditure								
1962	Abandoned Vehicle Expense	330	1,000	1,500	1,500	500	670		
2022	Landcare Expenditure	0	5,000	5,000	5,000	15,000	5,000		
2040	Dolby Creek Expenditure	2,756	2,060	3,221	3,221	127	(696)		
2942	Prior Period Write Off (Protection of Environment)	0	0	0	0	300	0		
	Total Operating Expenditure	3,086	8,060	9,721	9,721	15,927			
COA	Operating Revenue								
2923	Dolby Creek Management Plan Income	0	(1,900)	(1,900)	(1,900)	(1,401)	(1,900)		
2933	Reimbursements & Sundry Income (Protection of En	0	0	0	0	(500)	0		
	Total Operating Revenue	0	(1,900)	(1,900)	(1,900)	(1,901)			
COA	Capital Expenditure / Reserve Transfers								
2055	Transfer from Landcare Reserve (EQ)	0	0	0	0	(15,849)	0		
2080	Transfer to Landcare Reserve (EQ)	0	0	0	0	14	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0	(15,834)			
	Total Protection of Environment	3,086	6,160	7,821	7,821	(1,809)			

30	Town Planning and Regional Development	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0162	Provision for Long Service Leave (Town Planning)	0	0	15,000	15,000	4,503	0		
0942	Depreciation (Town Planning)	10,073	12,000	18,000	18,000	17,100	1,927		
1992	Planning Consultancy Expenses	720	13,000	25,000	25,000	12,695	12,280	*	Budget Profile Timing
2102	Workers Compensation Insurance (Town Planning)	2,260	2,260	2,260	2,260	2,393	(0)		
2112	Salaries & Wages (Town Planning)	84,608	89,000	133,500	133,500	132,292	4,392		
2122	Superannuation Council 3% (Town Planning)	2,490	2,616	3,929	3,929	3,891	126		
2132	Superannuation 9.50% (Town Planning)	7,884	8,296	12,440	12,440	12,321	412		
2162	Accrued Annual Leave (Town Planning)	0	0	0	0	224	0		
2182	Other Employee Expenses (Town Planning)	1,493	2,664	4,000	4,000	0	1,171		
2202	Town Planners Expenses	718	664	1,000	1,000	905	(54)		
2222	Motor Vehicle Expenses	3,079	4,125	7,500	7,500	5,272	1,046		
2232	Legal Expenses (Town Planning)	2,340	8,334	12,500	12,500	2,712	5,994		
2242	Engineering Expenses	1,350	8,000	12,000	12,000	7,945	6,650		
2252	Advertising Expenses	0	4,500	5,000	5,000	4,547	4,500		
3012	Admin Allocation (Town Planning)	19,090	22,288	33,433	33,433	29,953	3,198		
3082	Prior Period Write Off (Town Planning)	0	0	0	0	574	0		
7052	Surveying & Land Expenses	11,252	7,456	20,000	20,000	18,047	(3,796)		
7072	Project Expenses (Town Planning)	0	0	5,000	5,000	3,375	0		
	Total Operating Expenditure	147,356	185,203	310,562	310,562	258,748			
COA	Operating Revenue								
0163	Town Planning Projects - Income	0	0	0	0	(5,000)	0		
2233	Town Planning Fee Income	(17,716)	(3,000)	(3,400)	(3,400)	(5,751)	14,716	*	Higher than anticipated building applications due to Federal Government COVID recovery funds
2243	Outsourced Planning Fees - Other LGs	(8,240)	(6,076)	(12,150)	(12,150)	(20,553)	2,164		
	Total Operating Revenue	(25,956)	(9,076)	(15,550)	(15,550)	(31,304)			
COA	Capital Expenditure / Reserve Transfers								
4801	Transfer to Land Development Reserve (EQ)	15	32	45	45	56	17		
4820	Transfer to Legal Reserve (EQ)	12	24	40	40	43	12		
	Total Capital Expenditure/Reserve Transfers	27	56	85	85	100			
	Total Town Planning and Regional Development	121,426	176,183	295,097	295,097	227,543			

31	Other Community Amenities	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3102	Cemetery Expenses	11,065	6,992	13,995	13,995	8,275	(4,073)		\$4500 budget Pathway between toilet and gazebo completed
3132	Community Development Expenses	1,957	6,835	17,252	16,252	1,630	4,878		
3162	Admin Allocation (Other Community Amenities)	31,817	38,104	57,162	57,162	51,124	6,287		
3212	Depreciation (Other Community Amenities)	9,706	4,000	6,000	6,000	14,103	(5,706)		
3222	Community Growth Fund	21,200	10,500	27,700	27,700	9,562	(10,700)	*	2020/2021 CGF Projects \$18,200 Payment CV Men's Shed- Shed Extension \$7200; CVAS WIFI Tower \$5000 Plus <u>carry over projects</u> Menshed \$500 & CVFC Scoreboard \$9,000
3232	Community Development Officer Expenses	19,480	28,848	43,463	43,463	33,485	9,368		
3242	Grant Funded Projects LRCIP COVID Stimulus Funds			0	0	0	0		
	Total Operating Expenditure	95,225	95,279	165,572	164,572	118,178			
COA	Operating Revenue								
3093	Cemetery Income (GST Free)	(1,247)	(200)	(400)	(400)	(1,442)	1,047		
3113	Cemetery Income (GST Applicable)	(3,032)	(900)	(900)	(900)	(1,539)	2,132		
3103	Grants Received (Other Community Amenities)	(1,000)	(1,000)	(1,000)	0	0	0		
3633	Community Development Grants	0	0	0	0	(18,013)	0		
	Total Operating Revenue	(5,279)	(2,100)	(2,300)	(1,300)	(20,994)			
COA	Capital Expenditure / Reserve Transfers								
2415	Nabawa Cemetery Capital Expenses (NCA)	8,449	10,000	10,000	10,000	11,175	1,551		99 - Job: CEMT - Carry over project from 2019/2020 - Job CEMT Reduced Septic System type
3084	Transfer to Unspent Community Growth Fund Reser	0	0	0	0	9,500	0		
3104	Plant & Equipment Purchases (NCA)	0	0	0	0	17,000	0		
0471	Transfer from Unspent Grants Reserve (EQ)	0	0	0	0	(17,000)	0		
3172	Transfer to Loans And Unspent Grants Reserve (EQ)	0	0	0	0	0	0		
3085	Transfer from Unspent Community Growth Fund Re	(9,500)	(9,500)	(9,500)	(9,500)	0	0		
7155	Transfer from Building Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	(1,051)	500	500	500	20,675			
	Total Other Community Amenities	88,896	93,679	163,772	163,772	117,859			
	Total Community Amenities	209,062	277,452	597,580	597,580	401,159			

Prog	Recreation and Culture	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
32	Public Halls and Civic Centres	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
2602	Depreciation (Public Halls)	61,908	62,000	93,000	93,000	92,975	92		
2722	Public Halls & Showgrounds Expense	53,733	42,756	111,799	111,799	69,315	(10,977)	*	Budget Profile Timing
2732	Nabawa Community Centre Expenses	25,362	25,707	37,115	37,115	37,552	345		
2742	Interest (Loan 89 - Nabawa Stadium Upgrade)	151	181	181	181	778	30		
3202	Admin Allocation (Public Halls)	38,180	45,840	68,757	68,757	59,349	7,660		
	Total Operating Expenditure	179,334	176,484	310,852	310,852	259,968			
COA	Operating Revenue								
2453	Showground/Halls Income Received	(4,676)	(4,660)	(5,500)	(5,500)	(6,331)	16		
2443	Yuna Camping & Hall Hire Revenue	(1,458)	0	0	0	(174)	1,458		
3423	Grant Funding Revenue	(84,795)	0	(77,500)	(77,500)	0	84,795	*	Timing LRCIP Grant Funding - Jobs 1037 and 1038 Revenue recognition
	Total Operating Revenue	(90,930)	(4,660)	(83,000)	(83,000)	(6,505)			

Prog	Recreation and Culture	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
32	Public Halls and Civic Centres Cont.	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Capital Expenditure / Reserve Transfers								
2644	Land & Buildings Purchases (Public Halls) (NCA)	85,745	50,000	127,500	127,500	593	(35,745)	*	Timing on jobs Job: 1037 - Yuna Golf Club - \$15,000 Remove asbestos from old toilet block; construct new shed Job: 1038 - Nanson Showgrounds \$50,000 3 Phase Power ; Project 10 LRCIP \$40500 Transportal Toilet Job 1048 - Kitchen Upgrades NCC \$22,000
4925	Principal Loan Repayment (Loan 89) (CL)	4,961	4,961	4,961	4,961	9,491	0		
7385	Transfer from Building Reserve (EQ)	(25,000)	0	(25,000)	(25,000)	0	25,000	*	Transfer budgeted for June 2021 yet made in October 2020
	Total Capital Expenditure / Reserve Transfers	65,707	54,961	107,461	107,461	10,084			
	Total Public Halls and Civic Centres	154,111	226,786	335,313	335,313	263,547			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	
33	Swimming Areas and Beaches	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3302	Admin Allocation (Swimming Areas & Beaches)	19,090	22,864	34,297	34,297	30,674	3,774		
3412	Coronation Beach Expenses	29,168	39,350	63,176	63,176	47,880	10,182	*	Budget Profile Timing
7082	Depreciation (Swimming Areas & Beaches)	6,558	6,664	10,000	10,000	9,850	106		
	Total Operating Expenditure	54,816	68,878	107,473	107,473	88,404			
COA	Operating Revenue								
3443	Coronation Beach Camping Fees	(49,648)	(43,336)	(65,000)	(65,000)	(72,373)	6,312		
3453	Grant and Other Income (Swimming Areas & Beach	(76,163)	0	(68,500)	(68,500)	0	76,163	*	Budget Profile timing on revenue recognition (Coronation Wi-Fi & Rigging area projects completed; Playground purchase order raised)
	Total Operating Revenue	(125,811)	(43,336)	(133,500)	(133,500)	(72,373)			
COA	Capital Expenditure / Reserve Transfers								
7164	Land and Buildings	58,602	5,000	88,500	88,500	0	(53,602)	*	Budget Profile timing - Coronation Wi-Fi and Rigging Projects completed
	Total Swimming Areas and Beaches	(12,394)	30,542	62,473	62,473	16,031			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
34	Other Recreation and Sport Cont.	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
1472	Yuna Oval Expenses	12,854	4,448	7,675	7,675	6,513	(8,406)		Employee and labour overheads only over budget which are offset across other jobs
1532	Interest (Loan 98)	718	1,493	2,321	2,321	3,399	775		
1482	Sporting Clubs Expenses	29,728	55,697	88,165	88,165	73,103	25,969	*	Timing General Mtce Nabawa Oval & Surrounds
2642	Parks & Gardens Expenses	68,153	88,835	131,420	131,420	126,186	20,682	*	Timing General Mtce
2702	Sports Pavilion & Basketball Stadium (Nabawa Recr	10,518	12,705	19,134	19,134	10,538	2,187		
2712	Tennis Clubs Expenses	5,190	4,222	5,238	5,238	10,789	(968)		Employee and labour overheads only over budget which are offset across other jobs
2772	Minor Gardening Equipment Purchases	81	1,336	2,000	2,000	1,407	1,255		
2812	Golf Courses	2,053	22	23	23	1,930	(2,031)		Insurance budget incorrect offset on budgets across programs
3442	Admin Allocation (Recreation & Sport)	19,090	21,264	31,901	31,901	28,674	2,174		
7022	Depreciation (Recreation & Sport)	30,265	31,336	47,000	47,000	46,808	1,071		
7092	Depreciation (Recreation & Sport)	59,244	59,336	89,000	89,000	88,550	92		
	Total Operating Expenditure	237,895	280,693	423,877	423,877	397,897			
COA	Operating Revenue								
2743	Sports Club Hire Income	(520)	(672)	(672)	(672)	(4,655)	(152)		
2803	Grants & Other Income Received	(16,725)	(79,212)	(239,589)	(239,589)	(109,477)	(62,487)	*	Timing on revenue recognition for projects Rockwell-Yuna Pipeline Rejuvenation Project DWER Community Water Supply Program funding \$99,000 LRCIP funding \$5,000 Project 8 Nabawa Stadium Roller Shutters LRCIP funding \$11,000 Project 9 Nabawa Stadium Roof Repairs & Lighting Upgrades LRCIP funding \$116,865 Project 11 Nabawa Tennis Courts Upgrades
3444	Fig Tree Camping Fees	(4,956)	(1,336)	(2,000)	(2,000)	(2,146)	3,620		
	Total Operating Revenue	(22,201)	(81,220)	(242,261)	(242,261)	(116,278)			
		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
34	Other Recreation and Sport Cont.	Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Capital Expenditure / Reserve Transfers								
1304	Plant & Equipment Purchases (NCA)	2,616	0	111,600	111,600	0	(2,616)		Rockwell Bore Project
1314	Transfer to Building Reserve (EQ)	0	96	150	150	0	96		
2834	Land & Building Purchases (NCA)	9,001	0	135,589	135,589	122,793	(9,001)		
2864	Transfer to Unspent Grant Reserve (EQ)	0	0	0	0	0	0		
2824	Principal Loan Repayment (Loan 98) (CL)	20,383	20,383	41,035	41,035	39,972	0		
7275	Loan Funds Received (NCL)	0	0	0	0	0	0		
7471	Transfer from Unspent Grant Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	32,000	20,479	288,374	288,374	162,766			
	Total Other Recreation and Sport	247,694	219,952	469,990	469,990	444,385			

35	Library	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
2902	Library Expenses	2,288	3,220	5,097	5,097	2,521	933		
2912	Honorarium Librarian Payment	500	600	1,200	1,200	1,000	100		
3582	Admin Allocation (Libraries)	19,090	22,864	34,297	34,297	30,674	3,774		
6922	Depreciation (Libraries)	0	0	0	0	0	0		
	Total Operating Expenditure	21,878	26,684	40,594	40,594	34,196			
COA	Operating Revenue								
2983	Grants, Contributions & Reimbursements	(24,366)	0	(22,000)	(22,000)	0	24,366	*	Timing LRCIP funds Library Relocation
	Total Operating Revenue	(24,366)	0	(22,000)	(22,000)	0			
	Capital Expenditure / Reserve Transfers								
3504	Land & Building Purchases (Libraries) (NCA)	20,022	0	22,000	22,000	0	(20,022)	*	Budget Profile Timing - Library Relocation project progressed earlier than anticipated
	Total Capital/Reserves	20,022	0	22,000	22,000	0			
	Total Library	17,534	26,684	40,594	40,594	34,196			

36	Other Culture	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3626	Museum & Road Board Expense	7,108	9,387	16,086	16,086	13,922	2,279		
3652	Depreciation (Other Culture)	7,156	7,000	10,500	10,500	10,748	(156)		
	Total Operating Expenditure	14,263	16,387	26,586	26,586	24,670			
	Operating Revenue								
3445	Grant Funding Received	0	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0	0			
	Capital Expenditure / Reserve Transfers								
3604	Land & Building Purchases (NCA)	0	0	0	0	0	0		
3635	Transfer from Building Reserve (EQ)	0	0	0	0	0	0		
	Total Capital/Reserves	0	0	0	0	0			
	Total Other Culture	14,263	16,387	26,586	26,586	24,670			
	Total Recreation and Culture	421,209	520,351	934,956	934,956	782,828			

Prog	Transport	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
37	Constuction Streets, Roads, Bridges, Depots	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3702	Admin Allocation (Road Construction)	57,270	68,592	102,891	102,891	92,023	11,322	*	Admin Allocations lower than estimates YTD
COA	Operating Revenue								
3173	MW Regional Road Funding	(660,000)	(720,000)	(900,000)	(900,000)	(1,186,000)	(60,000)	*	Timing - revenue recognition accounting standards
3193	R2R (Construction) Income	(328,260)	(218,844)	(328,260)	(328,260)	(328,620)	109,416	*	Timing - revenue recognition accounting standards
	Total Operating Revenue	(988,260)	(938,844)	(1,228,260)	(1,228,260)	(1,514,620)			
COA	Capital Expenditure								
3114	Capital Roadworks Program Purchases (Incl Grant	1,379,351	1,525,067	1,798,587	1,798,587	1,933,836	145,716	*	Timing Employee and internal costs over estimates YTD
4840	Transfer to Roadworks Reserve (EQ)	30	80	65,100	65,100	111	50		
	Total Capital Expenditure / Reserve Transfers	1,379,381	1,525,147	1,863,687	1,863,687	1,933,947			
	Total Road Construction	448,391	654,895	738,317	738,317	511,350			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
38	Maintenance Streets, Roads, Bridges, Depots	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3372	Road Maintenance Expense	391,625	1,288,218	2,273,258	1,989,861	1,220,990	896,593	*	Timing on Capital Renewal and Maintenance Job: RC04 - Wandana Road - Job: RC131 - Northampton Nabawa Rd Job 1725 - LRCIP Project 5 Extend width of shoulders with gravel and improve drainage in PFE
3502	Depot Maintenance	13,424	14,431	29,101	29,101	31,660	1,007		
3512	Street Lighting Expense	5,781	7,536	9,710	9,710	9,800	1,755		
3522	Depreciation (Road Maintenance)	46,573	36,664	55,000	55,000	54,408	(9,909)		
3532	Street Trees	0	11,000	16,000	16,000	10,317	11,000	*	Budget profile timing
3542	Licences & Subscriptions	8,895	15,308	15,308	15,308	10,774	6,413		
3562	Road Sign Expense	7,042	5,000	10,000	10,000	5,601	(2,042)		
3802	Admin Allocation (Road Maintenance)	57,270	68,592	102,891	102,891	92,023	11,322	*	Admin Allocations lower than estimates YTD
3822	Bore Maintenance	4,238	16,000	18,000	18,000	20,162	11,762	*	Budget profile timing
3832	Crossover expenses to ratepayers	500	2,500	5,000	5,000	500	2,000		
6912	Depreciation (Roads)	806,371	773,336	1,160,000	1,160,000	1,160,562	(33,035)	*	Budget Profile Timing
	Total Operating Expenditure	1,341,719	2,238,585	3,694,268	3,410,871	2,616,799			
COA	Operating Revenue								
3143	MRWA Direct Grant	(127,990)	(127,990)	(127,990)	(127,990)	(125,058)	0		
3153	Other Grant Income	0	(240,000)	(683,397)	(400,000)	0	(240,000)	*	Timing - grant recognition accounting standards RRG Contribution Nabawa Northampton Rd \$300,000; LRCIP Funding for Project 5 - Extend width of shoulders with gravel and improve drainage in PFE contractors only \$100,000 - budget review Feb 2021
3393	Hudson Resources Contribution (Dartmoor Road)	(36,483)	(32,500)	(32,500)	(32,500)	(14,525)	3,983		
	Total Operating Revenue	(164,473)	(400,490)	(843,887)	(560,490)	(139,583)			
COA	Capital Expenditure								
3205	Transfer from Roadworks Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	0	0	0	0	0			
	Total Road Maintenance	1,177,246	1,838,095	2,850,381	2,850,381	2,477,216			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
39	Road Plant Purchases	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3586	Interest (Loan 97)	0	0	0	0	304	0		
3642	Loss on Sale of Assets	0	0	2,191	2,191	7,941	0		
	Total Operating Expenditure	0	0	2,191	2,191	8,246			
COA	Operating Revenue								
3543	Profit on Sale of Assets	(17,190)	0	(26,397)	(26,397)	(3,569)	17,190	*	Budget Profile Timing - Profit for traded vehicles
3903	Grants, Contributions & Reimbursement Road Plant	0	0	(35,000)	(35,000)	0	0		Budget adjustment required - Project deemed ineligible - LRCIP Funding to purchase Radar
	Total Operating Revenue	(17,190)	0	(61,397)	(61,397)	(3,569)			
COA	Capital Expenditure / Reserve Transfers								
3554	Plant & Equipment Purchases (NCA)	61,018	0	614,500	614,500	501,488	(61,018)	*	Budget Profile Timing - 10 Year Plant Replacement Program
3575	Proceeds from Disposal of Assets	0	(60,000)	(80,000)	(80,000)	(23,636)	(60,000)	*	Budget Profile Timing - 10 Year Plant Replacement Program
3587	Principal Loan Repayments (Loan 97)	0	0	0	0	19,162	0		
4781	Transfer to Plant/Light Vehicle Reserve (EQ)	0	160	220,250	220,250	0	160		
3561	Transfer from Plant/Light Vehicle Reserve (EQ)	0	0	0	0	0	0		
6225	Realisation on Disposal of Assets	0	0	80,000	80,000	23,636	0		
7135	Loan Funds Rec'd.	0	0	0	0	0	0		
	Total Capital Expenditure / Reserve Transfers	61,018	(59,840)	834,750	834,750	520,651			
	Total Road Plant Purchases	43,828	(59,840)	775,544	775,544	525,327			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
41	Traffic Control	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
4102	Admin Allocation (Traffic Control)	25,453	30,488	45,729	45,729	40,899	5,035		
4572	Traffic Control Expense	0	0	3,000	3,000	0	0		
7572	Traffic Counters Expense	0	0	0	0	7,912	0		
	Total Operating Expenditure	25,453	30,488	48,729	48,729	48,811			
COA	Operating Revenue								
7513	Licensing Commission Income	(2,375)	(2,336)	(3,500)	(3,500)	(4,586)	39		
7573	Traffic Counter Income	(3,200)	0	0	0	0	3,200		** Trade on new traffic counters offsets expenditure refer COA 7574
	Total Operating Revenue	(5,575)	(2,336)	(3,500)	(3,500)	(4,586)			
	Capital Expenditure / Reserve Transfers								
7574	Tools & Equipment Purchases (NCA)	13,243	10,000	10,000	10,000	0	(3,243)		** Expenditure is offset with sale of traded traffic counters refer COA 7573 above
	Total Capital Expenditure / Reserve Transfers	13,243	10,000	10,000	10,000	0			
	Total Traffic Control	33,121	38,152	55,229	55,229	44,225			
	Total Transport	1,702,586	2,471,302	4,419,471	4,419,471	3,558,118			

Prog	Economic Services	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
44	Rural Services	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3362	Ranger Allocation (Roadside Spraying)	5,860	8,941	13,114	13,114	8,814	3,081		
4462	Admin Allocation (Rural Services)	6,511	7,624	11,432	11,432	9,793	1,113		
6722	Noxious Weeds & Pest Expense	5,844	15,978	16,178	16,178	9,332	10,134	*	Budget Profile Timing
	Total Operating Expenditure	18,215	32,543	40,723	40,723	27,939			
COA	Capital Expenditure / Reserve Transfers								
4404	Plant & Equipment Purchases (NCA)	0	0	0	0	0	0		
	Total Rural Services	18,215	32,543	40,723	40,723	27,939			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
45	Tourism and Area Promotion	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
3952	Signage Expense (Tourism)	0	0	1,000	1,000	0	0		
3982	Tourism Expense	0	0	7,500	7,500	0	0		
4282	Promotional Expense (Tourism)	550	2,000	7,000	7,000	1,440	1,450		
	Total Operating Expenditure	550	2,000	15,500	15,500	1,440			
COA	Operating Revenue								
3973	Contr. & Reim. (Tourism).	0	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0	0			
	Total Tourism and Area Promotion	550	2,000	15,500	15,500	1,440			

		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
46	Building Control	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
4132	Building Surveyor Expenses	84,696	91,160	139,444	139,444	135,534	6,464		
4162	Non Contract Expenses	0	0	1,000	1,000	0	0		
4622	Admin Allocation (Building Control)	44,544	60,976	91,458	91,458	71,574	16,432	*	Admin Allocations lower than estimates YTD
	Total Operating Expenditure	129,240	152,136	231,902	231,902	207,108	22,896	0	
COA	Operating Revenue								
4153	Building Licenses Income	(20,033)	(4,000)	(6,000)	(6,000)	(6,032)	16,033	*	Building application revenue higher than anticipated
4173	CTF Commissions Received	(113)	(80)	(120)	(120)	(120)	33		
4213	Building Commissions Received	(461)	(96)	(150)	(150)	(200)	365		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0	0		
	Total Operating Revenue	(20,607)	(4,176)	(6,270)	(6,270)	(6,352)	16,431	0	
COA	Capital Expenditure / Reserve Transfers								
4215	Transfer from Leave Reserve (EQ)	0	0	0	0	0	0		
	Total Capital Expenditure/Reserve Transfers	0	0	0	0	0	0	0	
	Total Building Control	108,633	147,960	225,632	225,632	200,756			

49	Other Economic Services			2020/2021	2020/2021	2019/2020	2019/2020	BUDGET VARIATION	Budget PROFILE Comments
				Full Year Amended Budget	Full Year Original Budget	Current Year YTD Actuals	Amended Full Year Budget		
COA	Operating Expenditure								
4232	Water Supply Stand Pipes Expense	0	250	250	250	0	250		
4222	Admin Allocation (Other Economic Services)	31,817	34,912	52,370	52,370	47,124	3,095		
4242	Rehabilitation of Gravel Pits Expense	0	0	5,000	5,000	0	0		
4252	Purchase of Stamps	20	34	65	65	29	14		
4272	Other Expenditure	0	7,104	10,131	10,131	810	7,104		
	Total Operating Expenditure	31,836	42,300	67,816	67,816	47,963			
COA	Operating Revenue								
4223	Commission Received Australia Post	(6,054)	(4,336)	(6,500)	(6,500)	(7,193)	1,718		
4243	Annual Post Office Box Fee	(3,300)	(3,000)	(3,000)	(3,000)	(3,282)	300		
4253	Postage Stamp Income	(24)	(62)	(65)	(65)	(73)	(38)		
4333	Photocopying Income	(42)	(20)	(20)	(20)	(103)	22		
4913	Shire Leased Reserves Income	(450)	(450)	(450)	(450)	(450)	0		
	Total Operating Revenue	(9,871)	(7,868)	(10,035)	(10,035)	(11,101)			
COA	Capital Expenditure / Reserve Transfers								
4760	Transfer to Water Strategy Reserve (EQ)	4	8	15	15	15	4		
	Total Other Economic Services	21,970	34,440	57,796	57,796	36,878			
	Total Economic Services	149,367	216,943	339,652	339,652	267,013			

Prog	Other Property & Services	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
47	Plant Depreciation	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
5012	Depreciation (Other Property & Services)	240,503	211,816	317,721	317,721	336,585	(28,687)	*	Timing
7102	Depreciation of Unclassified Assets (Other Property & Services)	0	4,664	7,000	7,000	0	4,664		
6890	Depreciation Posted to Jobs (Other Property & Services)	(195,363)	(216,480)	(324,721)	(324,721)	(343,585)	(21,118)	*	Timing
	Total Plant Depreciation	45,140	0	0	0	(7,000)			
Prog	Other Property & Services	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
50	Private Works	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
7302	Private Works Expense	3,535	5,336	7,741	7,741	982	1,801		
COA	Operating Income								
7333	Private Works Income	(4,690)	(5,332)	(8,000)	(8,000)	(2,060)	(642)		
	Total Private Works	(1,155)	4	(259)	(259)	(1,078)			
		2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
52	Public Works Overheads	Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
0342	Provision for Long Service Leave (Public Works Overheads)	0	0	5,000	5,000	4,013	0		
4312	Superannuation Council 3% (Public Works Overheads)	7,961	12,152	18,233	18,233	12,433	4,191		
4322	Superannuation 9.5% (Manager of Works)	6,747	6,920	10,382	10,382	10,619	173		
4332	Superannuation 9.5% (Public Works Overheads)	46,798	55,984	83,973	83,973	73,684	9,186		
4342	Salaries & Wages (Works Manager)	69,718	71,128	106,688	106,688	109,701	1,410		
4352	Superannuation Council 3% (Manager of Works)	2,131	2,184	3,279	3,279	3,353	53		
4372	Public Works Sundry Expense	7,594	17,592	25,887	25,887	19,729	9,998		
4382	Works Manager Expenses	2,285	2,768	4,150	4,150	3,639	483		
4392	External Engineering Services	5,100	6,500	13,000	13,000	9,937	1,400		
4402	Sick Leave (Public Works Overheads)	16,993	22,288	33,429	33,429	19,465	5,295		
4412	Annual Leave (Public Works Overheads)	62,766	69,557	78,132	78,132	61,054	6,791		
4432	Public Holiday Pay (Public Works Overheads)	20,933	27,128	40,691	40,691	38,686	6,195		
4422	Long Service Leave Expense (Public Works Overheads)	17,381	17,356	17,356	17,356	0	(25)		
4442	Occupational Health & Safety Expense	4,160	6,752	10,500	10,500	9,571	2,592		
4452	Protective Uniform/ Minor Workwear	1,288	1,864	11,000	11,000	8,119	576		
4602	Training Expense	1,759	14,555	21,387	21,387	2,553	12,797	*	Budget Profile Timing
4652	Works Staff Allowances (Public Works Overheads)	14,921	15,600	23,400	23,400	22,813	679		
5202	Admin Allocation (Public Works Overheads)	82,724	104,552	156,829	156,829	141,643	21,828	*	Admin Allocations lower than estimates YTD
6782	Workers Compensation Insurance (Public Works Overheads)	18,134	18,134	18,134	18,134	19,682	(0)		
7422	Less Public Works Overheads Allocated to W & S	(409,080)	(454,304)	(681,450)	(681,450)	(578,601)	(45,224)	*	Budget Profile Timing
	Total Operating Expenditure	(19,689)	18,710	0	0	375			
COA	Operating Revenue								
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0	0		
COA	Capital Expenditure / Reserve Transfers								
7631	Transfer from Leave Reserve (EQ)	0	0	0	0	0	0		
	Total Public Works Overheads	(19,689)	18,710	0	0	375			

53	Plant Operation Costs	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
4472	In House Repairs & Maintenance	133,658	148,236	221,517	221,517	202,563	14,578	*	Employee and internal costs spread evenly over budget
4482	Tyre Purchase Expense	10,721	38,336	57,500	57,500	49,048	27,615	*	Budget Profile Timing
4492	Parts & Outside Repairs Expense	87,202	100,000	150,000	150,000	148,630	12,798	*	Budget Profile Timing with large repair costs for Caterpillar Grader pending
4502	Plant Licences Expense	9,055	10,000	10,000	10,000	9,246	945		
4532	Tools & Consumables	10,063	12,114	20,000	20,000	16,891	2,051		
4542	Fuel, Oil & Grease	125,727	207,328	311,000	311,000	280,918	81,601	*	Budget Profile Timing
4552	Cutting Edges & Tips	4,272	6,000	12,000	12,000	10,207	1,728		
5112	Admin Allocation (Plant Operations)	12,727	15,032	22,543	22,543	20,450	2,305		
6772	Insurance Expense (Plant Operations)	37,639	35,143	35,143	35,143	34,360	(2,496)		
4512	Less POC Allocated to W & S	(411,196)	(533,136)	(799,703)	(799,703)	(695,769)	(121,940)	*	Budget Profile Timing
	Total Operating Expenditure	19,869	39,053	40,000	40,000	76,544			
COA	Operating Revenue								
4503	Sale of Scrap	0	0	0	0	(7,214)	0		
4513	Diesel Fuel Rebate	(27,063)	(26,664)	(40,000)	(40,000)	(61,702)	399		
	Total Operating Revenue	(27,063)	(26,664)	(40,000)	(40,000)	(68,916)			
	Total Plant Operation Costs	(7,194)	12,389	0	0	7,628			

55	Salaries and Wages	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Amended Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
4362	Unallocated Wages	0	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	614,526	628,328	942,497	942,497	946,457	13,802	*	Timing
4580	S&W Works & Services	671,094	732,936	1,099,405	1,099,405	1,025,964	61,842	*	Timing
4600	Less Salary & Wages Allocated	(1,318,802)	(1,361,264)	(2,041,902)	(2,041,902)	(1,965,520)	(42,462)	*	Timing
4592	Workers Compensation Paid	0	0	0	0	0	0		
	Total Operating Expenditure	(33,182)	0	0	0	6,901			
COA	Operating Revenue								
4613	Salaries & Wages Reimbursement Received	0	0	0	0	0	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0	0		
	Total Operating Revenue	0	0	0	0	0			
	Total Salaries and Wages	(33,182)	0	0	0	6,901			

56	Unclassified	2020/2021	2020/2021	2020/2021	2020/2021	2019/2020	BUDGET to BUDGET VARIATION	>\$10K	Budget PROFILE Comments
		Year to Date Actuals	Year to Date Budget	Full Year Original Budget	Full Year Original Budget	30 June YTD Actuals			
COA	Operating Expenditure								
5022	Overpayments/Recoverables - Expenditure	8,083	5,000	10,500	10,500	8,534	(3,083)		
	Total Operating Expenditure	8,083	5,000	10,500	10,500	8,534	(3,083)		
COA	Operating Revenue								
5023	Overpayments/Recoverables - Income	(7,826)	(5,250)	(10,500)	(10,500)	(8,391)	2,576		
3813	Profit on Revaluation	0	0	0	0	0	0		
	Total Operating Revenue	(7,826)	(5,250)	(10,500)	(10,500)	(8,391)			
	Total Unclassified	256	(250)	0	0	143			
	Total Other Property and Services	(15,823)	30,853	(259)	(259)	6,969			

List of Accounts for the period ending 28 February 2021

Muni Bank

Chq/EFT	Date	Name	Amount
EFT24971	04/02/2021	Peter Groom Settlements	-1572.70
EFT24972	04/02/2021	Reuben Alistair Joyce	-500.00
EFT24975	15/02/2021	Shire of Mingenew	-26.40
EFT24976	15/02/2021	Synergy	-2864.72
EFT24977	15/02/2021	Water Corporation	-2326.40
EFT24978	15/02/2021	Australia Post	-79.47
EFT24979	15/02/2021	Baba Marda Road Services	-825.00
EFT24980	15/02/2021	Beaurepaires	-1499.68
EFT24981	15/02/2021	Bunnings Group Limited	-46.64
EFT24982	15/02/2021	Chapman Valley Menshed Inc	-550.00
EFT24983	15/02/2021	Great Northern Rural Services	-88.85
EFT24984	15/02/2021	HL Geospatial	-6024.33
EFT24985	15/02/2021	Landgate	-69.20
EFT24986	15/02/2021	Magor Swartz Pty Ltd	-8866.00
EFT24987	15/02/2021	Miralec	-968.00
EFT24988	15/02/2021	Nabawa Valley Tavern	-833.35
EFT24989	15/02/2021	Norfolk Cleaning Service	-5280.00
EFT24991	15/02/2021	Opus Living Music	-480.00
EFT24992	15/02/2021	Pest A Kill WA	-682.00
EFT24993	15/02/2021	Pirtek Geraldton	-77.40
EFT24994	15/02/2021	Quantum Surveys	-550.00
EFT24995	15/02/2021	Queens Supa IGA Supermarket	-326.25
EFT24996	15/02/2021	Refuel Australia	-11712.19
EFT24997	15/02/2021	Seek Ltd	-302.50
EFT24998	15/02/2021	Toll Transport Pty Ltd	-45.76
EFT25003	19/02/2021	Steve's Transportables Group Pty Ltd	-35200.00
EFT25004	25/02/2021	Bernadette McCormack	-2622.58
DD17042.1	02/02/2021	Aware Super Pty Ltd	-20.22
DD17043.1	02/02/2021	Aware Super Pty Ltd	-7990.74
DD17043.2	02/02/2021	Hostplus Superannuation	-711.81
DD17043.3	02/02/2021	Wealth Personal Superannuation and Pension Fund	-599.16
DD17043.4	02/02/2021	Australian Super	-108.07
DD17043.5	02/02/2021	Prime Super	-224.05
DD17043.6	02/02/2021	ANZ Smart Choice Super	-241.12
DD17050.1	16/02/2021	Aware Super Pty Ltd	-8008.11
DD17050.2	16/02/2021	Australian Super	-189.35
DD17050.3	16/02/2021	Hostplus Superannuation	-871.01
DD17050.4	16/02/2021	Wealth Personal Superannuation and Pension Fund	-599.16
DD17050.5	16/02/2021	Cameron Fishing Superannuation Fund	-83.01
DD17050.6	16/02/2021	Prime Super	-224.05
DD17050.7	16/02/2021	ANZ Smart Choice Super	-241.12
DD17064.1	02/02/2021	Westpac Geraldton	-137.86
DD17071.1	23/02/2021	Australian Taxation Office	-19848.00

Trust Bank

Chq/EFT	Date	Name	Amount
EFT24973	04/02/2021	Ashley Kevin Eastough	-50.00
EFT24974	04/02/2021	Megan Rebecca O'Grady	-580.00
EFT24999	19/02/2021	Building and Construction Industry Training Fund	-583.57
EFT25000	19/02/2021	Clare Margaret Cream	-63.00
EFT25001	19/02/2021	Department of Mines, Industry Regulation & Safety	-513.70
EFT25002	19/02/2021	Shire of Chapman Valley	-23.25

SHIRE OF CHAPMAN VALLEY

BANK RECONCILIATION - Muni Accounts As at 28th of February 2021

SYNERGY

Balance as per Cash at Bank Account GL 160000	279,377.81
Balance as per Cash at Bank Account GL 170000	3,650,732.66
Balance as per Interfund Transfer A/c GL 161100	-
Plus Income on Bank Stmt not in ledgers	5,020.93
Less Expenditure on Bank Stmt not in ledgers	-
	\$3,935,131.40

BANK

Muni Bank Account (Account No 000040)	284,431.63
Investment Account (Account No 305784)	<u>3,650,732.66</u>
	<u>3,935,164.29</u>
Less Outstanding Payments	-
Plus Outstanding Deposits	1,011.10
Plus Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni]	(1,043.99)
	\$3,935,131.40

Difference Check 0.00

Completed by:


Beau Raymond - Senior Finance Officer

5/3/21
Date

Reviewed by:


Dianne Raymond - Mgr Finance & Corporate Services

Date 8/3/202



Corporate Card Statement

4 MAR 2021



SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

Facility Number

00018023 20000001

Payment Due Date

03 March 2021

Closing Balance

\$906.78

**This amount will be swept
from a nominated account.**

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 Jan 2021	21 Feb 2021	03 Mar 2021	137.86	906.78	9,093.22

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
137.86	137.86 -	870.28	0.00	36.50	0.00	906.78	0.00

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.



Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Maurice Battilana	5163 2531 0083 1327	6,000	5,111.47

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 FEB	Payments AUTOMATIC PAYMENT	137.86-	
	Sub Total:	137.86-	
21 JAN	Purchases QANTAS AIRWAYS LTD MASCOT AUS	414.44	CEO
20 JAN	QANTAS WA LOCAL GOVERNMENT AS WEST LEEDERVI AUS	540.00	* credit office
21 JAN	CIVIC, SOCIAL & FRATERNAL AS SKEETAS RESTAURANT & GERALDTON AUS	21.20	BFRM Project CEO
22 JAN	EATING PLACES, RESTAURANTS QANTAS AIRWAYS LTD MASCOT AUS	414.44	CEO Credit flights
28 JAN	QANTAS WA LOCAL GOVERNMENT AS WEST LEEDERVI AUS	540.00-	*
08 FEB	CIVIC, SOCIAL & FRATERNAL AS SKEETAS RESTAURANT & GERALDTON AUS	20.20	CEO Contact longer Meeting
	EATING PLACES, RESTAURANTS		
	Sub Total:	870.28	
21 FEB	Interest, Fees & Government Charges CARD FEE	18.25	
	Sub Total:	18.25	

Corporate Card Statement

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
137.86	137.86 -	870.28	0.00	18.25	0.00	888.53	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature

Date 09.03.2021

Transactions examined and approved.

Manager/Supervisor Signature

Date

9/3/2021

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.



Corporate Card Statement

SHIRE OF CHAPMAN VALLEY
THE SHIRE CLERK
ADMINISTRATION
C/- POST OFFICE
NABAWA W A WA 6532

CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	3,981.75

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
21 FEB	Interest, Fees & Government Charges CARD FEE	18.25	
	Sub Total:	18.25	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
0.00	0.00 -	0.00	0.00	18.25	0.00	18.25	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature _____

Date 9/3/21

Transactions examined and approved.

Manager/Supervisor Signature _____

Date 9/3/2021

Remember, if you have a card, always keep your passcode (PIN) secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode. To learn more about how you can protect your card against unauthorised transactions, or for information about disputed transactions, call us at 1300 650 107 during business hours.



SHIRE OF CHAPMAN VALLEY BUDGET REVIEW REPORT FOR THE PERIOD ENDED 31ST JANUARY 2021

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

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**SHIRE OF CHAPMAN VALLEY
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 31ST JANUARY 2021**

	Note 4 Ref.	Budget v Actual		Predicted	
		Adopted Annual Budget (a)	YTD Actual (b)	Variance (c)	Year End (a)+(c)
		\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year surplus/(deficit)		1,642,943	1,760,791	117,848	1,760,791
Revenue from operating activities (excluding rates)					
Governance		1,200	18,138		1,200
General Purpose Funding - Other	4.1.1	464,400	249,079	(17,000)	447,400
Law, Order, Public safety		30,900	24,188		30,900
Health		2,719	6,161		2,719
Housing		0	0		0
Community Amenities		193,755	182,549		193,755
Recreation and Culture		480,761	200,922		480,761
Transport	4.1.2	325,387	187,086	(35,000)	290,387
Economic services		16,305	23,467		16,305
Other Property and Services		58,500	30,913		58,500
		1,573,927	922,503	(52,000)	1,521,927
Expenditure from operating activities					
Governance	4.2.1	(401,129)	(161,065)	(2,000)	(403,129)
General Purpose Funding		(126,591)	(54,572)		(126,591)
Law, Order, Public safety		(215,900)	(112,171)		(215,900)
Health		(30,105)	(80)		(30,105)
Education and Welfare		(2,000)	(7,321)		(2,000)
Housing		0	0		0
Community Amenities		(766,390)	(356,583)		(766,390)
Recreation and Culture	4.2.2	(909,382)	(444,775)	(3,500)	(912,882)
Transport		(3,564,682)	(1,278,732)		(3,564,682)
Economic services		(355,942)	(159,095)		(355,942)
Other Property and Services		(58,241)	(84,745)		(58,241)
		(6,430,362)	(2,659,139)	(5,500)	(6,435,862)
Operating activities excluded from budget					
Depreciation on assets		1,949,221	1,205,452		1,949,221
Profit on asset disposal		(26,397)	(17,190)		(26,397)
Loss on asset disposal		2,191	0		2,191
Movement in employee & contract liabilities		(9,390)	25,342		(9,390)
Amount attributable to operating activities		(1,297,867)	1,237,759	60,348	(1,237,519)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions		1,528,260	988,260		1,528,260
Purchase property, plant and equipment	4.3.2	(1,032,449)	(195,210)	35,000	(997,449)
Purchase and construction of infrastructure-roads		(1,798,587)	(1,068,087)		(1,798,587)
Proceeds from disposal of assets		80,000	37,273		80,000
Amount attributable to investing activities		(1,222,776)	(237,764)	35,000	(1,187,776)
FINANCING ACTIVITIES					
Repayment of borrowings		(45,995)	(28,452)		(45,995)
Transfers to cash backed reserves (restricted assets)	4.4.1	(285,705)	(231)	(95,348)	(381,053)
Transfers from cash backed reserves (restricted assets)		34,500	34,500		34,500
Amount attributable to financing activities		(297,200)	5,817	(95,348)	(392,548)
Budget deficiency before general rates		(2,817,842)	1,005,812	0	(2,817,842)
Estimated amount to be raised from general rates		2,817,842	2,854,496		2,817,842
Closing Funding Surplus(Deficit)		0	3,860,308	0	0

SHIRE OF CHAPMAN VALLEY
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 31ST JANUARY 2021

	Budget v Actual		Predicted	
	Annual Budget (a)	YTD Actual (b)	Variance (c)	Year End (a)+(c)
	\$	\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year surplus/(deficit)	1,642,943	1,760,791	117,848	1,760,791
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and contributions	1,215,009	593,236	(35,000)	1,180,009
Fees and charges	274,936	281,123		274,936
Interest earnings	36,750	12,292	(17,000)	19,750
Other revenue	20,835	18,661		20,835
Profit on asset disposals	26,397	17,190		26,397
	1,573,927	922,502	(52,000)	1,521,927
Expenditure from operating activities				
Employee costs	(1,961,615)	(863,786)	(2,000)	(1,963,615)
Materials and contracts	(2,165,942)	(344,470)	(3,500)	(2,169,442)
Utility charges	(53,368)	(18,105)		(53,368)
Insurance expenses	(158,910)	(160,314)		(158,910)
Interest expenses	(7,003)	(1,958)		(7,003)
Depreciation on non-current assets	(1,949,221)	(1,205,452)		(1,949,221)
Other expenditure	(132,112)	(65,053)		(132,112)
Loss on asset disposals	(2,191)	0		(2,191)
	(6,430,362)	(2,659,138)	(5,500)	(6,435,862)
Operating activities excluded from budget				
Depreciation on assets	1,949,221	1,205,452		1,949,221
Profit on asset disposal	(26,397)	(17,190)		(26,397)
Loss on asset disposal	2,191	0		2,191
Movement in employee & contract liabilities	(9,390)	25,342		(9,390)
Amount attributable to operating activities	(1,297,867)	1,237,759	60,348	(1,237,519)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,528,260	988,260		1,528,260
Purchase property, plant and equipment	(1,032,449)	(195,210)	35,000	(997,449)
Purchase and construction of infrastructure-roads	(1,798,587)	(1,068,087)		(1,798,587)
Proceeds from disposal of assets	80,000	37,273		80,000
Amount attributable to investing activities	(1,222,776)	(237,764)	35,000	(1,187,776)
FINANCING ACTIVITIES				
Repayment of borrowings	(45,995)	(28,452)		(45,995)
Transfers to cash backed reserves (restricted assets)	(285,705)	(231)	(95,348)	(381,053)
Transfers from cash backed reserves (restricted assets)	34,500	34,500		34,500
Amount attributable to financing activities	(297,200)	5,817	(95,348)	(392,548)
Budget deficiency before general rates	(2,817,842)	1,005,812	0	(2,817,842)
Estimated amount to be raised from general rates	2,817,842	2,854,496		2,817,842
Closing funding surplus/(deficit)	0	3,860,308	0	0

SHIRE OF CHAPMAN VALLEY
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2021

1. BASIS OF PREPARATION

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

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Chapman Valley controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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

CRITICAL ACCOUNTING ESTIMATES

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

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

2020/2021 ACTUAL BALANCES

Balances shown in this budget review report as 2020/2021 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

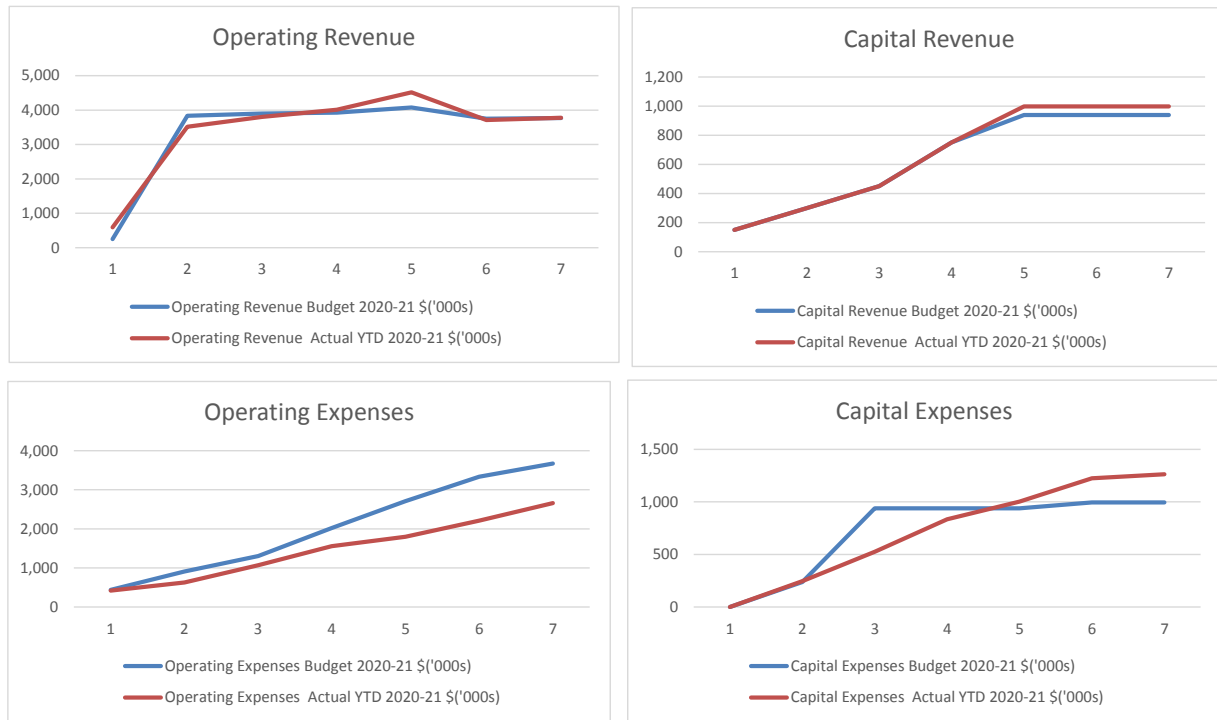
All figures shown in this budget review report are rounded to the nearest dollar.

BUDGET COMPARATIVE FIGURES

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

SHIRE OF CHAPMAN VALLEY
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31ST JANUARY 2021

2. SUMMARY GRAPHS - BUDGET REVIEW

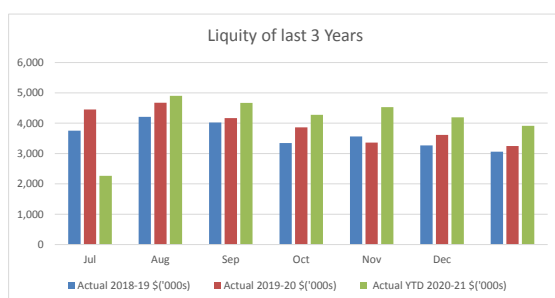


This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST JANUARY 2021

3. NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2020-21			
Note	This Period 31/01/2021	Last Years Closing Balance 30/06/2020	Same Period Last Year 31/01/2020
	\$	\$	\$
Current assets			
Cash unrestricted	3,824,016	1,970,604	3,140,012
Cash restricted	805,183	1,044,922	875,614
Receivables - rates and rubbish	261,403	92,840	247,040
Receivables - other	193,371	1,854	1,580
Inventories	2,506	1,170	4,221
	5,086,479	3,111,390	4,268,467
Less: current liabilities			
Payables	(22,415)	(221,517)	(125,464)
Provisions - employee	(435,584)	(435,584)	(423,049)
ATO Payables	(37,480)	(17,962)	(13,594)
Borrowings	(23,150)	(45,996)	(122,694)
Lease Liabilities	(2,517)	(8,124)	0
	(521,146)	(729,183)	(684,801)
Less: cash restricted	(805,183)	(1,044,922)	(875,614)
Add: Provisions Employees			
Net current funding position	3,760,149	1,337,286	2,708,052



SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST JANUARY 2021

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

TRADE AND OTHER RECEIVABLES

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

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

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

INVENTORIES

General

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

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

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Chapman Valley's operational cycle. In the case of liabilities where the Shire of Chapman Valley does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Chapman Valley's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

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

EMPLOYEE BENEFITS

Short-Term Employee Benefits

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

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

PROVISIONS

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

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

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Chapman Valley obtains control over the assets comprising the contributions.

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

SHIRE OF CHAPMAN VALLEY
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31ST JANUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 General Purpose Funding		
The estimated budget figure for interest has been over estimated, interest rates are considerably lower.	(17,000)	
4.1.2 Transport		
Transportable Radar Speed Trailer funding not available, item removed from the Plant Replacement Progra	(35,000)	
Predicted Variances Balance	(52,000)	
4.2 OPERATING EXPENSES		
4.2.1 Governance		
Provision is made for Long Service Leave payments each year, with the termination of administration staff this expnesehas been required for termination payment	(2,000)	
4.2.2 Recreation and Culture		
A replacement Box Trailer fully licensed for caretaker to carry water and pump in campgrounds is requested	(3,500)	
Predicted Variances Balance	(5,500)	0
4.3 INVESTING ACTIVITES		
4.3.1 Non-operating grants, subsidies and contributions		
No anticipated amendments to Non Operating Grants		
4.3.2 Purchase property, plant and equipment		
Amendment to purchase of capital plant & equipment (transportal radar speed trailer) due to grant funds not being available to purchase the item	35000	
Predicted Variances Balance	35,000	0
4.4 OTHER ITEMS		
4.4.1 Transfer to Reserves (Restrctited Assets)		
Additional surplus transferred to Plant/Light Vehicle with provision for delegated authority to the CEO to transfer additional funds from this reserve if required to meet repair needs for the Cat Grader P23	(70,000)	
Transfer to Leave Reserve for future requirements	(25,348)	
Predicted Variances Balance	(95,348)	0
OPENING FUNDING SURPLUS(DEFICIT)		
At the time of adopting the annual budget an estimated surplus of \$1.6m was anticipated, however this was an unaudited brought forward figure. At this time Creditors had not been finalised and an estimated carried forward figure compiled. Finalisation of the annual audit with compilation of the annual financial statements the carried forward balance was revised to actuals resulting in a permanent increase in surplus.	117,848	
Total Overall Predicted Variances as per Annual Budget Review		
	<u>0</u>	<u>0</u>

SHIRE OF CHAPMAN VALLEY
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST JANUARY 2021

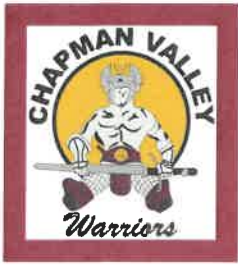
5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	
	Budget Adoption		Opening Surplus(Deficit)	117,848		117,848	
3412	Coronation Beach Expenses		Operating Expenses	-	(3,500)	114,348	Increase to Operating Expenditure
0453	Interest Received (Municipal Account)		Operating Revenue	-	(17,000)	97,348	Decrease to Operating Revenue
0562	Long Service Leave Expense (Admin)		Operating Expenses	-	(7,000)	90,348	Increase to Operating Expenditure
0102	Provision for Long Service Leave		Operating Expenses	5,000	0	95,348	Increase to Operating Expenditure
3554	Plant & Equipment Purchases (NCA)		Capital Expenses	35,000	0	130,348	Decrease to Capital Expenditure
3903	Grants, Contributions & Reimbursement Road Plant		Operating Revenue	-	(35,000)	95,348	Decrease to Operating Revenue
4781	Transfer to Plant/Light Vehicle Reserve (EQ)		Capital Expenses	-	(70,000)	25,348	Increase to Capital Revenue
0782	Transfer to Leave Reserve (Ranger) (EQ)		Capital Expenses	-	(25,348)	0	Increase to Capital Revenue
Amended Budget Cash Position as per Council Resolution				157,848	(157,848)	0	

Supplementary Information

GL Account Code	Description	Actual YTD	Current Budget	AMENDED Budget	Non Cash Item	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
	Opening Surplus(Deficit)					\$ 117,848	\$	\$ 117,848	
3412	Coronation Beach Expenses		0	3,500	0		(3,500)	114,348	Replacement of Box Trailer for Coronation used to carry water and pump in campgrounds
0453	Interest Received (Municipal Account)		(22,000)	(5,000)	0		(17,000)	97,348	Interest rates on funds reduced 20/21
0562	Long Service Leave Expense (Admin)		9,658	16,658	0		(7,000)	90,348	LSL payment on termination of admin staff
0102	Provision for Long Service Leave		5,000	0	0	5,000	0	95,348	LSL expense provision required for payment on termination of admin staff
3554	Plant & Equipment Purchases (NCA)		614,500	579,500	0	35,000	0	130,348	Transportable Radar Speed Trailer funding not available
3903	Grants, Contributions & Reimbursement Road Plant		(35,000)	0	0		(35,000)	95,348	Transportable Radar Speed Trailer funding not available
4781	Transfer to Plant/Light Vehicle Reserve (EQ)		220,250	290,250	0	0	(70,000)	25,348	With Delegated Authority for CEO to <u>Transfer from Plant/Light Vehicle Reserve</u> additional funds if required for repair of P23 (2007) 140HNA Cat Grader
0782	Transfer to Leave Reserve (Ranger) (EQ)		0	25,348	0	0	(25,348)	0	Transfer to Leave Reserve for future requirements
Amended Budget Cash Position as per Council Resolution						157,848	(157,848)	0	



Chapman Valley Basketball Club Inc.

PO Box 1260 GERALDTON WA 6530
Email: chapmanvalleybc@hotmail.com

Mr Maurice Battilana

Chief Executive Officer

Shire of Chapman Valley

ceo@chapmanvalley.wa.gov.au

Dear Mr Battilana

Chapman Valley Basketball Club (CVBC) has recently completed an audit of its assets and identified that a basketball scoreboard and shot clock is currently located in the Nabawa Basketball Stadium.

Given that CVBC no longer accesses the stadium, the club would like to offer the Shire of Chapman Valley the opportunity to purchase this scoreboard and shot clock, at a price of \$2000.

Queries regarding this equipment can be directed to Mrs Susan Sheilds, Vice President on 0475 875 802 or chapmanvalleybc@hotmail.com.

I look forward to your response.

Kind Regards,

Rhonda Kennedy

Secretary



Thank you to our Gold Sponsors



CORPORATE BUSINESS PLAN

Shire of Chapman Valley Corporate Business Plan & Progress Report - Council Endorsed ##### 2021 (Minute Reference:#####)									
Our Vision: "We are a thriving community , making the most of our coastline, ranges and rural settings to support us to grow and prosper."									
Link to Strategic Community Plan (SCP).									
SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 and beyond	No Timeline (Ongoing)
1 Community and Lifestyle									
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required	CDO to review all existing community plans, strategies, policies, procedures, etc., to determine gaps. BHP Master Plan, Nanson Showgrounds Master Plan endorsed by Council. Coronation Beach Master Plan under review. LP Strategy & TP Scheme reviews in progress.		Work with Tourism Operators and Community organisations to develop annual community event(s) Develop (in-house) and commence Implementation of a Mills Lookout Master Plan	Work with Tourism Operators and Community organisations to develop annual community event(s) Continue Implementation of the Mills Lookout Master Plan	Work with Tourism Operators and Community organisations to develop annual community event(s) Continue Implementation of the Mills Lookout Master Plan	Continue to promote a sense of community at every opportunity.
		Determine a whole of Shire community integration approach	Advocate a sense of community when opportunity arises.	Community Facebook established not controlled by the Shire to ensure independence exists.					
1.2	Strengthen our advocacy role and regional partnerships to support the provision of local services and facilities	Maintain close relationships with neighbouring shires and regional bodies	Participate in and advocate for regional resource sharing and cross-boundary cooperation.	Promote the most appropriate and beneficial Dongara to Northampton Transport Corridor for social, economical, cultural & heritage benefit of the Shire, regional, State & Nation. Negotiations have been undertaken & affected community members encouraged to participate in lobbying MRWA, MWDC & local parliamentarians on this matter. Regional approach successful with High Speed Fixed Wireless Project (i.e. Shires of CV & NR). MRWA has determined DNTC preferred route and is pending Main Roads public consultation process		Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Continue to work with Main Roads to improve Chapman Valley Road. Ongoing. Planning services proved by SoCV to several LGAs.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Investigate Interpretive, Tourism & Heritage Signage (European and Aboriginal) throughout the Shire (e.g. digital, fixed, etc.).	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community.	Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community. Continue to promote the need to acquire land and build the ONIC as an integral aspect to future development of the Oakajee Industrial Estate. Consider regional resource sharing opportunities with other Local Government Authorities. Continue to advocate for the Heavy Haulage route to be Option 6 (NWCH, ONIC, Moonyoonooka-Yuna Rd) Advocate for power consistency and engagement with Western Power on investigating options to restore power from outages faster.
		Be present in conversations and gatherings related to the provision of essential and desired services for Chapman Valley residents and visitors	Participate in and advocate for regional resource sharing and cross-boundary cooperation.						
1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program	Full Policy Review undertaken along with specific annual review of Road Hierarchy Procedure.					Annual Review of RW Program, Road Hierarchy & Plant Replacement Program
		Enhance community and property security	Encourage improved communications and security across the Shire	Investigated funding opportunities and Shire budget for installation of CCTV systems. Federal Government grant received. CCTV to be installed in 2019 at BHPCC, Nabawa Depot, Nabawa & Yuna Refuse Site & Mills Lookout.	Budget Item listed in 20/21 to install CCTV at Yuna Refuse Site. Funded through the LRCIP Grant Program. Continue to establishment of CCTV at specific sites across the Shire.			Encourage State Government to police ORV use on land under State control.	
2 Economic Development and Business Attraction									
2.1	Build population and business activity through targeted strategies	Support business development	Ensure Planning is in place to encourage business development	Investigate usage opportunities for Yuna Memorial Hall for Council consideration. Community and Council representatives have meet with Staff to develop strategies and recommendations for Council consideration on future use of Yuna Hall. Policies & Procedures are reviewed at least annually.		Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Council to consider the possible establishment of an Economic Strategy with recommendations for business incentives.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.
2.2	Provide support for business development and local employment	Research mixed land use opportunities	Investigate possible planning improvements				Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.		TEWG Budget requests considered in Annual Budget Workshop Cycles.
		Consider business start- up incentives	Investigate possible planning improvements						
		Encourage digital network development in the Valley	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications	Continue to develop High Speed Fixed Wireless Internet Service or alternative technologies to improve business retention and growth to as much of the Shire as possible. Application by Logic IT (Shire of CV's preferred ISP/Carrier) with State Government was successful. Internet Service now established.	Promote business training and assistance opportunities, RSM workshops. Farm business chat group & tourism business alliance. High Speed WIFI project review and analysis? Could the results be used as leverage and promotion of small business opportunities in CV			Continued investigate improvement of telecommunication within the Shire	
2.3	Welcome local tourism and participation in regional strategy	Research and develop local tourism plan	Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	CDO has made contact with Tourism Operators within Shire to bring them together for opportunity to network, explore options to support each other and determine where shire fits in a support role. The preferred model is for the Shire to assist and support tourism in CV and for tourism to be driven by businesses not the Shire. Survey compiled and distributed by CDO & Shire Tourist Working Group seeking feedback & data to assist with report & recommendations presented to Council for consideration. Moresby Range Eco Tourism Master Plan underway. Item in 20/21 Budget for Heritage Signage consideration (e.g. fixed, digital, etc.). Coronation Beach Master Plan Review underway. Mills Lookout Plan being developed. FABCV being established as another community group.		Complete Moresby Range Master Plan for Eco Tourism at DBCA Reserve & commence implementation of the Plan. Investigate Heritage, Cultural Interpretive signage (fixed, digital, etc.) throughout the Shire (European & Aboriginal) Complete Coronation Beach & commence implementation of the Plan. Continue implementation of Plans (e.g. Bill Hemsley Park, Nanson Showgrounds, Mills Lookout). Continue implementation of Plans (e.g. Bill Hemsley Park, Nanson Showgrounds, Mills Lookout).	Investigate a "Welcome To..." signs for CV Townsites. Continue Implement installation of European & Aboriginal Interpretive signage (fixed, digital, etc.) throughout the Shire Continue implementation of Plans (e.g. Coronation Beach, Bill Hemsley Park, Nanson Showgrounds, Mills Lookout). Work with Stakeholders to implement aspects of Moresby Range ECO Tourism Master Plan	Continue Implement installation of European & Aboriginal Interpretive signage(fixed, digital, etc.) throughout the Shire Continue implementation of Plans (e.g. Coronation Beach, Bill Hemsley Park, Nanson Showgrounds, Mills Lookout). Work with Stakeholders to implement aspects of Moresby Range ECO Tourism Master Plan	
		Explore support needed by local tourism industries	Encourage Tourism Operators to establish an Alliance for them to develop and implement a Local Tourism Plan. This must be industry driven, not Shire driven.	If Tourism Operators are interested in establishing an Alliance the CDO to work with this Group to develop a Local Tourism Plan. Survey compiled and distributed by CDO & Shire Tourist Working Group seeking feedback & data to assist with report & recommendations presented to Council for consideration. CVHS appoints Voluntary Caretaker at Museum during peak periods. Part of annual Budget cycle to consider items listed in the Master Plan. Tourism & Business organisation attended Shire organised business planning workshop at Nukarra in 2020.	Implement aspects of Nanson Showgrounds Master Plan	Implement aspects of Nanson Showgrounds Master Plan	Implement aspects of Nanson Showgrounds Master Plan		
2.4	Ensure town planning complements economic development activities	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	Planning Schemes & Strategies Reviewed. BHP Master Plan, Nanson Showgrounds Master Plan, LP Strategy endorsed by Council. Coronation Beach Master Plan under review. TP Scheme and LPS review in progress.		Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Advocate and work with key stakeholders for the establishment of the Buller River Mouth as a day-use tourism precinct (not SoCV managed or controlled).

CORPORATE BUSINESS PLAN

Link to Strategic Community Plan (SCP)									
SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 and beyond	No Timeline (Ongoing)
3 Environmental Protection and Sustainability									
3.1	Preserve the Natural Environment and address environmental risks as they arise.	Manage the impact of waste, water, weed and vermin control on the environment	Investigate option of manning the Nabawa Transfer Station.	Investigate the cost benefits and logistics of manning the Nabawa Transfer Station. This could form part of the Service Delivery Review project or done in isolation. Service Delivery Review deferred-discontinued –Menshed contracted to opened/close Nabawa Site. Ranger undertaking random inspections of site.		Continue investigating solutions to non-residents using Nabawa Refuse Site			
			Investigate option of improving monitoring of Nabawa Transfer Station (e.g. cameras)	Identify key hotspot locations within the Shire and investigate funding opportunities and Shire budget for installation of CCTV systems. Federal Government grant received. CCTV installed at Nabawa Refuse Site & Mills Lookout in July 2019					Continue to investigate solutions to use of Refuse site by non-residents
			Continue to review resource allocation to control declared weeds on Shire owned/controlled land.	Service Delivery Review deferred by Council. Ongoing weed control program continues on Shire owned and controlled land. Part of annual budget cycle.					Continue to explore and participate in regional resources sharing where this is of benefit to the Shire & community.
			Lobby responsible agencies, departments and landowners to control weeds and vermin on their properties						Encourage all landowners to control; nuisance weeds and pest on their land. Work with the NBG to control or eradicate pest (e.g. dogs, pigs, etc.).
		Monitor and manage water supply and quality	Advocate with Water Corporation to continue to manage and monitor water supply and quality	Budget consideration for installation of water to Cemetery BHP bore water supply installed & Operational. Grants received for \$28,000 (BBF) and acquitted. Item included in 19/20 Adopted Budget for Cemetery water supply. Tank installed. Grant application submitted successful to upgrade Rockwell Bore water supply to Yuna Townsite gardens.					Ongoing dialogue with Water Corporation
		Install rainwater tanks on new and existing buildings	Encourage landowners to install rainwater tanks on new and existing buildings. Shire to lead by example by installing rainwater tanks in their buildings.	Brochure being obtained from Water Corp. for inclusion into Building Permits issued.					Encourage landowners to install rainwater tanks. Perhaps by a leaflet included with Building Permit returns.
3.2	Maintain the rural identity of the Shire	Develop the western peri-urban environment in context to our rural lifestyle	Ensure Planning is in place to encourage peri-urban development activities.	TPS and LPS under review.					
		Ensure recreational, tourism activities on lifestyle blocks have minimal impact on sustainable farming	Ensure Planning is in place to encourage tourism activities or lifestyle blocks are developed, whilst recognising WAPC State Planning Policies and State direction on protecting prime agricultural land.	Moresby Range Eco Tourism Strategy underway. Being lead by DBCA.	Investigate with DBCA possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Work with DBCA on the possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Work with DBCA on the possibility of eco tourism trails on Reserve Land (e.g. Bella Vista Reserve).	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	
4 Physical and Digital Infrastructure									
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire	BS/PO to investigate new half court at Yuna Playground for budget consideration. Item included in 19/20 Budget for Backboard & Pole only. Half Court not endorsed.		Full Review of Strategic Community & Corporate Business Plans			Review Integrated Plans as required to ensure they are relevant and compliant.
				BS/PO to investigate upgrade to Rockwell Bore pump for budget consideration. Rockwell Bore upgrade works undertaken in 18/19. New bore established in January 2020. Ongoing discussions with Yuna community and Yuna School on the supply of water to the community gardens and school. Grant application successful to upgrade water line, solar panels & tanks.					
				BS/PO to investigate upgrade to Coronation Beach Playground for budget consideration. Project not included in Budgets. Minor works undertaken only. Coronation Beach Master Plan being reviewed in 19/20. New Playground for Coronation Beach included in the 20/21 Budget. Funded through the LRCIP Grant Program.					
		Development Projects	Review Strategic Community Plan to identify possible development projects	Reviewed Annually		Next full Review due in 2021/2022.			Review Integrated Plans as required to ensure they are relevant and compliant.
4.2	Manage and maintain roads, drainage and other essential infrastructure	Capital Road Works Programs	Review Road Hierarchy and Ten Year Road Works Program	Reviewed Annually		Reviewed annually.	Reviewed annually.	Reviewed annually.	Annual Review of RW Program, Road Hierarchy & Plant Replacement Program
		Plant Replacement Programs	Review Plant Replacement Program	MWS to investigate alterations to Traffic Calming infrastructure along Eliza Shaw Drive to improve safety for budget consideration. Traffic Calming alterations undertaken at Parkfalls Estate along Eliza Shaw Rd		Reviewed annually.	Reviewed annually.	Reviewed annually.	
4.3	Aspire to robust communication and digital infrastructure in the Shire	Engage with infrastructure and service providers	Continue advocating for improvements to existing infrastructure and introduction of new infrastructure for digital communications	Consider efficiency improvements as part of a Service-Delivery Review. Service-Delivery Review deferred.		Investigate & implement improved Digital Online information on tourism & camping precincts (e.g. online internet advice on vacancies, wind conditions, etc. at Coronation Beach. Remotely controlled vacancies notice board on NWCH advising of vacancies at Coronation Beach).	Implement improved Digital Online information on tourism & camping precincts.	Implement improved Digital Online information on tourism & camping precincts.	Continue to consider efficiency improvements
		Lobby and advocate for the best possible services and solutions		Wi-Fi tower & equipment included in the 20/21 Budget. Funded through the LRCIP Grant Program. Free Wi-Fi supported at Coronation Beach.		Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	Council to work on an agreed pathway forward by adopting a strategic approach to telecommunication infrastructure within our Shire (Min Ref: 02/21-14)	

CORPORATE BUSINESS PLAN

Link to Strategic Community Plan (SCP)									
SCP Ref	SCP Objectives	SCP Strategy	SCP Actions	Completed 2017 to 2020	Status Report 2021 - 2024 Items	Short-Term June 2022	Medium-Term 2023 and 2024	Long -Term 2024 and beyond	No Timeline (Ongoing)
5 Governance and Accountability									
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines	Complete current review of Council Policies and Procedures to ensure compliance and relevance. Full Review completed in 2018. All Policies & Procedures are reviewed at least annually.		Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Full Review undertaken annually and periodical review undertaken of specific Policies/Procedures	Ongoing review of Council Policies and Procedures to ensure compliance and relevance.
5.2	Be accountable and transparent in managing resources	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire	Establish a Master Plan for the CV Showgrounds Reserve & commence implementation of items in the Plan. Master Plan endorsed by Council.		Continue implementation of CV Showgrounds Master Plan	Continue implementation of CV Showgrounds Master Plan	Continue implementation of CV Showgrounds Master Plan	
				Additional Toilets (LRCIP) & Power Upgrades included in 20/21 Budget.		Continue implementation of Bill Hemsley Park Concept Plan	Continue implementation of Bill Hemsley Park Concept Plan	Continue implementation of Bill Hemsley Park Concept Plan	
				CEO residence has been removed from Building Capital Works program by resolution of Council. No further action.		No further action.	No further action.	No further action.	
			Review Long Term Financial Plan regularly and maintain integration with other Strategic Plans within the Shire	Reviewed Annually		Reviewed annually.	Reviewed annually.	Reviewed annually.	
		Long Term Financial Plan	Review Workforce Plan regularly and maintain integration with other Strategic Plans within the Shire			Undertake Full Review			Review Integrated Plans as required to ensure they are relevant and compliant.
		Workforce Planning							
5.3	Make informed decisions within resources and areas of responsibility	Effectively Engage and communicate with the community	<ul style="list-style-type: none">Annual ReportWebsiteCommunity HubFacebook	CDQ to establish a Draft SoCV Communication Procedure for Council consideration. Community Communication Procedure endorsed at May 2019 OCM.					Continued investigate improvement of communication mediums between Council and the community
		Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision making process	Provide a copy of CBP at each Councillors Chamber desk for ongoing reference. Desktop copies not practicable. Reverted to providing CBP with Status comments in the monthly Staff Report for Council information.					Ongoing reference to IPR as part of decision making process. Continue to provide Councillors with a CBP Progress Report as part of the Staff Information Reports.
		Regular and relevant briefings to Elected Members	Continue with Staff Information Reports and Concept Forum Sessions with Council	List for discussion with Councillors & Senior Staff options for to improve communication. Monthly Staff Information Reports provide Elected members with updated information on various internal and external matters.					Ongoing process of Councillor Briefing with improvements introduces as required.
5.4	Ensure robust process for economic and infrastructure development	Town Planning Review/Initiatives	Ensure Planning is in place to encourage economic development activities	BHP Master Plan, Nanson Showgrounds Master Plan, BHPCC Master Plan & LP Strategy endorsed by Council. Local Planning Policies currently awaiting WAPC approval.		Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.	Review planning, policies, procedures, strategies etc., to ensure development is encouraged throughout the Shire.

Note: Resource requirements for this Corporate Business Plan are incorporated in the Shire's Long Term Financial Plan which can be accessed through this link -- [Link to Long Term Financial Plan](#)



SHIRE OF

Chapman Valley

love the rural life!

Building & Projects Policy, Procedures & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference: 07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020

Key Documents, Policies / Procedures / Guidelines	4
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CMP-019 Camping Areas	15

Key Documents, Policies / Procedures / Guidelines

These are Shire specific policies, procedures and guidelines relevant to the Building & Projects section of the organisation and form part of this manual to act as a reference tool.

1.0 Procedures

CMP-003 Building Applications

MANAGEMENT PROCEDURE No.	CMP-003
MANAGEMENT PROCEDURE	BUILDING APPLICATIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.10
RELEVANT DELEGATIONS	6001b; 6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

To clarify procedures for Building Applications lodged with the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

Key Characteristics of Process

- Process project managed by Building Surveyor and administered by Administration Staff.
- All Applications can be lodged at the Shire of Chapman Valley offices.
- Certificate of Design Compliance may be supplied by an independent Building surveyor or CDC may be certified by Shire Building Surveyor.
- Building Permits issued by the Shire
- Building Surveyor may provide advice on technical building issues.

Process

- Administration staff calculate and collect fees where possible, do preliminary check to ensure necessary plans and information are provided (checklist to be prepared) If the applicant has any questions regarding what details may be required or whether other approvals are needed, they can discuss with Building Surveyor and Planner if available. Application logged onto building module of synergy soft, customer receipt created, building envelope created by administration staff.
- Application logged onto computer system and date stamped by administration staff.
- Application referred to Planner for planning assessment. If satisfactory, the application is signed off by Planner, if not satisfactory, Planner to liaise with applicant regarding planning application. Where it is likely that a planning approval will ultimately be issued without significant changes to the proposal, Planner will not hold up assessment of building application.
- Application referred to Building Surveyor by administration staff.
- Building Surveyor to assess application and follow-up any additional information if needed. If any significant changes to plans required, Building Surveyor to liaise with Planner to determine whether the changes have any planning impact.
- When satisfied with application Building Surveyor to advise administration staff that permit can be issued and what conditions need to be applied,
- Administration staff to prepare permits, Building Surveyor to stamp plans for checking and signing.
- Building Surveyor to check and sign permit if satisfied.
- Administration staff to file application and permit, and complete computer records.

- Building Surveyor prepares Certificate of Design Compliance (CDC, BA03) & Building Permit (BA04), sign & date stamp approved plans.
- Building Surveyor places approved plans, building permit & CDC in outgoing mail, places copies of documents into records filing tray to be scanned into records & placed onto relevant assessment file, files building envelope in the active permit filing cabinet.
- Administration staff to post permits to builder.

Other Building Related Responsibilities

- Sending monthly returns though to ABS, CTF and Building Commission; responsibility of administration staff.
- Enquiries regarding what permits have been issued for particular site; responsibility of building surveyor / administration staff
- Sending owner-builder statutory declarations to Building Commission; responsibility of administration staff (Owners Builders liaise with Building Commission)
- Enquiries regarding what permits have been issued for particular site; responsibility of administration staff
- Enquiries regarding whole of process, simple technical matters, planning related matters; responsibility of planning staff.
- Enquiries regarding technical matters referred to Building Surveyor, environmental health matters referred to Environmental Health Officer.

Actions Resulting from New Operational Procedures

- Sub-delegation to Shire of Chapman Valley Building Surveyor to sign off Building Permits.

Refusal of Building Permit Applications

- The Building Surveyor shall inspect the site relevant to building permit applications, which have been refused to ensure the building is not proceeded with.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-004 Dwelling Unfit for Occupation

MANAGEMENT PROCEDURE No.	CMP-004
MANAGEMENT PROCEDURE	DWELLING UNFIT FOR OCCUPATION
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	2.20
RELEVANT DELEGATIONS	6001c; 6001d; 6001e; 6001f; 6001g

OBJECTIVES:

Manage habitability of residential dwellings.

MANAGEMENT PROCEDURE STATEMENT/S:

If in the opinion of the Environmental Health Officer a dwelling occupied by a person or persons is, by reason of uncleanness or want of repair, unfit for human habitation, he/she, after receiving approval from the Shire, is authorised to serve notice under the hand of the Chief Executive Officer and pursuant to the provisions of the Health Act, directing -

- (i) the dwelling not, after a time specified in the notice, be inhabited or occupied by any person; or
- (ii) within a specified time to amend the dwelling in accordance with a schedule of works; or
- (iii) to take down and remove the dwelling

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-008 Use of Crockery

MANAGEMENT PROCEDURE No.	CMP-008
MANAGEMENT PROCEDURE	USE OF CROCKERY (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.30
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owned crockery at Shire owned/controlled buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Crockery is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-009 Use of Furniture

MANAGEMENT PROCEDURE No.	CMP-009
MANAGEMENT PROCEDURE	USE OF FURNITURE (ALL BUILDINGS)
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.60
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the access and use of Shire owned furniture at Shire owned/controlled buildings & facilities

Management Licences established for the use of Shire owned buildings & facilities will take precedence over this Procedure if there is any contradiction.

MANAGEMENT PROCEDURE STATEMENT/S:

Furniture is not available for hire or use other than for functions held at the Shire owned buildings & facilities, except where the Chief Executive Officer has granted approval for such hire.

The Shire hires its tables and chairs to local organisations on the understanding that the hirer will be responsible for loss or breakages.

Hirers to have precedence for the use of furniture

The Chief Executive Officer has the discretionary power to approve or disallow any such relocation of Shire owned furniture

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-010 Building & Facility Hire Conditions

MANAGEMENT PROCEDURE No.	CMP-010
MANAGEMENT PROCEDURE	BUILDING & FACILITY HIRE CONDITIONS
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.40
RELEVANT DELEGATIONS	

OBJECTIVES:

Clarify the responsibilities of the various clubs & organisation and the Shire of Chapman Valley in regard to the use of Shire owned/controlled buildings and facilities.

MANAGEMENT PROCEDURE STATEMENT:

1. All venue hire applications must be completed and signed to acknowledge hire terms and conditions.
All hire charges must be paid in full at ~~the Shire Office~~ before keys will be issued.
2. Keys issued under the Non-Cut Key System to Clubs or community organisations will require a bond to be paid prior to issue. Bond will be an amount equivalent to the cost to replace/adjust locks and cut new key(s) in the event of loss. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.

Keys issued to Clubs or community organisations must be returned to the Shire Office at the end of their season, unless otherwise determined by an alternative arrangement (e.g. Management Licence).
3. It is the responsibility of the hirer to ensure the conduct of the persons present at the time of their function is orderly.
4. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Shire. An additional licence must be obtained from the appropriate authority (e.g. Police, Dept. Racing & Gaming) for the sale of liquor.
5. The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Shire is required to clean them, costs involved in such cleaning will be payable by the hirer.

If any items used (e.g. barbecues, etc.) are left in an unsatisfactory condition, the Hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer.

If in the event that any specific Hirer refuses to undertake the necessary cleaning and/or repairs required as specified, then Shire Staff will carry out this work and an appropriate charge specified by the Chief Executive Officer will be forwarded to the Hirer.

Any future use of such items by the specific Hirer will require a bond to be deposited with the Shire prior to use.

This bond will be set by Shire at the time fees and charges are set annually and will not be refunded until the items have been returned in a satisfactory condition.

-
6. Ensure all lights, including lights on the oval, are turned off after function. Penalty may be imposed if lights left on.
 7. No spiked shoes or boots or the like to be worn in any part of the building except the two main changerooms and public toilets.
 8. Crockery and Cutlery Hire
Breakages and losses - the cost of all replacements is the responsibility of the hirer.
 9. Furniture
Tables or chairs are not to be removed from the building unless with the prior approval of the Shire CEO. All tables and chairs must be stacked in an orderly manner and not left out after the event.
Furniture must not be dragged across floors.
 10. The building must be left locked up and with all lights switched off.
 11. Exemption to hall hire charge
The Chapman Valley Parents and Citizens Association is exempt from paying hall hire charges at the Nabawa Community Centre for the following events: -
Annual Christmas Tree
Annual quiz night
School Presentation night.
 12. When alcohol is to be consumed on the premises, a refundable bond, in accordance with that set annually by Council, is to be collected from hirers of this facility. The Shire Chief Executive Officer has the authority to impose or waiver this charge on any hirer, regardless of whether alcohol is consumed or not.
 13. Individual Management Licences need to be taken into consideration for those organisations subject to varying conditions stipulated under the Management Licence to those in this Management Procedure

CMP-012 Nanson Show Grounds – Annual Chapman Valley Show

MANAGEMENT PROCEDURE No.	CMP-012
MANAGEMENT PROCEDURE	NANSON SHOW GROUNDS – ANNUAL CHAPMAN VALLEY SHOW
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.70
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure adequate and timely assistance is provided to the Chapman Valley Agricultural Society for the preparation of the annual Chapman Valley Agricultural Show at the Nanson Showgrounds.

MANAGEMENT PROCEDURE STATEMENT/S:

The following Operational Procedure is to be followed for the preparation of the Nanson Show Grounds for the Annual Chapman Valley Agricultural Show:

TIME FRAME	OPERATIONAL PROCEDURE		OFFICER RESPONSIBLE
1 month prior to show		Spray winter weeds along road verge and on the grounds for star thistle, roly poly and walkaway bur	Senior Ranger
2 weeks prior to show		Check all buildings for maintenance to be completed	Building Surveyor
		Mow surrounds, car parks and whipper snipper around buildings and fences	Works Supervisor
		Assist with the hosing out of the Hall – 2 weeks before the Show.	Building Surveyor / Senior Ranger
		Grade firebreaks around Nanson Show Grounds – September.	Works Supervisor
1 week prior to show		Contact show secretary and offer shire staff for setting up the show – Monday before the show.	Works Supervisor
		Cartage of 100 chairs from the Community Centre to the dining room – Tuesday before the show	Works Supervisor
		Grade and water roads, parking areas, walkways and entrances into Nanson Show Grounds – Tuesday before the show.	Works Supervisor

		Check the toilets and tanks for maintenance – Wednesday before the show and 1 week prior to Merino Stud Breeders Show.	Building Surveyor
		Deliver rubbish bins, rubbish crate and recycling bins to Nanson Show Grounds – Friday before the show.	Works Supervisor
		Fire truck – Ensure available with volunteer on the show day – wet down dusty areas.	Building Surveyor / Senior Ranger
		Contact the cleaners to have the toilets cleaned twice throughout the show day & ensure enough hand towels, toilet rolls etc	Admin Manager
		Create 'No Parking' signs day before show and post along Chapman Valley Road on the day of the show.	Works Supervisor
2 days prior to show		Mow surrounds, car parks and whipper snipper around buildings and fences – 2 weeks prior and 2 days prior to the show	Works Supervisor
		Grade McCagh Road to Mt Erin-Nabawa Road	Works Supervisor

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-014 Sports Ground

MANAGEMENT PROCEDURE No.	CMP-014
MANAGEMENT PROCEDURE	SPORTS GROUND
RESPONSIBLE OFFICER	BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.90
RELEVANT DELEGATIONS	

OBJECTIVES:

Protect the playing surface of the Nabawa Sporting Complex oval.

MANAGEMENT PROCEDURE STATEMENT/S:

The area defined for the sports oval be used solely for the purpose of pedestrian team sports unless otherwise determined by the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 06/17-13, 03/20-13

CMP-015 SPARE

MANAGEMENT PROCEDURE No.	CMP-015
MANAGEMENT PROCEDURE	SPARE
RESPONSIBLE OFFICER	
PREVIOUS POLICY No.	
RELEVANT DELEGATIONS	

OBJECTIVES:**MANAGEMENT PROCEDURE STATEMENT/S:****ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	
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Reviewed/Amended – Council Resolution:	
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CMP-019 Camping Areas

MANAGEMENT PROCEDURE No.	CMP-019
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	CAMPING AREAS BUILDING SURVEYOR/PROJECTS OFFICER
PREVIOUS POLICY No.	4.150
RELEVANT DELEGATIONS	6002

OBJECTIVES:

Set guidelines for the areas where camping is allowed within the Shire of Chapman Valley and conditions associated with these locations.

MANAGEMENT PROCEDURE STATEMENT/S:

Coronation Beach

This is a Nature Based Park comprising toilets, rubbish collection, shade shelters, unpowered sites and gas barbecue facilities only.

- 1) Maximum of thirty (30) days in one financial year period for all campers;
- 2) All campers (rate payers, non-ratepayers, resident, non-resident, etc.) are required to pay camping fee set by Council.
- 3) No fee payable for children under the age of 16 years only when they are accompanied by an Adult, otherwise normal fees will apply;
- 4) Maximum number of vehicle and campers/vans will be stipulated for each site. The Caretaker may vary this number if safety aspects of the site or reserve are not compromised;
- 5) All other camping conditions stipulated at the camping site or determined by the CEO must be adhered to.
- 6) **NO CAMPFIRE ALLOWED AT ANYTIME;**

Yuna Hall

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO;
- 2) Public Toilet and BBQ facilities available;
- 3) **NO CAMPFIRE ALLOWED AT ANYTIME**

Fig Tree Crossing Reserve

- 1) Overnight only – unless otherwise approved by the CEO;
- 2) Public Toilet and BBQ facilities available;
- 3) **NO CAMPFIRE ALLOWED AT ANYTIME**

Yuna Golf Club Reserve

-
- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
 - 2) Showers and toilets provided.
 - 3) **NO CAMPFIRE ALLOWED DURING THE RESTRICTED & PROHIBITED BURNING, HARVEST/VEHICLE MOVEMENT AND TOTAL FIRE BAN PERIODS**

Nabawa Oval

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) Public Toilet facilities only available;
- 3) **NO CAMPFIRE ALLOWED AT ANYTIME**

Nanson Showgrounds

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) Public Toilet facilities only available .
- 3) **NO CAMPFIRE ALLOWED DURING THE RESTRICTED & PROHIBITED BURNING, HARVEST/VEHICLE MOVEMENT AND TOTAL FIRE BAN PERIODS**

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/04-3
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32, 03/20-13
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SHIRE OF

Chapman Valley

love the rural life!

Finance Policy, Procedures & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference:07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Revenue Reimbursements / Credits	Minute Reference: 11/19-11	20 th November 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020

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1. Key Documents, Policies / Procedures / Guidelines

These are Shire specific policies, procedures and guidelines relevant to the Finance & Corporate Services section of the organisation and form part of this manual to act a reference tool.

2. 1.0 Policies

POLICY NO	CP-021
POLICY	MANAGEMENT OF INVESTMENTS
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.40
LEGISLATION	LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 19
RELEVANT DELEGATIONS	3003

OBJECTIVES:

To invest the local government'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.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. 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 Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

POLICY STATEMENT/S:

Definitions

- *authorised institution* means —
 - a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
 - b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
- *foreign currency* means a currency except the currency of Australia.

Legislative Requirements

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 19C, Regulation 28, and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of the Shire's Investment to senior staff or Chief Financial Officer 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.

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long-term Standard & Poor (S&P) rating of "A" and short-term rating of "A2".

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with section 6.14(1) of the *Local Government Act 1995* and Reg 19C of the *Local Government (Financial Management) Regulations 1996* this policy prohibits investing money in any of the following:

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 12 months;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

Risk Management Guidelines

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

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

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

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

c) Term to Maturity Framework

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

Overall Portfolio Term to Maturity Limits			
Portfolio % <1-year	Portfolio % >1 year	100 Max; 40% Min	
60%		35%	
Portfolio % > 3 year		25%	
Portfolio % > 5 year			
Individual Investment Maturity Limits			
ADI		5 years	
Non ADI		3 years	

Investment Advisor

The local government's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3-year periods (depending upon composition of fund)

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six month with a more formal review once a year. The Strategy will outline:

- The Shire's cash flow expectations;
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for the Shire's portfolio.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	10/05-9; 05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-022 Rate / Debt Recovery – Management of Debts Owing to the Shire

POLICY NO	CP-022
POLICY	RATE/DEBT RECOVERY - MANAGEMENT OF DEBTS OWING TO THE SHIRE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.60
LEGISLATION	LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 11
RELEVANT DELEGATIONS	

OBJECTIVES:

To assist in the timely and effective collection of debts the following shall be the process for the recovery of monies owing to the Shire of Chapman Valley.

POLICY STATEMENT/S:

RATES

Rate Notices

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent at the specified dates.

Issue Final Notice – 14 Days After Due Date

A Final Notice is to be issued for all rates/charges remaining outstanding 14 days after the due date, (apart from those ratepayers who have opted to pay by instalments or special arrangement).

Letter-advising ratepayers of applicable interest charges on the outstanding amounts should be issued in lieu of a final notice.

14 Days After Final Notice – Notice of Intent to Summons

If payment not received within 14 days of final notice being issued, (allowing for postal delays), a Notice of Intent to Summons is to be issued, allowing 14 days for payment of the account, prior to commencement of legal action.

Debtors who have made an arrangement to pay - A Notice of Intent to Summons is to be issued 14 days after the default of an arrangement to pay.

Authority to Undertake Legal Action

The Chief Executive Officer is authorised to undertake legal action for the recovery of all current and arrears rates and charges remaining outstanding 14 days after the date of issue of the Notice of Intent to Summons (in note 4 above). Discretion is to be exercised on the amount owed and/or term outstanding when initiating such legal action.

Form of Legal Action

Legal Action for debts may be either through the Local Court, by the Shire's Solicitors or any Commercial Debt Collection Agencies with the CEO's approval.

Sale of Land

The Chief Executive Officer is to bring to the Council's attention, any rates which remain unpaid for a period of three years for: -

A determination on taking possession, or

Selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995.

Or alternatively, placing a caveat against the land to secure Shire's interest.

Other Considerations

The Council would need to consider the following issues when determining whether to sell land for outstanding rates: -

Whether the cost to recover the rates or transfer the land outweighs the amount outstanding,

Whether it would be more cost effective to caveat the land rather than take possession.

SUNDRY DEBTORS

Initial Invoice

An invoice should be sent as soon as possible after the debt has been incurred.

Statement Issued at End of Month

Statements for all amounts outstanding should be issued at the end of each month.

After One Month - Second Statement and Letter of Demand

Sundry debtors should be sent a first statement at month's end, then a final account one month later. The second account is to be accompanied by a letter pointing out that if money is not paid, or reasons given why it cannot be paid within 14 days, legal action will be proceeded with in accordance with sections 4, 5 and 6 of the Rate Collection Policy.

Exceptions are employees who have arranged to have payments deducted from wages or salaries.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/04-35; 05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-024 Purchasing

POLICY NO	CP-024
POLICY	PURCHASING
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.90
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS, 1996
RELEVANT	3004

OBJECTIVES:

The Shire's purchasing activities will:

- (a) Achieve best value for money which 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 to 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 Chapman Valley
- (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 protects commercial-in-confidence information and only releases information where appropriately approved.

POLICY STATEMENT:

1. ETHICS & INTEGRITY

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

2. VALUE FOR MONEY

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

2.1 Assessing Value for Money

Value for money assessment will consider:

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- (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-seeking 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 which may be associated with the purchasing activity, potential supplier/s and the goods or services required.

3. PURCHASING THRESHOLDS AND PRACTICES

3.1 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.

3.2 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.

3.3 Individual Purchasing Value Assessments

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.

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

3.4 Table of Purchasing Thresholds and Practices

3.4.1 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, wherever possible, quotations are obtained-sought from local suppliers permanently located within the District as a first 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, may approve the alternative supplier. Reasons for not using a PSA may include: <ul style="list-style-type: none">i. Local supplier availability (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:	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier may be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p>
Priority 5:	<p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i></p> <p>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, wherever possible, quotations are obtained <u>sought</u> from a WA Disability Enterprise and/or an Aboriginal Owned Business capable of providing the required supply.</p>
Priority 6:	<p><u>Other Suppliers</u></p> <p>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.</p>

3.4.2 Purchasing Practice Purchasing Value Thresholds

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

	Amount of Purchase	Purchase Conditions	Recording Conditions
A	Up to \$10,000	Direct purchase from suppliers	Standard Purchase Order
B	\$10,001 - \$25,000	Obtain <u>Seek</u> two verbal quotations.	Endorse Purchase Order verbal quotes obtained <u>or sought</u>
C	\$25,001- \$249,999	Obtain <u>Seek</u> at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	Written Quotes – Copies attached to Purchase Order <u>or evidence of quotes being sought.</u>
F	\$250,000 and above	Conduct a public tender process or use the WALGA Preferred Suppliers process.	Tender Register Requirements & Filing of Tender Documents

G	Emergency Purchases (Within Budget)	<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 <i>Supplier Order of Priority</i> 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>
H	Emergency Purchases (No budget allocation available)	<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 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>
I	LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA 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.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

3.4.3 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~~seek quotes or tenders, as applicable.

3.4.4 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 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].

3.4.5 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 evidences 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 sought, obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology which 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.

3.4.6 Unique Nature of Supply (Sole Source Supplier) Local Government (Functions & General Regulation – 11(2)(f))

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

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 there is more than one potential supplier may only be approved where the:

- (a) purchasing requirement has been documented in a detailed specification; and
- (b) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (c) 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 only one potential supplier still genuinely exists.

3.4.7 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 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.

3.4.8 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 (i.e. *Varying a contract for the supply of goods or services*) applies.

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

- (a) The variation is necessary in order 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, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

4. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers who 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, 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 (e.g. initiatives such as corporate philanthropy).

4.1 Local Economic Benefit

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

4.2 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.

4.2.1 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 the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.2.2 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 the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.3 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.

5. PANELS OF PRE-QUALIFIED SUPPLIERS

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:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) which satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- 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.

5.1 Establishing and Managing a Panel

If the Shire decides 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.

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

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

If the Shire deems it needs additional suppliers to be added to a category within the panel, or the panel itself, to satisfy its needs or those of the local community, it will do so with the approval of the CEO.

Panel contract arrangements will be managed to ensure the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure risks are managed and

expected benefits are achieved. Contract Management Conditions will be established outlining the requirements for the Panel Contract and how it will be managed.

5.2 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 the invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- ~~obtain~~ seek quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to the Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.
- When a ranking system is established, no one contract will be for more than 12 months and an annual review of pricing & ranking will be undertaken.

5.3 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.

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 on the Shire's electronic records system. A record is to be maintained for each quotation process made under each Panel to capture all communications between the Shire and Panel members

6. 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.

7. 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 to 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 Manager Finance & Corporate Services.

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*.

ADDITIONAL EXPLANATORY NOTES:

(Note: all figures mentioned in this Policy are to be considered as GST Exclusive)

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	21/03-10; 09/13-9; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 11/15-14; 06/18-7; 07/18-10; 07/19-4; 05/20-15

CP-025 Regional Price Preference

POLICY NO	CP-025
POLICY	REGIONAL PRICE PREFERENCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.100
LEGISLATION	LOCAL GOVERNMENT (FUNCTION AND GENERAL) -REGULATIONS 1995 - PART 4A
RELEVANT DELEGATIONS	

OBJECTIVES:

In order to promote sub-regional development, the Shire of Chapman Valley may provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with the Shire via the Tendering Process. Any price preference provided will comply with part 4A of the Local Government (Function and General) Regulations 1995 as amended.

POLICY STATEMENT/S:

- 1) Price preference may be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Chapman Valley, unless Council resolves that this policy not apply to a particular tender.
- 2) The following price preference may be given to suppliers submitting tenders assessed in relation to this policy:
 - 2.1 Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Chapman Valley.
5% to all suppliers located within the Mid-West Region.
 - 2.2 Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

5% to all suppliers located within the Shire of Chapman Valley.
2.5% to all suppliers located within the Mid-West Region.
 - 2.3 Goods and Services, including Construction (Building) Services tendered for the first time where the Shire previously supplied the Goods or Services – up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Chapman Valley.
5% to all suppliers located within the Mid-West Region.
- 3) Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to advertising date of the tender.

Located within the area stipulated is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area. An example is franchisee of a multinational company.

- 4) Only those goods and services identified in the tender, as being from a source located within the stipulated area may have the price preference applied when assessing the tender.
- 5) Price is only one factor the Shire considers when evaluating a tender. There is nothing contained within this policy which compels the Shire to accept the lowest tender or any tender based on price offered.
- 6) The Chief Executive Officer may impose this policy upon other purchases undertaken under delegated authority if considered appropriate (i.e. not necessarily subject to the Tender Process).

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/02-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

2.0 Procedures

CMP-006 Use of Electronic Signature

MANAGEMENT PROCEDURE NO	CMP-006
MANAGEMENT PROCEDURE	USE OF ELECTRONIC SIGNATURE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NIL
RELEVANT DELEGATIONS	NIL

OBJECTIVE

This Procedure establishes principles and processes for electronic signature (e-signature) implementation, application and management, whilst also recognising the requirements of Section 9.49A of the Local Government Act, 1995 and the State Records Act, 2000.

MANAGEMENT PROCEDURE STATEMENT/S:

Definitions:

Electronic Signatures (or e-signature) - A technology allowing a person to electronically affix a signature or its equivalent to an electronic document, i.e. may be text on an email or a scanned signature.

Digital Signatures - An encrypted digital code appended to an electronic message or document to verify it was created by a known sender (authentication) the sender cannot deny having sent the message (non-repudiation), and that the message was not altered in transit (integrity).

Approved use

E-Signatures CAN be used for once off/ low volume / low risk transactions as below:

Correspondence compiled to manage the day-to day administration relating to operational matters within the officer's area of responsibility;

Technical correspondence, standard and form letters relating to operational matters within the officer's area of responsibility.

Building and Planning applications and approvals;

Local Law permits / licenses – applications and approvals;

Supplier contracts;

Employment contracts, employee appointments and information acceptance records;

Elected Member declarations and reimbursement claims;

Employee declarations;

Certificates of Authorisation;

E-Signatures CANNOT be used for legal documents or high-risk transactions such as:

Common Seal – Local Laws, Local Planning Schemes, Land Transfer Forms

Legal Agreements – Deeds, Leases, Memorandums of Understanding

Giving Notices – Local Government Act - s.3.25 Notices, Impounding Notices, and Cat Act, Dog Act, etc.

Infringement Notices

The CEO only will determine if a document can or cannot be endorsed by way of an e-signature

PROCESS TO BE FOLLOWED

The person from whom the signature is required must consent to the use of the electronic signature method (the 'consent requirement').

Method of signing must evidence signor's identity (digital signature) and their approval of the document's content (the 'reliability requirement') either in the transaction metadata or in the document itself.

Method of signing must be as reliable and secure as is appropriate for the purposes for which the electronic document was generated.

If approval is given, ~~the CEO's Executive Services Administrator (or whomever authorised by the author)~~ the officer authorised by the author is to insert the electronic signature to the document.

When printing is complete, ~~the Executive Services Administrator (or whomever authorised by the CEO)~~ the officer authorised by the author must delete all copies of the e-signature and the copy inserted into the document.

On registering the document, the officer authorised by the author is to attach a note providing evidence of authority from the author to use the e-signature.

~~On registering the document, the author is to attach a note providing evidence of authority from the author to use the e-signature.~~

ADDITIONAL EXPLANATORY

The CEO or most senior officer available must be consulted if an officer is not completely sure which signatory method is to be used on a specific document.

ADOPTED/REVIEWED/AMENDED (OTHER

Adopted – Council Resolution:	07/18-10
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Reviewed/Amended – Council Resolution:	
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CMP-007 Related Party Disclosure

MANAGEMENT PROCEDURE No.	CMP-007
MANAGEMENT PROCEDURE	RELATED PARTY DISCLOSURE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS PROCEDURE No.	NA
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

The Shire must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, to comply with Australian Accounting Standard AASB 124 Related Party Disclosures.

The objective of the Standard is to ensure an entity's financial statements contain disclosures necessary to draw attention to the possibility its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

MANAGEMENT PROCEDURE STATEMENT/S:

The following definitions will apply to this procedure:

<i>Act</i>	Local Government Act 1995
<i>AASB 124</i>	The Australian Accounting Standards Board, Related Party Disclosures Standard
<i>Arm's length terms</i>	Terms between parties which are reasonable in the circumstances of the transaction which would result from: neither party bearing the other any special duty or obligation; and the parties being unrelated and uninfluenced by the other, and each party having acted in its own interest
<i>Associate</i>	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
<i>Close family members of Key Management Personnel (KMP)</i>	Those family members who may be expected to influence, or be influenced by, a KMP in their dealings with the Shire e.g. <ul style="list-style-type: none">• the KMP's children, and spouse or domestic partner;• the KMP's parents or step-parents;• children of the KMP's spouse or domestic partner; and• dependants of the KMP or the KMP's spouse or domestic partner.
<i>Control</i>	The ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.
<i>Entity</i>	Can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

<i>Financial Benefit</i>	<p>A financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit which does not involve paying money.</p> <p>Examples (not limited) of “giving a financial benefit” to a Related Party include the following: Giving or providing the Related Party finance or property. Buying an asset from or selling an asset to the Related Party. Leasing an asset from or to the Related Party. Supplying services to or receiving services from the Related Party. Issuing securities or granting an option to the Related Party. Taking up or releasing an obligation of the Related Party.</p>
<i>Joint Control</i>	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
<i>Joint Venture</i>	An arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.
<i>Key Management Personnel or Key Management Person or KMP</i>	<p>Person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire. Specifically, key management personnel of the Shire are:</p> <p>the shire president; councillors; the chief executive officer; Senior Managers with delegated authority</p>
<i>KMP Compensation</i>	All forms of consideration paid, payable, or provided in exchange for services provided.
<i>Material (materiality)</i>	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions users make on the basis an entity's financial statements. For this procedure, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.
<i>Ordinary Citizen Transaction</i>	<p>Transactions an ordinary citizen would undertake with the Shire, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are: paying rates and utility charges; Fines using Shire's public facilities after paying the corresponding fees/charges Attending Shire functions which are open to the public.</p>

<i>Related Party</i>	<p>A person or entity which is related to the Shire pursuant to the definition contained in the AASB 124.</p> <p>Examples of related parties of the Shire are: Shires' subsidiaries; key management personnel; close family members of key management personnel; entities controlled or jointly controlled by key management personnel or their close family members</p>
<i>Related Party Transactions</i>	<p>A transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.</p> <p>Examples of related party transactions are: purchases or sales of goods; purchases or sales of property and other assets; rendering or receiving of services; rendering or receiving of goods; leases; transfers under licence agreements; transfers under finance arrangements (example, loans); provision of guarantees (given or received); commitments to do something if an event occurs or does not occur in the future; settlement of liabilities on behalf of Council or by the Shire on behalf of a related party.</p>
<i>Significant</i>	<p>Likely to influence the decisions users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.</p>

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties

AASB 124 provides the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

A related party is a person or entity to the entity preparing the financial statements. Related parties include a person who has significant influence over the reporting entity, a member of the Key Management Personnel (KMP) of the entity, or a close family member of the person who may be expected to influence the person.

KMPs are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*.

An Elected Council Member

Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer, Deputy CEO or Senior Staff with delegated authority.

Close members of the family or any person listed above, including the person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of the person or person's spouse or domestic partner.

Entities which are controlled or jointly controlled by a Council member, KMP or their close family members.

(Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

Identification of Related Party Transactions

A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:

Ordinary Citizen Transactions	Related Party Transactions
Paying rates	Employee compensation whether it is for KMP or close family members of KMP
Fines	Application fees paid to the Shire for licenses, approvals or permits
Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces under the same terms, conditions and charges placed on the public for such use.	Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
Attending council/shire functions which are open to the public	Lease agreements for commercial properties
	Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
	Sale or purchase of any property owned by the Shire, to a person identified above.
	Sale or purchase of any property owned by a person identified above, to the Shire
	Loan Arrangements
	Contracts and agreements for construction, materials, goods, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the public and have been provided during delivering public service objectives. These transactions are those an ordinary citizen would undertake with council or the shire and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Where any of the services OCTs were not provided at arm's length and under the same terms and conditions applying to the public, Council Elected Members and KMPs will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All transactions which do not meet the criteria of arm's length transactions, Council Elected Members and KMPs (as identified above) will be required to complete a Related Party Disclosures - Declaration form.

Frequency of disclosures

Related Party Transactions Notification (RPT Notifications) - KMP must provide a RPT Notification, notifying any existing or potential related party transactions between Council or the shire and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, to the Chief Executive Officer no later than the 30 June each year.

Additional RPT Notifications - Also, during a financial year, if a KMP knows of:
any new or potential related party transaction which is required or likely to be required to be disclosed in the Shire's financial statements; or
any change to a previously notified related party transaction (including a change to a related party relationship),

the KMP must provide additional RPT Notifications notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP knows of the transaction or change.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

ADDITIONAL EXPLANATORY NOTES:

AASB 124 Related Party Disclosures
Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Associated Policies/Procedures
Related Party Disclosures - Declaration form

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	07/18-10
Reviewed/Amended – Council Resolution:	

CMP-018 Revenue Reimbursement/Credits

MANAGEMENT PROCEDURE No.	CMP-018
MANAGEMENT PROCEDURE	REVENUE REIMBURSEMENT/CREDITS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

To determine how surplus revenue/credits paid to the Shire are dealt with.

MANAGEMENT PROCEDURE STATEMENT:

1. In the event the Shire receives revenue reimbursements or credits (e.g. annual insurance premium surplus reimbursement) the Chief Executive Officer (at his/her discretion) is to place the revenue into the appropriate area(s) of the relevant Fund.
2. Any additional revenue reimbursements or credits above the materiality threshold (as determined by the Shire's Significant Accounting Policy) are to be included as part of the overall annual budget review process required to be undertaken by the end of March each financial year.
3. All other additional revenue reimbursements or credit items will simply be absorbed into the overall budget operations and included in the financial statements.

The Chief Executive Officer, at his/her discretion, may bring any specific item of revenue or expenditure budget line item(s) to Council for determination at any time of the year and not necessarily wait until the statutory annual budget review process

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	11/19-11
Reviewed/Amended – Council Resolution:	

CMP-021 Corporate Credit Card

MANAGEMENT PROCEDURE No.	CMP-021
MANAGEMENT PROCEDURE	CORPORATE CREDIT CARD
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	5.120
RELEVANT DELEGATIONS	3004

OBJECTIVES:

Develop clear and concise guidelines and condition for the use of the Credit Cards issued to specific staff. The purpose of this Corporate Credit Card Policy is to ensure corporate credit cards are issued and used appropriately for related business expenditure only, and all expenses incurred are endorsed budget items, properly approved and reconciled monthly.

MANAGEMENT PROCEDURE STATEMENT:

1.0 Introduction

A corporate credit card will be issued to the Chief Executive Officer (limit \$6,000) and Deputy Chief Executive Officer (\$4,000) of the Shire of Chapman Valley to facilitate and simplify the purchasing process for minor purchases or any purchase where a credit card is the only acceptable form of payment (e.g. Shire related travel expenditure, refreshments, etc.).

2.0 Definitions

Credit Cards – Is defined as a facility allowing the card holder to pay for goods and services on credit.

Business Expenses – Is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contractive employment with the shire or its relevant policies or procedures.

Personal Expense – Is defined as any expense not of a business nature.

Corporate Credit Card Purchasing

3.1 The Chief Executive Officer and the Deputy Chief Executive Officer are the only officers to use corporate credit cards for business expense purchasing of goods and services on behalf of the Shire of Chapman Valley. A signature is required to confirm understanding of responsibility

3.2 Cash withdrawals are strictly prohibited.

3.3 The corporate credit card credit limit will be set by Council and reviewed at least once a year at the time all Policies and Operational Procedures are reviewed.

The current total limit on the Shire of Chapman Valley corporate credit card is \$10,000.

3.4 Personal expenditure on the Shire of Chapman Valley's corporate credit card is strictly prohibited.

3.5 All purchases by the Shire of Chapman Valley corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the shire is able to claim all input tax credits in accordance with the requirements with the Australian Taxation Office.

3.6 The Corporate Credit Card should only be used where the supplier is not a creditor and will only transact via cash or card. The Corporate Credit Card is not to be used when and if the Purchase Order system for any creditor is an option; all avenues of supplier creditor accounts should be explored prior to the authorisation of the Corporate Credit are use.

Reporting Requirements

- 4.1 The Shire of Chapman Valley corporate credit card statement of expenditure is to be endorsed by the Chief Executive Officer and Deputy Chief Executive Officer as appropriate as all expenditure items listed on the statement being authorised and undertaken by him/her.
- 4.2 The endorsed credit card statement of expenditure is to be included with the financial reports presented to Council in the Agenda's for the ordinary meetings of Council for information.

General Conditions

- 5.1 The Chief Executive Officer and Deputy Chief Executive Officer as appropriate must surrender the Shire of Chapman Valley credit card upon termination of his/her services within the Shire of Chapman Valley or when resolved to do so by Council.
- 5.2 All Corporate credit card incentives (e.g. fly buys) are not to be acquired or accumulated by the Chief Executive Officer for his/her personal use of gain.

Any such credit card incentives associated with the Shire of Chapman Valley corporate credit are to be utilised for the benefit of the Shire of Chapman Valley's business expense operations only.

- 5.3 All expired Shire of Chapman Valley corporate credit cards are to be destroyed by the Chief Executive Officer and Deputy Chief Executive Officer as appropriate upon receipt of a new or replacement card.
- 5.4 Any breach of this Operational Procedure is to be reported to Council for information and action if deemed necessary.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	11/05-4
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/18-10; 07/19-4

CMP-039 – COVID-19 FINANCIAL HARDSHIP

MANAGEMENT PROCEDURE NO	CMP-039
MANAGEMENT PROCEDURE	COVID19 - FINANCIAL HARDSHIP
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire recognises these challenges will result in financial hardship for our ratepayers.

This Procedure is intended to ensure 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.

This Procedure applies to:

1. Outstanding Rates Notice charges as at the date of adoption of this Procedure; and
2. Rates Notice charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic for those with the capacity to pay Rates Notice charges will continue to do so. For this reason the Procedure is not intended to provide 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.

MANAGEMENT PROCEDURE STATEMENT/S:

Payment Difficulties, Hardship And Vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay Rates Notice charges debt.

Financial hardship occurs where a person is unable to pay Rates Notice charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire recognises the likelihood COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This Procedure is intended to apply to all ratepayers experiencing financial hardship regardless of their status.

Anticipated Financial Hardship due to COVID19

We recognise many ratepayers are already experiencing financial hardship due to COVID19. We respect and anticipate the probability of additional financial difficulties will arise when their Rates Notice charges are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this Procedure and encourage eligible ratepayers to apply for hardship consideration.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise 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

- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances 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 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:

- A ratepayer has made genuine effort to meet Rates Notice charges obligations in the past;
- The payment arrangement will establish a known end date which is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of any change in circumstance which jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer meeting the Financial Hardship Criteria and entering into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of Rates Notice charges 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 Notice charges 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 debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Rate Notice 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 Notice charges debts which remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2021/2022 financial year.

Rates Notice charges debts which 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 Procedure, 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 your request.

We will advise ratepayers of this Procedure and its application, when communicating in any format (i.e. verbal or written) with a ratepayer with outstanding Rates Notice charges debt.

We recognise applicants for hardship consideration are experiencing additional stresses, 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.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/20-17
Reviewed/Amended – Council Resolution:	

CMP-045 Payment of Expenses

MANAGEMENT PROCEDURE No.	CMP-045
MANAGEMENT PROCEDURE	<u>STAFF</u> PAYMENT OF EXPENSES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.60
RELEVANT DELEGATIONS	

OBJECTIVES:

To determine expenses paid to staff to attend various conferences, training, events, etc.

MANAGEMENT PROCEDURE STATEMENT/S:

Where a Member of Staff is required to travel on approved Shire business, the Shire shall pay travelling, meals and accommodation costs of the Staff Member only.

Travelling costs shall be -

- In the case of travel by motor vehicle, travel shall be in a Shire vehicle unless agreed between the Chief Executive Officer and the staff member.
- A condition of agreement will be that in the absence of the above the following applies: -
 - ~ In the case of travel by motor vehicle (other than Shire owned), travelling expenses will be in accordance with the relevant Award rates.
- All other expenses to be authorised by the Chief Executive Officer.
- Any additional cost associated with a Staff Members partner and/or family must be fully covered by the Staff Member and not the Shire.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32, 03/20-13
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CMP-046 Relocation Expenses

MANAGEMENT PROCEDURE No.	CMP-046
MANAGEMENT PROCEDURE	RELOCATION EXPENSES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.70
RELEVANT DELEGATIONS	

OBJECTIVES:

To set staff relocation expense levels and conditions.

MANAGEMENT PROCEDURE STATEMENT/S:

The successful applicant will be eligible for relocation expenses, negotiable to \$5,000 or as otherwise determined by the Chief Executive Officer.

Should the employee resign or employment is terminated within 12 months, ~~then~~ 50% is repayable to the Shire or as otherwise determined by the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

The Chief Executive Officer, as the authority for the appointment and termination of staff, ~~and therefore the condition if these occurrences, subject to the agreements~~ is able to determine the need for flexibility in each relocation event under the restriction of staying being within the annual overall budget constraints for this expenditure.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-047 Superannuation

MANAGEMENT PROCEDURE No.	CMP-047
MANAGEMENT PROCEDURE	SUPERANNUATION
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.90
RELEVANT DELEGATIONS	

OBJECTIVES:

To set levels of Superannuation payment to staff, whilst ensuring all legislative conditions are adhered to for such payments.

MANAGEMENT PROCEDURE STATEMENT/S:

Non- Contract Employees - The Shire will make superannuation guarantee contributions based on legislation of the Employee's base wage/salary, to the Local Government Superannuation Plan on behalf of the employee.

Providing the Employee makes voluntary contributions of at least 5% of their base wage/salary, the Shire will provide an additional superannuation contribution of 3%, of the Employee's base wage/salary.

Contract Employees - As determined by the Employee Contract

Salary Sacrifice Arrangements and Variation of Cash Component

~~Non-Contract~~**All Employees** - As long as the Officer advises the Chief Executive Officer in writing that the remaining cash component is adequate for the Officer's ongoing living expenses, the Officer may, at the Officer's request, receive future payment of a portion of the cash component in such manner as suits the Officer's personal circumstances. The method of payment must comply with all relevant State and Commonwealth laws and any liability with respect to the taxation implications including, without limitation, fringe benefits tax, shall be borne by the Local Government and reimbursed by the Officer. In this regard the Local Government may deduct such amounts from any outstanding sum due from the Local Government to the Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

~~CMP-048 Salary Sacrifice Arrangements and Variation of Cash Component~~

~~DELETED – DUPLICATION WITH CMP-047~~

MANAGEMENT PROCEDURE No.	CMP-048
MANAGEMENT PROCEDURE	SALARY SACRIFICE ARRANGEMENTS AND VARIATION OF CASH COMPONENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.110
RELEVANT DELEGATIONS	

~~OBJECTIVES:~~

~~To set guidelines for Staff Salary Sacrifice Arrangements~~

~~MANAGEMENT PROCEDURE STATEMENT/S:~~

~~**Non-Contract Employees** – As long as the Officer advises the Chief Executive Officer in writing that the remaining cash component is adequate for the Officer's ongoing living expenses, the Officer may, at the Officer's request, receive future payment of a portion of the cash component in such manner as suits the Officer's personal circumstances. The method of payment must comply with all relevant State and Commonwealth laws and any liability with respect to the taxation implications including, without limitation, fringe benefits tax, shall be borne by the Local Government and reimbursed by the Officer. In this regard the Local Government may deduct such amounts from any outstanding sum due from the Local Government to the Officer.~~

~~**Contract Employees** – As determined by the Employee Contract~~

~~ADDITIONAL EXPLANATORY NOTES:~~

~~ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:~~

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-050 National Wage Case Decisions

MANAGEMENT PROCEDURE No.	CMP-050
MANAGEMENT PROCEDURE	NATIONAL WAGE CASE DECISIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.120
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate how national wage increases are handed down to staff, irrespective of over-award payments already being made.

MANAGEMENT PROCEDURE STATEMENT:

All national wage decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part of the annual budget adoption process.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

CMP-064 Financial Assistance

MANAGEMENT PROCEDURE No.	CMP-064
MANAGEMENT PROCEDURE	FINANCIAL ASSISTANCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	3008

OBJECTIVES:

To set the categories, type and amount of Financial Assistance that shall be provided by the Shire to Community Organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.

MANAGEMENT PROCEDURE STATEMENT/S:

This Procedure provides an overarching framework for the Shire of Chapman Valley to provide Financial Assistance to Community Organisations and individuals within our local Community to enhance community values and aspirations.

In determining the requests for Waiver of Fees and Charges under this Procedure, the approval is governed by the Delegation No 3008 Write Off Debts.

Delegation No 3008 Write Off debts

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Strategy

- The Shire receives a number of requests throughout the year for financial assistance from Community Organisations and Individuals. A Procedure for the assessment of the applications ensures:
- Transparency and accountability to the Community;
- Fairness and equity to all applicants;
- Eligibility criteria is applied to each type of Financial Assistance;
- The amount of Financial Assistance available;
- Guidelines are in place to assist applicants in completion and lodgement of forms;
- Applications are assessed by a Delegated Officer;
- Effective reporting mechanisms and administrative procedures advise the Shire of the type and total value of financial assistance provided for the financial year.

Scope

- This Procedure applies to requests for financial assistance towards:
- An activity, event, competition, project or celebration;
- Programs with a charitable or community service oriented purposes;
- Disaster relief funds for humanitarian reasons;
- An organisation's development;
- Provision of services and maintenance of facilities within the Shire;
- The establishment of new facilities or improvements to existing facilities of a capital nature.

Each application for financial assistance is considered on its individual merits. The Shire of Chapman Valley reserves the right to determine eligibility for financial assistance based on information provided in the application.

Recipients of support will be asked to assess their performance in line with this Procedure and requirements set out in Shire Corporate Management Procedures CMP-065 Donations, CMP-066 Waiver of Fees & Charges, CMP-067 Community Growth Fund Grants and CMP 068 Self Supporting Loans.

Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from the Shire and or require the funds to be returned.

Implications

The implementation of this Procedure is supported by funds allocated through the Shire's annual budget of each financial year. The Shire has demonstrated a long-term commitment to the provision of financial assistance to eligible Community Organisations who operate as a not-for-profit organisation and individual Community members chosen to represent the shire.

Acquittal of Funding

Recipients of financial assistance for the categories of Community Development Grants, Shire Contributions and Interest Free Loans must complete an acquittal process, including provision of requested supporting information, within one (1) month of the completion of the projects, or by the date detailed in the guidelines.

Funding acquittal requirements applicable to the Financial Assistance category will be detailed in the category guidelines and may incorporate:

- A completed Acquittal Form (if applicable);
- Copies of all relevant invoices and receipts;
- Copies of promotional materials and/or other supporting information to show how the Shires funding was acknowledged.

Failure to fully complete and lodge the required acquittal will result in a demand for the return of the funds, and will result in ineligibility for future funding rounds. Until all existing grants or funds are acquitted the organisation is not eligible to apply for an additional grant or funding from the Shire.

An organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Shire within six months of the proposed completion date, and will be subject to an ineligibility period for future grants if funds are judged to have been misused.

Table 1 Financial Assistance Categories

Please note that each category of financial assistance must meet specific eligibility criteria which are provided in the Guidelines accompanying the application form.

TYPE OF FINANCIAL ASSISTANCE	AMOUNT OF ASSISTANCE	DETERMINATION
Sponsorship	\$200 per School, Association or Club per annum	Chief Executive Officer
Donation	Maximum of \$200	Chief Executive Officer

Waiver of Fees and Charges	A maximum of 50% of the applicable fees & charges	\$1,000 or less – Chief Executive Officer Over \$1,000 – Council
Community Development Fund Grants	As determined by CGF Guidelines	Committee Recommendation to Council for decision
Council Contribution	Council consideration	Council
Interest Free Loan	Maximum of \$20,000	Council
Self-Supporting Loans	Council consideration	Council

Dispute Resolution

All disputes in regard to this Procedure will be handled according to the Shire's Complaint Handling Procedures

Application

Responsibility for the implementation of this Procedure rests with the Chief Executive Officer. The Procedure is to be reviewed as part of Council periodical review of all Policies & Procedures.

LEGISLATION	
LGA s5.42 Delegation of some powers and duties to CEO	<p>A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43</p> <p>*Absolute majority required</p> <p>A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation</p>
LGA s6.12 Power to defer, grant discounts, waive or write off debts	<p>Subject to subsection (2) and any other written law, a local government may –</p> <p>When adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money</p> <p>Waive or grant concessions in relation to any amount of money; or</p> <p>Write off any amount of money, which is owed to the local government.</p> <p>*Absolute majority required</p> <p>Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges</p> <p>The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government</p>

Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power

DEFINITIONS

Charitable Organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (e.g. religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups).
Community Organisation	A group of people that come together to pursue a common cause or interest for the benefit of the Community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society.
Council Contribution	An amount of money given to Community Organisations by the Shire in return for acknowledgement of assistance in the operation of Shire facilities.
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A Donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items.
Fee and Charge	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council.
Grant	Contribution, gift, or subsidy (in cash or kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).
In Kind Support	<p>In-kind support can be defined as:</p> <p>Monies / financial assistance which is not a loan, and does not need to be paid back;</p> <p>Administration support;</p> <p>Equipment support;</p> <p>Infrastructure support;</p> <p>Venue hire;</p> <p>Office supplies support;</p> <p>Fees and charges for Icon Events.</p>
Interest Free Loan	Means of borrowing where no interest is charged on repayment to the Shire.

Not-for-Profit Organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation.
Self-Supporting Loans	Means of borrowing where loans are repaid to Shire (See CMP-068)
Schools	Primary or Secondary educational institutions.
Shire Facility	Means 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 as adopted by Council.
Sponsorship	A cash and/or in-kind fee paid to a person, organisation or group (typically in sports, arts or entertainment) in return for acknowledgement and recognition of the Shire during the Activity or Event.
Legislation	Local Government Act 1995

ADDITIONAL EXPLANATORY NOTES:

Corporate Management Procedures CMP-065 Donations, CMP-066 Waiver of Fees & Charges and CMP-067 Community Growth Fund Grants.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-065 Donations

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	DONATIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	3005

OBJECTIVES:

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Donation.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by phoning us on 08 999 205011.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

Only one application per financial year (July to June) may be lodged.

The Project or Event is to be held within the Shire of Chapman Valley local government boundaries.

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

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

Donation funding is available to a maximum amount of \$200.00.

Eligibility - Who can apply?

- To be eligible for funding the applicant must meet all of the following criteria:
- Community Organisation within the Shire of Chapman Valley;
- Incorporated Community Organisation;
- Not-for-profit Organisation;
- Operating as a charity using local community volunteers.

Donation Funding

Funding will be considered for Projects or Events that:

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

Funding will not be provided to or considered for:

- Individual persons;
- State or Federal Government bodies;
- Projects or Events that will financially benefit the Community Organisation (i.e. entry charge)
- Commercial Organisation or Businesses;

- Funding to undertake Commercial activities or assist with Organisational operating costs;
- The purchase, hire or lease of sporting and or recreation equipment;
- Activities that are already covered by an existing agreement with the Shire of Chapman Valley.

Application Timeframes

Community Organisations may make application for a Donation from the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

In Person: Shire of Chapman Valley Administration Centre
3270 Chapman Valley Road, Nabawa, WA 6532
Office Hours: 9.00am – 4.00pm

What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

ADDITIONAL EXPLANATORY NOTES:**APPLICANT DETAILS**

Name of Organisation:	
Contact Person:	
Postal Address:	
Phone No:	
Email address:	
Website address:	
ABN Number:	
Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT / EVENT DETAILS

Type of Project or Event:			
Name of Project or Event:			
Location and Venue:			
Date to be held:			
Events: Is an Event Approval Form attached to this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Reason)	
Is there an entry fee?	<input type="checkbox"/> Yes Adult \$ Child \$		<input type="checkbox"/> No
Will it be run by volunteers?	<input type="checkbox"/> Yes % of No's:		<input type="checkbox"/> No
Is it open to the Local Community and general public?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
What is the amount of Donation assistance requested?	<input type="checkbox"/> \$50.00 <input type="checkbox"/> \$100.00 <input type="checkbox"/> \$150.00 <input type="checkbox"/> \$200.00		

What will the Donation be used for?

ACKNOWLEDGEMENT OF THE SHIRE OF CHAPMAN VALLEY

What marketing and media opportunities will there be available before, during and after the Project or Event?

(e.g. promotional material, flyers, invites, photos, newspaper articles)

BANK DETAILS

Account Name:

BSB Number:

Bank & Branch:

Account Number:

Signature of Account Holder:

DECLARATION

I, _____ confirm that all of the information contained within the application form is true and correct and submit it to the Shire of Chapman Valley for consideration.

Signed: _____

Name: _____

Position: _____

Date: _____

SHIRE OFFICE USE ONLY

On review of the application I determine that the application be:

☐ Approved

☐ Declined Reason:

Amount \$:

Budget Expenditure: COA/Job No

Authorised Officer

Signature

Date

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-066 Waiver of Fees & Charges

MANAGEMENT PROCEDURE No.	CMP-066
MANAGEMENT PROCEDURE	WAIVER OF FEES & CHARGES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
SECTOR	ADMINISTRATION
RELEVANT DELEGATIONS	

OBJECTIVES:

These procedures provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Waiver of Fees and Charges.

Please read these procedures carefully before submitting an application. You may refer to the *Completing your Application* section for Shire Officer contact information.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

All fees and charges must be paid upfront and if a "Waiver of Fees and Charges" is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

The approval of a Waiver for a Fee and Charge is governed by Delegation, and specifically Delegation 3008

Write Off Debts.

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1,000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any application to waive that Fee and/or Charge.

A maximum of 50% of the Fee and Charge will be considered for waiver as listed in the annual Schedule of Fees and Charges adopted by Council or as otherwise determined by Council.

The Shire may at its own discretion determine an individual application on its merits and give consideration to natural disasters or a declared State of Emergency.

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

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

Where an activity, event, competition, project or celebration occurs on a regular basis within a financial year July to June, then application for financial assistance shall be based on the full financial year.

One application per financial year (July to June) may be submitted at any time during the year for Financial Assistance.

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

Recurrent annual or seasonal fees for sporting groups such as the Sporting Club Levy, court hire and line marking will not be considered for waivers.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are submitted after the activity, event, competition, project or celebration.

Once the Delegated Shire Officer has determined that the application for financial assistance be approved, a request for payment for the approved percentage of the fee waiver will be submitted to the Creditors Officer for payment.

If circumstances surrounding a successful applicant change during the financial year the Shire reserves the right to review and cancel any or all of the approved financial assistance.

Eligibility - Who can apply?

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

- Operate in the Shire of Chapman Valley;
- Community Organisation which is an Incorporated body;
- Not-for-profit organisation;
- Educational Institution.

Waiver of Fees and Charges

Fee Waivers will be considered for:

- Shire Fees and Charges that are not due to the Shire as an Australian Tax under Australian law in respect of a service;
- Events that occur as a result of natural disasters or declared State of Emergency;

Fee Waivers under Delegated Authority will not be considered for or provided to:

- Individual persons*;
- State or Federal Government bodies;
- Commercial Organisations or Businesses*;
- Fees and Charges levied and collected by the Shire under any written law;
- Support for organisational or general operating costs;
- Activities that will financially benefit the Community Organisation (i.e. entry charge);
- Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;
- Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Shire Contribution in the current financial year.

- * *Individual persons, Commercial Organisations or Businesses can apply to Council for a waiver or reduction in the fee and charges for community health & wellbeing events for a maximum three month trial period to determine the viability of the event. Fees and charges will remain payable in full until a determination is made by Council on an application for waiver or reduction.*
- * *Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf. Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.*

Application Timeframes

Community Organisations may make application for a Fee Waiver from the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

In Person: Shire of Chapman Valley Administration Centre
3270 Chapman Valley Rd, Nabawa, WA 6532
Office Hours: 9.00am – 4.00pm

By Email: ceo@chapmanvalley.wa.gov.au

What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32, 07/20-12

CMP-067 Community Growth Fund – Operational

MANAGEMENT PROCEDURE No.	CMP-067
MANAGEMENT PROCEDURE	COMMUNITY GROWTH FUND – OPERATIONAL
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.20
RELEVANT DELEGATIONS	

OBJECTIVES:

INTRODUCTION

The Shire of Chapman Valley allocates an annual budget amount to form the Community Growth Fund (CGF). The fund provides the Shire of Chapman Valley the opportunity to support and assist services, activities and programs throughout the Shire.

The intention of the CGF is for funds to be fully allocated within each financial year and there will not be any accrual of unallocated funds beyond the 30th June each year.

In the event there are residual unallocated funds at the 30th June each year these funds will form part of the Shire's End of Financial position and a new amount placed into the Draft Budget for Council consideration for the forthcoming financial year.

AIM

The Shire of Chapman Valley Community Growth Fund is to provide funds to not for profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects for the benefit of residents of the Shire of Chapman Valley.

1. OBJECTIVES

The Objectives of the Chapman Valley Community Growth Funds are to:

- Assist the efficiency of operations of community groups by improving organisational development, asset purchases, marketing and management.
- Encourage partnerships fostering cooperative planning between groups to maximise effective use of resources
- Increase the range of and access to quality events, activities, services and groups within the Shire of Chapman Valley.
- Support community development initiatives and socially responsible community approaches.
- Encourage the community to actively promote Chapman Valley's positive attributes.
- Encourage the development of excellence and leadership in recreational, sporting, economic, tourist, environmental, skill/capacity building and cultural pursuits.

One of the most effective means of promoting community development is through the use of volunteers and non-government organisations. The Shire of Chapman Valley acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

MANAGEMENT PROCEDURE STATEMENT/S:

2. RESPONSIBILITY

The responsibility for the selection and approval of successful grant applications rests with the Chapman Valley Shire Council who will meet to determine funding allocations. Shire staff plays an important role liaising with CGF applicants to ensure submissions meet criteria described in this guide, and to manage the payment of grants.

It is the responsibility of the project contact person in the submission to ensure their community project is completed on time, within budget and reporting documents completed.

3. CRITERIA

- Arts, culture & entertainment
- Disability Services
- Youth & family services
- Seniors
- Event management & sponsorship
- Natural environment & cultural heritage
- Tourism & promotion
- Sport and recreation
- Health
- Crime prevention & community safety
- Monuments & projects to commemorate
- Events or people
- Upgrading community facilities
- Skill & capacity building

4. ESSENTIAL ELIGIBILITY CRITERIA

In order to be eligible for funding an organisation must:

- Council shall consider requests for donations on their individual merit however, generally will decline appeals for applications:
 - ~ of a State or National nature, or
 - ~ if they are not concerned or connected with the Chapman Valley area.
- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- Demonstrate a substantial degree of community support and representation
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National). E.g. Tennis West ...and Shire of Chapman Valley Strategic Community Plan <http://www.chapmanvalley.wa.gov.au>
- Agree to complete a specified evaluation/project completion report including an invoice for agreed project grant amount. *Failure to do so may render the applicant ineligible for future funding.*
- As a general principle, funds for any project may only be considered where maximum Government (State and Federal) funding has been obtained, the Club, or Organisation, is ineligible for Government funding, or Government funding has been refused (in whole or part).
- The Shire will be seeking evidence of procurement of, or attempted procurement of, Government grant monies.
- It must be demonstrated the Shire funding is necessary to the success of the project.
- Detailed project financial information including budget estimates, quotes etc. accompanied by project drawings and specifications, to a satisfactory standard, must be provided.
- Detailed financial information about the Club or Organisation will also need to be provided. Such information will need to include financial statements.

In order to be eligible for funding an individual must:

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances.
- Demonstrate a substantial degree of community support.
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour
- Provide the names and contact details of two referees.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities.

- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$1000.00.

5. APPLICATIONS

Applications will only be considered if they are submitted on the CGF Application Form and completed in full. Projects are expected to be conducted within the Shire of Chapman Valley with possible exception of funding to outstanding individuals. Check the Application Form to see if you are required to provide additional information such as:

- Membership information
- Funding profile and non-profit status
- Clear description of your project's broad community benefits
- Marketing intentions and acknowledgment of Shire of Chapman Valley contribution
- Project budget including details of matching funding

6. FUNDING REQUIREMENTS

A. MINOR GRANTS - Requests under \$2000

Typically used for small purchases. Written applications must clearly state:

- amount requested;
- grant purpose;

Other documents we may require are:

- Financial statement for the most recently completed financial year
- The most recent annual report or an equivalent document, such as the President's report, outlining activities of the organisation
- Quotations for all items

B. GENERAL GRANTS and EVENT SPONSORSHIP– Over \$2,000

Grant requests over \$2,000 will suit community-based organisations seeking management funding (to assist with the running of your organisation – including wages & honorariums) or project funding (to help your organisation plan and conduct activities).

Some applications for grants in excess of \$10,000 may be deemed inappropriate under the Community Growth Fund guidelines and redirected to other funding avenues, such as the Ministry of Sport and Recreation 'Community Sporting and Recreation Facilities Fund' (CSRFF), or Lotterywest. Please discuss grant applications for major capital works (e.g. clubroom renovations/upgrades, new facilities) with the Community Development Officer.

Your event need not be considered a major cultural or sporting activity to qualify for funding. For example, you may plan to coordinate a conference or forum aimed at a specific audience or addressing a particular issue. Because your event is likely to attract visitors to the district, and help your organization build networks and broaden its knowledge base, it is likely to be considered as worthy of funding assistance.

Sponsorship can also be provided in the form of wages for an event co-ordinator or honorarium.

Please discuss your event plans with the Community Development Officer.

C. WHAT WON'T BE FUNDED

- Private and commercial business' and organisations
- Applications which are not completed on the CGF form.
- General *ongoing* operational costs of organisations such as, wages, salaries, rent, utilities, etc.
- Political organisations or events.
- Projects or facilities which have none or limited public access.
- Projects or activities which are considered to be hazardous.
- Organisations who have failed to comply with the acquittal process or guidelines for previous grants.

7. ASSESSMENT AND APPROVAL PROCESS

ACKNOWLEDGMENT OF APPLICATIONS

Applications for grants received by the Shire of Chapman Valley on or before the closing date will be registered and an acknowledgment of their receipt sent to applicants.

ASSESSMENT PROCESS

The Community Growth Fund Committee members will have access to a full copy of all valid applications.

ASSESSMENT CRITERIA

- All applications will be assessed against the following criteria at a minimum: Ability to achieve tangible and/or measurable outcomes for the benefit of the Shire of Chapman Valley community;
- Effort for cooperative and partnership arrangements with others;
- Relevance to the current issues and status of the community;
- Evidence of consultations with relevant others in and out of Chapman Valley;
- Levels of volunteer participation and wider community participation;
- Funding history and profile, and capacity to make a significant financial or in-kind contribution to the project;
- Other state/ federal funding available to the applicant;
- Alignment and/or linkages with Local, Regional, State or National Strategic Plans or Objectives of associated organisations.

Additional criteria including the following may be assessed:

- Quotes as relevant to the project being provided or not provided;
- Asset ownership and ongoing whole of life maintenance and replacement responsibility;
- Applicants ability to fund a project upfront through a reimbursement process once project completion is achieved or if the Shire is required to auspice the process on the applicant's behalf;

NOTIFICATION OF OUTCOME

All applicants will be notified in writing of the success or otherwise of their application, as soon as Council has finalised its funding commitment. Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

PUBLICITY

The Shire of Chapman Valley may use your event, project or activity for publicity purposes and if so will ask for promotional material to be used.

FREEDOM OF INFORMATION

Applications for funds and other written information provided to the Shire will be treated confidentially. However, the provisions of the *Freedom of information Act, 1982*, apply to all documents held by the Shire of Chapman Valley.

8. DISBURSEMENT OF GRANTS

Where Council considers the information provided by the applicant in accordance with these guidelines to be satisfactory, the provision of any funds will be in accordance with the following;

- At the time of approving the grant, Council may elect to act as an auspicing body for the grant recipient. All expenditure for grant funding is to be discussed with the administration prior to any transactions being undertaken.
- If not auspicing for the grant recipient, payment will only be made at the conclusion of the project, subject to supply of final report and tax invoice, in strict accordance with the determination as to amount and conditions set by Council; unless otherwise agreed upon.

Council reserves the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner can be construed as setting a precedent.

9. GRANT CONDITIONS

PERIOD OF FUNDING

Community Growth Fund grants will follow an annual timeline as outlined below:

- a) February – Applications open;
- b) March - Applications close;
- c) March/April - Advisory Group determination & recommendation to Council;
- d) April – Council determination on projects to be placed into draft budget;
- e) July – Council endorsement of Draft budget and confirmation of successful CGF submissions;
- f) July/August – Successful & Unsuccessful applicant formally advised.

Grant funding confirmed in the Shire budget in the July must be expended by 20th June the following year, unless agreed otherwise at the outset OR a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council.

If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund under the conditions:

- a) Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);
- b) Any unspent funds after the initial carry-over into the next financial year are to be placed back into the Municipal Fund before the end of that year; and
- c) the grant recipient will not be eligible to receive any further CGF grants until the current allocated funds have been fully acquitted.

PURPOSE OF GRANT

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council.

UNSPENT FUNDS

Funds which are unspent at the conclusion of the funding period must be returned to the Shire within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first. If you anticipate a surplus of funds and have plans for its expenditure you are advised to seek Council approval, bearing in mind the expectation that any secondary project will also have broad benefits to the community.

ABN/GST REGISTERED

Incorporated applicants must have an ABN. GST registration is not essential; however, the Shire is obliged to meet all relevant GST legislative requirements. Please ensure your budget figures included in your application are **GST EXCLUSIVE**.

MANAGEMENT LICENCE OR SIMILAR ARRANGEMENT

Any application made which is subject to a Management Licence or similar arrangement will only be approved subject to the condition the applicant endorses any amendments required to the Management Licence or similar arrangement relevant to the application and project.

STATUTORY PERMITS/APPROVALS

All projects subject to statutory permits/approvals (e.g. planning, building, environmental, heritage, events applications, etc.) will only be approved upon the condition all such approvals are in place before project is to commence.

10. EVALUATION AND ACQUITTAL

Groups, organisations or individuals receiving grants from the Community Growth Fund must submit to the Shire acquittal and evaluation of the outcomes of the grant provided by Council within 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

Information to be provided will include:

FINANCIAL REPORT

- A statement of actual and budgeted expenditure in relation to the grant. For grants of \$10,000 and over, this statement must be audited.
- Copies of supporting documentation such as of receipts, invoices, accounts and financial statements

GRANT EVALUATION/COMPLETION REPORT

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- The level of public awareness of their activity or project.
- Public presentations (number held / attendance levels).
- Amount/type of media coverage generated.
- Involvement of volunteers.
- Demonstrate a substantial degree of community support and representation.
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National).
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*
- Maximum Government (State and Federal) funding has been obtained.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- To be used for projects upon land under the care, or control, of the Shire; unless it otherwise determines

- Demonstrated the Shire funding is necessary to the success of the project

Tangible evidence to support performance indicators should be included such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further grants from the Community Growth Fund.

APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Click here to enter text.
Contact Person:	Click here to enter text.
Contact number/s:	Click here to enter text.
Address:	Click here to enter text.
Postal Address:	Click here to enter text.
Website:	Click here to enter text.
Email:	Click here to enter text.

Organisation Business Details	Please select	
Is your organisation an incorporated body? <i>If yes please attach proof</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have "Public Liability Insurance" <i>If yes, please attach a copy of "Certificate of Currency"</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <i>If yes, in what year was the application made? Please attach information</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the project dependant on Shire funding to proceed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Shire previously assisted your organisation? <i>If yes, please attach information</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <i>If yes, please provide details under "Project Summary"</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Banking Details	
ABN:	Click here to enter text.
Name of Account:	Click here to enter text.
Name of Bank:	Click here to enter text.
BSB:	Click here to enter text.
Account Number:	Click here to enter text.
Branch Name:	Click here to enter text.
Account Holders Signature:	Click here to enter text.

Please provide a brief description of your organisation:

[Click here to enter text.](#)

Project Summary

Project Title: [Click here to enter text.](#)

Proposed Start Date: [Click here to enter text.](#)

Proposed Finish Date:
(**must be prior to 20th June**) [Click here to enter text.](#)

Location/Venue: [Click here to enter text.](#)

Is the project being undertaken on private land or Shire of Chapman Valley owned property?

Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):

[Click here to enter text.](#)

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

[Click here to enter text.](#)

2. Please describe how the outcomes of the project will be measured.

[Click here to enter text.](#)

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

[Click here to enter text.](#)

Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

[Click here to enter text.](#)

Financial Information

Does your organisation have the ability to fund this project upfront and receive grant funding through a reimbursement process? Y/N

Does your organisation require the Shire of Chapman Valley to act as an auspicing body for your grant funds? Y/N

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$	N/A
Amount Contributed by your Organisation (Cash)	\$	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$30 hour)	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (EX. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	\$	\$
Shire funding (please itemise below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
*TOTAL	\$	\$

NB: Income and expenditure totals should be the same.

Authorisation by President/Secretary

I [Click here to enter text.](#) (President/Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.
[Click here to enter text.](#) Day/Month/Year

Signature

Date



**Before you send your application – please ensure that you have completed the following.
Please answer each item when it has been completed or attached.**

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
 - ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
 - ☐ Support letters or testimonials (optional).
 - ☐ A copy of this application has been retained for your records.
 - ☐ Proof of Incorporation (or letter from sponsoring organisation).
 - ☐ Public Liability Insurance (Certificate of Currency).
 - ☐ Quotes
- Y/N Is Project subject to an existing Management Licence or similar arrangement
- Y/N Is Project subject to a Statutory Permit/Approval (e.g. Building, Planning; Event; etc.)
- Y/N Is Project to be undertaken on Shire of Chapman Valley owned property?

For any assistance, please contact:

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: community@chapmanvalley.wa.gov.au

Application submission

By post:

Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

Email:

community@chapmanvalley.wa.gov.au

Hand delivery:

Shire Offices - Reception
3270 Chapman Valley Road, Nabawa, WA 6532
9.00am – 4.00pm

Closing date

All applications must be received by _____ 201

SHIRE OFFICE USE ONLY

Outcome of the Assessment Recommendation to the Shire by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant

☐ Declined for receipt of Community Growth Fund Grant

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date

CMP-068 Self Supporting Loans

MANAGEMENT PROCEDURE No.	CMP-068
MANAGEMENT PROCEDURE	SELF SUPPORTING LOANS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.50
RELEVANT DELEGATIONS	NA

OBJECTIVES:

To provide a fair, equitable and balanced process to considering the provision of self-supporting loans to groups within the community.

MANAGEMENT PROCEDURE STATEMENT/S:

Council will consider requests from all local organisations for self-supporting loan funds to be made available to the organisation, with the following matters and/or actions being taken:

The organisations to apply in writing, advising of the following information:

- Amount of loan principal required;
- Purpose for which loan is to be expended;
- Term of proposed loan;
- The last annual audited financial statements of the organisation;
- Current monthly financial statement of the organisation;
- Number of financial members of the organisation;
- Financial viability of group to repay loan;
- Whether the group is incorporate or not;
- Name of guarantees or other acceptable security; and
- Other information considered appropriate and requested by the Shire.

The Shire may request a delegation to meet with Councillors and staff to discuss the request.

Self-supporting loans will only be made available for capital type projects, i.e. construction or extensions to buildings, construction or resurfacing of tennis courts, reticulation of golf fairways etc and not for maintenance of facilities.

The Shire requires a loan agreement to be drawn up by Council's Solicitors between the organisation and the Shire, committing the group to repay the loan.

All costs associated with the raising of the loan and preparation and stamping of loan agreements to be at the group's expense.

Organisations applying to Council for a self-supporting loan are to make available, on request by the Shire, a copy of their Audited Financial Statements.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23, 06/15-18; 03/17-32

CMP-070 Disposal of Surplus & Minor Assets

MANAGEMENT PROCEDURE No.	CMP-070
MANAGEMENT PROCEDURE	DISPOSAL OF SURPLUS & MINOR ASSETS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	2004

OBJECTIVES:

To appropriately dispose of unwanted minor assets with no recognisable value whilst build the capacity of community groups and organisations as a beneficiary.

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire will dispose of surplus and minor assets when determined by the CEO to be obsolete, surplus to requirements and hold no real value to the Shire.

The disposal of such assets shall be by offer to a community based not for profit group(s) and/or within the Shire of Chapman Valley at no cost.

The method of disposal process may involve an offer to one or more of the entities at the discretion of the CEO.

In offering an asset(s) to a community entity the CEO will have regard to:

- a) the demonstrated need;
- b) proposed use of the minor asset; and
- c) financial capacity of the requesting entity.

Prior to disposal:

- a. If applicable, all software or copyright licences shall be removed from a IT items.
- b. The recipient is to acknowledge in writing that no liability is accepted by the Shire for the minor asset.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32



SHIRE OF
Chapman Valley
love the rural life!

Elected Members Governance and Policy Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference 07/18-10	18 th July 2018
Review CP-005	Minute Reference 11/18-9	21 st November 2018
Full Manual Review	Minute Reference 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020

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Preface

Corporate governance is a system of processes through which an organisation makes decisions and how it directs, controls and monitors its operations. The systems are complex and are required by legislation. The Governance Manual will assist the Council to achieve its commitment to excellence in governance. The manual links the respective roles under the Local Government Act and other relevant legislation with the suite of available governance documents. It is designed to provide guidance and information to the major participants in all functions and governance processes of the Council.

It will act as:

- an introduction for new Councillors and staff members to the governance framework and processes for the Council.
- a guide and reference for Councillors in performing their duties as elected representatives;
- a document establishing clear guidelines for the day to day governance of the Council.
- a basis to monitor the performance of the Council and administration in working towards excellence in governance.

The manual has been based on a number of existing governance frameworks, but in particular “Excellence in Governance for Local Government” produced by the Local Government Managers Australia and CPA Australia.

The Manual is divided into four parts:

- Part One: Overview of Corporate Governance and Principles
- Part Two: Integrated Planning and Reporting
- Part Three: Detailed Guidelines for good governance practice
- Part Four: Key documents, policies and procedures relevant to Elected Members

The Governance Manual will form the basis for an annual corporate governance review by Council which will assess the effectiveness of the Elected Members and Administration in achieving good governance.

Part 1 Overview of Corporate Governance

Governance in the Legislative Environment.

Local Governments in Western Australia are required to make report and implement decisions, according to the provisions of the Local Government Act 1995 (the Act). Other legislation regulates the way in which a local government exercises its authority in areas such as Town Planning, Environmental Health, Cat and Dog Control, Emergency Management, Litter Control, Bush Fire, and Building Control.

The Act defines the roles and responsibilities of Elected Members and the CEO to ensure a local government fulfils its obligations and exercises its powers and functions appropriately. Section 3.1 (1) of the act prescribes the general function of a local government is to provide for the good government of persons in its district.

To facilitate good government, Shires develop strategies and policies, and provide mechanisms and processes for their implementation. This manual establishes the policies and processes by which the Elected Members and the CEO Officer undertake their respective roles.

DEFINITION OF 'GOOD GOVERNANCE'.

Good governance is about the processes for making and implementing decisions. It's not about making 'correct' decisions, but about the best possible process for making those decisions. Good decision-making processes, and therefore good governance, share several characteristics. All have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality protocols, Councillor and officer conduct, role clarification and good working relationships. Ref <http://www.goodgovernance.org.au>

EXCELLENCE IN GOVERNANCE.

Excellence in governance occurs when it is underpinned by accountability, integrity, openness and commitment to sustainability. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision making and information. From a Local Government perspective, the establishment of a governance framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists Elected Members and professional officers in the delivery of quality services.

Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities. Effective outcomes are best achieved where the role and focus of Elected Members as a collective corporate body, is directed to policy formulation and strategic development. The role of the officers is to implement the policies and strategies of the Council through an accountable, effective and efficient application of resources and assets.

COUNCIL GOVERNANCE STATEMENT.

Governance is based on the understanding the Council, CEO and staff have different roles and responsibilities which, when combined, create the environment for effective management and operation of the Council. It recognises good governance does not only apply to internal procedures but ultimately reflects in the satisfaction of the residents and other stakeholders of the Shire both now and into the future.

COUNCIL GOVERNANCE FRAMEWORK

The fundamental objective of a corporate governance framework is to promote stability, confidence and consistency of process by providing role clarity and certainty of direction for the Elected Members and administrative office holders of the Council. The basis for this governance framework can be found in strategic documents and associated operational mechanisms which have been developed and implemented pursuant to roles and functions prescribed by the Local Government Act 1995 (The Act) and arising from the vision, mission, values and goals enunciated in the Strategic Community Plan.

Good Governance Principles and Practice

Clear principles govern how decisions are made by the whole organisation. Decisions should be based on the principles to ensure all governance processes and practices reflect the overarching principles of operation. Elected Members and staff must take specific responsibility for governance in their own activities to achieve best practice in governance and alignment with the agreed principles. The following practices relate to the five principles of operation and the achievement of good governance at the Council.

Principle 1 - Vision and Organisational Culture

- There is a positive organisational culture promoting openness and honesty, in which questioning is encouraged and accountability is clear.
- The Council is united in a clear vision and positive culture, which respects the natural and built heritage of the Council as well as community needs and aspirations.
- Strategic Community Plan is produced through a comprehensive and inclusive process, which is inclusive of all sectors of the local government region.

Principle 2 - Roles, responsibilities and relationships

- There is clarity about the roles of local government and there exists a sophisticated approach to defining and implementing these.
- There are effective and appropriate working relationships promoted and supported within and between the Shire President, Councillors, CEO and Administration.
- There is a demonstrated respect for different roles of the various elements of the Shire and the need for positive working relationships between these elements.

Principle 3 - Decision-making and management

- Ensure there are effective decision-making processes in place to reflect the transparency and accountability which underpin excellence in governance.
- There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.
- An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.
- Appropriate delegations should be implemented and maintained.
- There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance.
- Demonstrating exemplary leadership qualities through effective decision-making and related management processes reflecting transparency, integrity and sustainability.

Principle 4 - Accountability

- Appropriate consultation should be undertaken to reflect the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.
- The Council must account for its activities and have systems to support this accountability.
- The established internal structures be maintained to provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.
- There should be methods for accounting for all local government activities, including installing and maintaining systems which reinforce accountability and communicate outcomes achieved to the community.

Principle 5 -Commitment to Sustainability

- The Council will endeavour to keep up to date with all processes, methodologies and technologies which are capable of achieving improved outcomes for the Shire.
- Awareness of practices will lead to improved resource management, environmental protection and rehabilitation, stronger communities and added economic value will be raised within the Council and staff, and across the community.
- The potential environmental, social and economic impact of any project or decision will be considered.
- Making the right decisions for both now and for future generations, in careful monitoring of progress to avoid negative impact, and, in ensuring a positive change for improved results and outcomes.

GOOD GOVERNANCE PRACTICE

The increasing level of scrutiny now being directed to the operations and activities of public bodies has created a need for full and open disclosure of the governance systems, which exist within these organisations. Accountability is an essential element of good governance and applies to Elected Members and CEO alike.

From a political perspective, accountability requires the Shire President and Councillors of the Council be accessible to residents and ratepayers so they may be responsive to community issues and needs. As the governing body of the Shire, the Council has the ultimate responsibility for ensuring compliance with legislation and regulations.

It is the CEO's responsibility to ensure Council is provided with unbiased and relevant, professional advice and information on which decisions are made. The CEO is also responsible for the management of staff, financial resources and the maintenance of effective and efficient systems, procedures and processes which are necessary to meet the accountability requirements of the Council. Accountability is unachievable without effective stewardship of the Shire's financial, physical, intellectual and natural heritage assets. Stewardship refers to the planning and management required ensuring optimum use of assets to serve existing community needs and provide a lasting legacy for future generations.

It requires innovation, reflected in strategies designed to encourage sustainable growth and prosperity, which are compatible with the unique character and focus of the Shire.

Part 2: Integrated Planning and Reporting

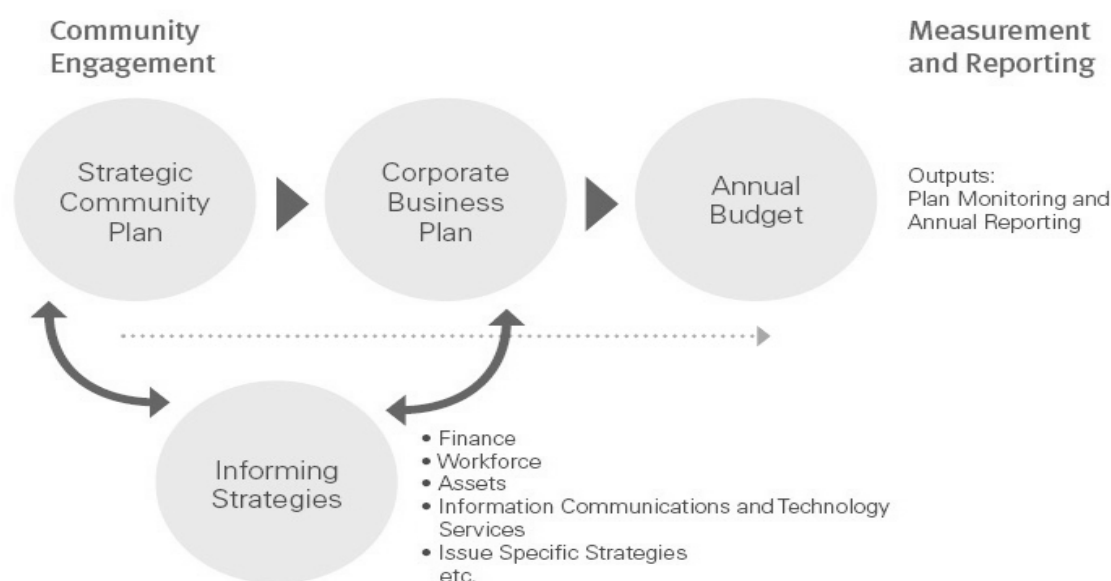
2.1 Integrated Planning and Reporting Principles and Processes

The Integrated planning and reporting principles and practices give local governments a framework for establishing local community and regional priorities and underpinning them through the Shire's long term planning processes, capital and major projects and operational functions.

They are supported in regulations of the Local Government Act 1995 **Section S5.56 (1) A “plan for the future”** and Regulations on how to achieve have been made under **S5.56 (2)**:

- *That Local Governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.*
- *That the Local Government has a Corporate Business Plan linking to long term financial planning that integrates asset management, workforce planning and specific Council plans (Informing Strategies) with the strategic plan.*

Regulation changes were implemented in August 2011 with full compliance required by 30 June 2013



Elements of Integrated Planning and Reporting Framework

For further information re Integrated Planning and Reporting copy or paste this reference into your internet explorer to connect to the WA Department of Local Government and Communities.
<https://www.dlqc.wa.gov.au/CommunityInitiatives/Pages/Integrated-Planning-and-Reporting.aspx>

STRATEGIC COMMUNITY PLAN

The Strategic Community Plan must be at least a 10year plan, which generally responds to three main questions put to the community and to the Shire:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan prioritises community aspirations giving consideration to things such as:

- Economic objectives
- Leadership Objectives
- Community Objectives
- Environment Objectives
- Additional factors as appropriate to identified changes in environment or demographics.

Community Input

Opportunities will be provided to enable the community to have input into the plan for the future through advertising, communication and consultation processes.

CORPORATE BUSINESS PLAN

The Corporate Business Plan activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long-term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- The priorities for the first four years of the Strategic Community Plan
- General operations and discretionary services
- Requirements of the Informing Strategy Plans*

It is planned for 4year terms and reviewed annually for relevance and affordability

*** INFORMING STRATEGIES**

These consist of the:

- Asset Management Plan
- Long Term Financial Plan
- Workforce Management Plan

These strategies / plans support the integrated planning process by informing the consultation processes with data and information about capacity, capability and affordability of current services and functions. They facilitate resourcing of ongoing services and functions, growth and community aspirations. All of the above plans need to be integrated and underpinned by common assumptions and agreed projections.

2.2 Chapman Valley Community Vision and Mission

Vision: “We are a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.”

Mission: “To maintain and enhance sustainable growth and prosperity in accordance with the Chapman Valley traditional rural and natural values.” and valuing the rural lifestyle with the safety, peace and quiet being the most highly valued attributes.

2.3 Chapman Valley Strategic Goals and Objectives

Governance and Accountability

- Ensure governance and administration systems, policies and processes are current and relevant
- Be accountable and transparent while managing resources effectively
- Make informed decisions within resources and areas of responsibility
- Ensure robust processes and guidelines for development

Economic Development and Business Attraction

- Build population and business activity through targeted strategies.
- Provide support for business development and local employment.
- Welcome local tourism and participation in regional strategy.
- Ensure town planning complements economic development activities.

Community and Lifestyle

- Nurture the sense of community.
- Strengthen our advocacy role and regional partnerships to support provision of local services and facilities.
- Maintain and enhance safety and security for the community.

Environment Protection and Sustainability

- Preserve the natural environment
- Maintain the rural identity of the Shire

Physical and Digital Infrastructure

- Develop, manage and maintain built infrastructure
- Manage and maintain roads, drainage and other essential infrastructure assets
- Aspire to robust communication and digital infrastructure in the Shire

Part 3 Detailed Guidelines for Governance Practice

3.1 Vision and Organisational Culture

Vision

There is a clear vision and Strategic Community Plan produced through a comprehensive and inclusive process which is owned by all sectors of the Local Government". The Council vision as stated in Part 1 is drives the culture of the organisation. The vision has been generated as a united focus for the Shire. Governance decisions and practice must at all times contribute towards achievement of the vision.

Organisational Culture

There is a positive culture to promote openness and honesty, in which questioning is encouraged and accountability is clear.

The principles introduced in Part 1 will be demonstrated as an integral part of the organisational culture. If all individuals involved in our Local Governance apply the values, the culture of the organisation will provide the greatest opportunity of achieving excellence in governance. In addition, the Elected Members and staff will strive to achieve the following eight elements within its organisational culture:

Effectiveness in Management Structures and Practices

- A good management structure will be maintained based on the organisation's vision, with clear roles and responsibilities.
- Responsibility and accountability will be delegated appropriately down the organisation.
- Management will support clarity in responsibility and accountability and focus on outcomes.
- There will be effective and efficient processes and systems in place.

Good Communication and Feedback Opportunities

- Good relationships will be developed between the various parts of the Shire.

Learning

- Decision making processes will incorporate appropriate consultation, knowledge management and involvement.
- There will be learning and development programs for Elected Members and Officers designed to meet their skills and knowledge requirements.

Ethical Behaviour and Conduct

- The Code of Conduct and ethics will be owned and lived, particularly by leaders throughout the organisation.
- The Council, Shire President, CEO and senior management will be models of appropriate behaviour.

Conflict of Interest Management

- An effective induction program will reinforce the organisation's culture so all people associated with the organisation recognise where conflict of interest may arise and how relevant action can be taken.
- There will be agreement about different, yet complementary, roles of Councillors and officers.

Support for Frankness and Openness

- Opportunities will be provided for open and frank exchange between Elected Members, management and staff.
- Effective feedback mechanisms from the community will be established and maintained.

Confidentiality

- Where issues of confidentiality arise, the Shire will be transparent about instances where confidentiality will be protected.

Innovation

- The Shire will recognise it operates in a changing environment and therefore must be aware of opportunities in those changes required to improve the way the Shire operates.
- The Shire staff will be encouraged to take reasonable efforts to keep abreast of current best practice and up to date technologies.

3.2. Roles, Responsibilities and Relationships

3.2.1. Working Relationships

“There are effective working relationships promoted and supported within and between the Shire President, councillors, CEO and administration”.

Effective working relationships are promoted and/or supported by and between the Shire President, councillors, CEO and staff. It is a requirement staff contact by Elected Members is made through the CEO. Should an Elected Member wish to contact any staff member directly, a request shall first be made to the CEO, who will assess the request and advise the Elected Member of his/her decision.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources.

Very important relationships are those between:

- The Shire President and the Councillors;
- Elected Members and Elected Members;
- The Shire President and the CEO;
- Elected Members and the CEO.

Effective relationships are achieved and maintained at the Shire through:

- Parties agreeing on and respecting the differences in their roles.
- Protocols being established based on the agreements about roles and responsibilities being followed.
- Information and discussion about the various roles being included in Councillors' induction processes.
- Goodwill on the part of all parties to make governance work and being a prepared to tackle problems when they arise.
- A common understanding the political activities of Council are legitimate as local government is a formal level of government and Councillors are accountable to their constituents as well as to the Shire as a whole.
- Councillors have to be able to address these accountability requirements in a constructive manner.

3.2.2. Council - Roles and Responsibilities

Under the Act Council is a body corporate with perpetual succession, a common seal, and is charged with responsibilities. The Shire has interpreted these responsibilities as they are contained in the Act in conjunction with the Shire's governance framework and this governance framework and statement document provides the following guidance on the range and scope of these following roles:

(a) Directs and controls the Shire affairs.

This role encompasses strategic planning mechanisms to ensure the continued viability and performance of the organisation, the setting of strategic goals for the organisation and the monitoring of the Shire's performance against these strategic goals.

(b) Is responsible for the performance of the Shire functions.

This role provides for the Council to bear the ultimate responsibility for the performance of the Shire's functions, but not its day to day operations, which are the responsibility of the CEO. The Council exercises this responsibility through the development of appropriate governance frameworks, including delegations of authority, and in the determination of an appropriate organisational structure in consultation with the CEO.

(c) Oversees the allocation of the Shire finances and resources.

The Council exercises this role by adopting the Shire's budget and long term financial plans. It is advised by officers of the Shire who are responsible for the development of appropriate financial controls and strategic documents.

(d) Determines the Shire policies.

The role of Council in setting policy is most effective when policies are developed in consultation with the CEO who will then implement them through the development of appropriate management practices and work processes with staff.

Council policy should set the standards for the organisation to achieve, and make strategic policy decisions to guide staff in their decision making processes.

3.2.3 Role of Elected Representation

The Council consists of eight members including the Shire President. Councillors are elected by the community. The Shire President is elected by the Councillors. Local Government elections are conducted biennially on a fixed date prescribed by the Act, with candidates elected to the office of Councillor for a four (4) year period. The Council elected President is for a two (2) year period.

Each individual Councillor has a legislative requirement to fulfil this role. This governance framework provides guidance to Councillors on how they perform this role at the Shire.

Individually Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interest of the broader community on the Council, but also as community leaders they must represent the interests of the Shire at all times.

While Councillors may be elected from an individual location of the Shire, their primary obligation is to represent the interests of the broader community. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision making processes in providing good governance of the Shire as a whole.

Councillors are responsible and ultimately accountable for long term financial planning, the annual budget and monitoring financial performance. In doing so, each individual elected member accepts a joint and individual responsibility for the financial outcomes.

Accountability and transparency is also facilitated through the standards and behaviour maintained by members – most notably, through their adherence to legislation governing declarations of financial and other interest where these arise, together with associated implications for participation in any debate.

Elected Members rely on:

- Financial advice and information from administration;
- Input from internal and external auditors.

Elected Members must also seek whatever additional information they need to make informed decisions through appropriate channels.

Responsibilities of Council

The responsibilities of Council can be categorised into the following three key areas:

Legislative

- If considered necessary, the Council is responsible for adopting local laws to reflect current community standards and provide for the good governance of the Shire. Council when making local laws must be aware of their legislative effect.

Executive

- The Council is responsible for overseeing the executive functions of the Shire and determines appropriate policies, strategies and functions for the CEO to implement.

Quasi - judicial

- The Council is responsible for applying factual situations to the legislative regime in a quasi-judicial manner under the Local Government Act, Town Planning and Development Act and other relevant legislation.

Accountability, stewardship, sustainability and innovation focus.

Accountability, stewardship, sustainability and innovation objectives are most effectively pursued where the focus of Elected Members of Council centres upon:

- Strategic planning, policy development and defining scope for delegation of powers and functions;
- Allocating the Shire's resources to the CEO;
- Monitoring performance of the Shire against adopted strategies and objectives;
- Representing the interests of the community;
- Appointing the CEO and participating in the performance review process of this officer.

Accordingly, the Council is required to be accountable and transparent by undertaking deliberations and making resolutions within a framework which is factually based, non-prejudicial and relevant to issues at hand.

3.2.4. Limitation of Member Liability

The Shire has the legal capacity of a natural person. As such, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it. Section 9.56 of the Act, (as below) specifies the limitation Councillors must be aware of when taking office.

Section 9.56 of the WA Local Government Act 1995 Division 4 — Protection from liability

Certain persons protected from liability for wrongdoing 9.56.

(1) A person who is — (a) a member of the council, or of a committee of the council, of a local government; (b) an employee of a local government; or (c) a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class, is a protected person for the purposes of this section.

(2) An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under this Act or under any other written law.

(3) The protection given by this section applies even though the thing done in the performance or purported performance of a function under this Act or under any other written law may have been capable of being done whether or not this Act or that law had been enacted.

(4) This section does not relieve the local government of any liability that it might have for the doing of anything by a protected person.

(5) In this section — (a) a reference to the doing of anything includes a reference to the omission to do anything; 314 Local Government Act 1995 No. 74 s. 9.57 (b) a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1) (a), (b) or (c), as the case may be.

It is largely due to such legislative-based requirements local governments have embraced strategies designed to mitigate the liability of members and officers, with liability insurance protection and risk management now serving as a significant element of corporate governance frameworks.

It is for these reasons many organisations have developed and implemented processes for identifying, analysing and mitigating risks, which could prevent the achievement of business objectives. These organisations have put control activities in place to manage risk throughout the organisation by developing risk management plans which cover activities as diverse as (yet not limited to) reviews of operating performance, information technology and management information systems.

3.2.5. The Shire President Role

The role of the Shire President as provided under Section 2.8 of the Act is to:

- preside at meetings in accordance with the Act;
- provide leadership and guidance to the community;
- carry out civic and ceremonial duties on behalf of the Shire;
- speak on behalf of the Shire;
- perform such other functions as are given to the Shire President by the Act or any other written law;
- liaise with the CEO on the Shire affairs and the performance of its functions; and
- otherwise fulfil the role of Councillor.

3.2.6. The Deputy Shire President Role

Section 2.9 of the Act enables the Deputy Shire President to perform the functions of the Shire President, if:

- the Office of Shire President is vacant; or
- if the Shire President is not available, or is unable or unwilling to perform the functions of Shire President.
-

3.2.7 Statutory Role of Councillors

Section 2.10 of *the Act* describes the role of a Councillor is to:

- represent the interests of electors, ratepayers and residents of the Shire;

- provide leadership and guidance to the Shire community;
- facilitate communication between the community and the Council;
- participate in the Shire decision making processes at Council and Committee meetings; and
- perform such other functions as are given to a Councillor by this Act or any other written law.

3.2.8 CEO Role

The CEO's functions as described under Section 5.41 of the Act are to:

- advise the Council in relation to the functions of the Shire under the Act and other written laws;
- ensure advice and information is available to the Council to ensure informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the Shire;
- liaise with the Shire President on the Shire affairs and the performance of the Shire's functions;
- speak on behalf of the Shire if the Shire 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 records and documents of the Shire are properly kept for the purposes of the Act, or any other written law; and
- perform any other function specified or delegated by the Shire or imposed under the Act or any other written law as a function to be performed by the CEO.

Section 5.42 of the Act enables the Shire to delegate in writing to the CEO, the capacity to exercise any of its powers or duties, with the exception of those relating to:

- actions in which decisions of an absolute majority or a 75% majority of the Council is required;
- acceptance of a tender which exceeds an amount as determined by the Council;
- appointment of an auditor;
- acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- any of the Council's powers under Sections 5.98A, 5.99A or 5.100 (determining fees, allowances and expenses of members and Committee members);
- borrowing money on behalf of the Shire;
- hearing or determining an objection of a kind referred to in Section 9.5;
- (carrying out any power or duty requiring the approval of the Minister or the Governor); or
- such other powers or duties as may be prescribed.

This clear separation of elected member and CEO roles and responsibilities as identified within the Act reinforces good governance principles. It also ensures the Shire adheres to all statutory requirements whilst meeting the expectations of its community.

3.2.8. Executive Management Role

In undertaking its functions and responsibilities, Council is supported by the CEO and Senior Staff. The Executive Management Team, comprising of the CEO and staff as determined by the CEO, meets regularly as a basis for ensuring effective coordination of the Shire's operations and implementation of Council resolutions. These meetings are complemented by operational meetings (Administration meetings and works tool box meetings) to enable management information dissemination and to receive feedback from officers.

3.3 Decision Making

Decision-Making

The five stages in decision making which will be followed at the Shire are:

Agenda Setting

This will be achieved through:

- an effective and efficient strategic planning process which produces owned strategic goals; and
- processes being in place which ensures Council plans are properly implemented.

Information Gathering

This will be achieved through:

- ensuring the information gathered is sufficient to allow a decision to be made;
- ensuring an effective process within the administration to convert information into advice;
- providing good quality and timely Council reports, which provide the necessary information, options and clear recommendations. The reports will always incorporate the corporate view of the issue in question, the financial impacts, effects on Integrated Plans, consultation and any risks;
- having workable and productive consultation processes in place ensures decision-makers are aware of the views of those whom the decision affects;
- a sound process for identifying and distilling data into appropriate information;
- agendas being structured so as to facilitate good decision-making processes.

Opinion Formation

This will be achieved through ensuring Elected Members understand the issues and have enough information provided to make a decision.

Decision-making

This will be achieved through:

- Council and committee meetings being well chaired and conducted in accordance with Council Standing Orders Local Law 2016;
- facilitating participation and involvement while ensuring debate is relevant and succinct;
- robust debate which ensures all issues are aired. Although it is robust, the debate is conducted with courtesy and respect;
- the Chair attempting to find common ground amongst Elected Members; opportunities being available for the community to participate appropriately;
- delegations where appropriate.

Implementation

This will be achieved through:

- decisions being implemented in a timely manner;
- solidarity amongst the Councillors once a decision has been made;
- confidentiality being maintained wherever necessary.

3.4 Financial Management

“There should be robust and transparent financial management established and maintained to meet local government’s accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future”.

The Council will achieve this by:

- Ensuring management have service delivery strategies to reflect the services and projects identified for the relevant financial year as shown in the Corporate Plan.
- Approve each year’s annual budget in accordance with the adopted service delivery strategies as shown in the Corporate Plans and the Long Term Financial Plan.
- Council, through policy, will determine the appropriate mix between borrowing for capital works and funding them from revenue. Council will consider the implications of its decisions on the level of capital works and asset maintenance.

Funding Strategic Objectives

Section 5.56 of the Act requires a local government to prepare a plan for the future. The Council must know the direction it is going long term. Its vision and goals must be properly reflected in the Strategic Community Plan. Council will take its final decisions about the content of the Strategic Community Plan based on an understanding of the long-term financial consequences of their decisions.

Long-Term Financial Planning

Elected Members, sitting as Council, will determine the Long Term Financial Plan, and be *accountable* for the process of developing it. The delivery of the services identified in the Long Term Financial Plan will be in accordance with the Shire’s strategic direction. The financial strategy should be consistent with the Council’s Strategic Community Plan and it must be able to fund its projects, functions and service improvements. Information will be presented to Council by officers through reports to enable Council to make informed decisions.

The Shire’s Long Term Financial Plan will detail the significant programs and activities to be undertaken by the Shire over the next ten years and roll on each year with amendments and additions. The Plan provides a broad overview of where financial resources of the Shire will be directed over this period and the manner in which these activities will be funded. The implementation of a Long Term Financial Plan (**LTFP**) can be used to align capital and operating expenditure requirements with income streams and comply with Council’s rating strategy and policy incorporated in the LTFP.

The Rating System

The rating system at the Shire will reflect the Council’s strategy and vision for the future of the Shire. The rating levels and mix will represent a fair distribution of the rate burden across the community. Council’s approach to rating will incorporate the concept of intergenerational equity; (i.e. the way the rating burden is spread between current and future generations of ratepayers of the Shire). Council will be informed whether the rates outcome, which was envisaged in the LTFP, is still appropriate and consistent with all objectives of the Strategic Community Plan. Mindful of the role outlined under Section 2.10 of the Act, Councillors must assess if the budget delivers what the Council wishes to achieve.

Annual Budget

Developed as part of sound business management, the annual budget provides a framework for allocation of financial, physical and staff resources required in pursuing the Shire’s objectives for the proceeding twelve-month period. The Manager Finance and Corporate Services (MFCS) will annually develop a budget preparation timetable and process to meet Councils statutory requirements and give enough time to resolve major issues. The CEO and MFCS will ensure Council

and staff are given adequate time to have the opportunity to work through key issues. Council's Long Term Financial Plan will provide broad guidance for the budget. The Long Term Financial Plan will be reviewed at least annually to incorporate the long-term impact of any significant changes or decisions which are not consistent with the current plan.

3.4.1 FINANCIAL REPORTING - PERFORMANCE AGAINST BUDGET

Statutory Compliance

The Shire recognises when decisions are made by Council, when resolutions are acted upon and when performance outcomes are reported, it is important the requirements of any legislation and/or regulations are complied with, especially because of the reporting requirements of the Compliance Audit Return. Compliance will be pursued through ensuring the integrity of the key financial planning and reporting mechanisms which underpin the Shire's operations – especially the Annual Budget and Annual Report.

Compliance with key financial and statutory requirements is assessed through the audit schedule conducted in accordance with *the Act* by professionally qualified internal and external parties as appointed by the Shire. Financial reporting to Council will, as a minimum, be in accordance with its statutory requirements.

Content

The focus of financial reports to Council is to provide accurate information about the Shire's overall financial position. Councillors, when considering the financial reports, will satisfy themselves the information they are given reflects the actual situation of the Shire. Councillors will ensure they understand sufficiently about the financial indicators for them to ask appropriate questions and interpret the responses.

Annual Report

The Annual Report has its basis in *the Act*, but also serves as the vehicle by which the Shire can evaluate, monitor, control, improve and report on the outcome of its activities over a particular financial year. The Annual Budget should reflect the priorities expressed in the Strategic Community Plan and the Annual Report should indicate the extent to which those priorities have been achieved.

3.4.2 SERVICES AND FUNDS

Council will:

- have appropriate user charges for its services and facilities.
- be mindful of the proportion of financial resources required to meet operational and capital costs for the Shire.
- comply with government policy.
- where appropriate, seek to obtain other avenues of financial assistance such as grants, being mindful of financial and management obligations of accepting any grant
- ensure costs can be recognised, recorded and recovered appropriately.

3.4.3 CAPITAL WORKS AND DEBT SERVICING

- Key assets will be maintained.
- Any borrowing must be sustainable and not impose an unacceptable level of debt servicing.
- Council will be informed on the proportion of financial resources required to service debt and decide whether it is appropriate for the Shire.

3.4.4 ACCOUNTABILITY AND POLICY

- Council will meet legislative and financial reporting requirements.

- Council will meet accountability requirements to the community in terms of stewardship of assets.
- Council will strive to achieve best practice in financial policies and practices.
- Council will strive to leave an appropriate legacy for future Councils.

3.4.5 AUDIT

The Local Government Act 1995 (the Act) requires all local governments establish an audit and risk committee. This committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

Ref: Audit in Local Government - The appointment, function and responsibilities of Audit Committees; Local Government Operational Guidelines – Number 09 Revised September 2013

3.5 Risk Management

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained. The Shire's performance in implementing effective risk management strategies and adherence to sound business practice is reinforced through access to independent legal advice (as required), the completion of the annual statutory Compliance Audit Report (internal) and the annual financial audit undertaken by professional, external auditors as required by the Act. The Shire also maintains a wide range of assets including: infrastructure assets; real property; financial assets; information, intellectual property and natural and heritage assets.

As required by regulations, the Shire takes an active approach to risk management in the conduct of its business through the implementation of a number of specific and organisation wide initiatives. This risk management strategy involves the Shire identifying, collating and treating all the identified risk (internal and external) to ensure a coordinated approach to effectively minimise business, financial and physical liability to the Shire's operations. The Council will ensure the risk management program is of the standard required to meet its fiduciary obligations to:

- safeguard assets
- ensure there are sufficient monies to meet its financial obligations when due prevent and detect fraud
- ensure accuracy and completeness of accounting records.

3.6 Delegations

Effective delegations should be implemented and maintained. Delegations of authority are required in order to provide officers of the Shire with the power to exercise duties and make determinations. It is essential Council's delegations are performed in accordance with the adopted governance framework and are compliant with relevant legislation. The Shire is required to keep records on the exercise of its delegations. Council may delegate authority to the CEO and other nominated officers under the provisions of the following legislations (yet not limited to), the Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Building Act 2011, Health Act 1911, Strata Titles Act 1985, Caravan Parks and Camping Grounds Regulations 1987, Bushfire Act 1954, Emergency Management Act, Litter Control Act, Dog Act, Cat Act and the Shire, Town Planning Scheme to perform some of its functions and duties.

The Local Government Act and associated regulations allow the CEO to sub-delegate to any other officer the authority to perform functions and duties exercisable by the CEO under the Local Government Act or have been delegated to the CEO by the Council.

This is in accord with a governance framework whereby officers are responsible to the CEO and the CEO is responsible to Council. The CEO is also responsible for the implementation of Council decisions and may delegate some of this responsibility to other officers of the Shire.

All delegations are to be recorded in a register established for the purpose (as required by the Act) and reviewed annually. The CEO will advise Council of any decisions made under delegated authority.

Under the provisions of Town Planning Scheme Council may delegate authority to certain officers other than the CEO. If such a delegation is exercised Council shall be advised.

3.7 Accountability

“Local government must account for its activities and have systems to support this accountability”

Excellence in governance is based on the premise of those who are involved in governance being held accountable for what they do. Accountability at the Shire means the Elected Members and management taking responsibility for their performance.

Elected Members and management at the Shire accept they are accountable under legislation in terms of how the Council operates and reports. This also extends to other measures such as:

- Risk management systems implemented and maintained to ensure community assets are protected.
- Internal and external audits and Finance & Audit committee focused towards providing assurances to all stakeholders the processes and procedures are being adhered to and financial reports are accurate.
- Consultation and policies to support good decision making by ensuring Elected Members are aware of the views of those who will be affected by any decision.

3.7.1. OPERATIONAL AND STRATEGIC PERFORMANCE MANAGEMENT

“There should be an active performance management system in place to enable Elected Members and staff to be openly accountable for their performance”.

The Shire hope to establish a range of mechanisms to ensure performance is measured, reviewed and improved and thereby enable remedial action to be taken, where necessary. The Shire is committed to the development of appropriate performance measures in financial policies and strategic plans to ensure long term viability. Ongoing financial performance will continue to be monitored through internally and externally based systems and processes. Effective coordination between the strategic and operational elements will be maintained through a regular report to Council which is based on the Strategic Community Long Term Financial Plans.

3.7.2 CEO PERFORMANCE MANAGEMENT

The CEO is appointed by the Council and is directly accountable to it. The Council is accountable for setting the CEO's performance plan and subsequent monitoring of his or her performance. This responsibility belongs to Council sitting as the Council and is not the responsibility of individual Elected Members.

Council appoints a CEO's Performance Review Working Group which is responsible for;

- Determining and setting in place an appropriate review process.
- Undertaking a performance appraisal of the CEO in accordance with the provisions of Section 5.38 of the Local Government Act 1995 and in accordance with the terms and conditions of the employment contract of the CEO.

- The Working Group will then report to the full Council its determination on the performance appraisal for Council input and endorsement for:
 - Negotiating and setting goals, objectives, key performance indicators and changes to the remuneration package within the terms of the CEO's contract.
 - Any goals, objectives, key performance indicators or remuneration package changes as negotiated and set, must be acknowledged in writing by both the Shire President and the CEO.

3.7.3 INDEPENDENT REVIEW

Local governments should continue with existing internal structures to provide for independent reviews of processes and decision-making to assist the Council to meet its accountability to stakeholders". Independent Reviews will be sought as appropriate through Internal and external auditors as appropriate.

3.7.4 CUSTOMER CONSULTATION

"Consultation should be undertaken appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made, and feedback should be provided to those who participated." It reflects the core values (i.e. Respect, Openness, Teamwork, Leadership and Excellence) as important elements in serving the needs of residents and ratepayers.

The Shire is prepared to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction.

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with access to a wide range of information. Any policy or planning developments will be fully inclusive of the affected areas.

In addition to meeting the state wide and local public notice requirements prescribed by the Act in respect to particular proposals and activities, the Shire will also ensure information is available by electronic means. The Shire will utilise the local press for notifying residents about important issues. Information will also be posted on its official notice board located at the Nabawa Administration Centre. The Shire Newsletter will continue in its role as a mechanism for disseminating information and encouraging feedback on key strategies, projects and significant Shire events.

The Shire's website at: www.chapmanvalley.wa.gov.au will serve as the focal point for providing up to date information and service delivery information to ratepayers and residents.

Public consultation involving residents and ratepayers is facilitated by the Shire through a range of mechanisms which include; information provision, consultation, public comment, Ordinary, Special and Annual General Meetings.

3.8 Support for Elected Members in the Governance Process

Elected Members are encouraged to attend professional development offered by the Local Government Department, WA Local Government Association or any other appropriate body/individual to better enable them to carry out their duties. Professional development needs, advice or resources can be facilitated by the CEO or relevant delegated officers.

The Shire Code of Conduct provides Councillors and Staff at the Shire with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the operations of the Council and Administration.

The Code is complementary to the principles adopted in the Local Government Act 1995 and regulations which incorporates four fundamental aims to result in:

- Better decision-making by Council;
- Greater community participation in the decisions and affairs of Council;
- Greater accountability by Council to its communities; and
- More efficient and effective organisation.

The Code requires a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based. The Shire of Chapman Valley's Code of Conduct is found in **Section Four** of this Governance Manual.

Any Elected Member, Committee Member or Council employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995 or such regulations or local laws created there under or any other relevant legislation, should discuss those concerns with the Shire President for Elected Members or CEO for Council employees.

Such reports shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken. Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirements and the local government's responsibilities as an employer.

It should be noted the Corruption and Crime Commission Act 2003 requires the reporting to the Commission by all public-sector agencies of suspected "misconduct" within their agency. Misconduct generally occurs when a public officer abuses authority for personal gain or to cause a detriment to another person or acts contrary to the public interest.

Reporting Alleged Breaches of the Code

- Councillors will report an alleged breach by a Councillor or employee to the President who will in turn refer the alleged breaches by an employee to the CEO.
- Employees will report an alleged breach by a Councillor or employee to the CEO who will in turn refer alleged breaches by a Councillor to the President.
- Councillors and employees will report an alleged breach by the CEO to the President.
- Councillors will report an alleged breach by the President to the Deputy President.

Responsibility for Upholding the Code

- All Council members have a shared responsibility for upholding the Code.
- The President is responsible for dealing with alleged breaches of the Code by a Councillor or the CEO.
- The CEO is responsible for dealing with an alleged breach by an employee.
- The Deputy President is responsible for dealing with an alleged breach by the President.

Dealing with Alleged Breaches

- All alleged breaches will be investigated promptly while the issue is current. The investigation of an alleged breach will be dealt with in a sensitive nature, guided by the principles of natural justice and will be investigated in confidence.
- When investigating an alleged breach, the investigator will maintain all records of the investigation.

- A breach of the Code will be dealt with in a manner deemed appropriate by the investigator taking into consideration the nature and the seriousness of the breach.
- After investigating the alleged breach, the investigator will advise the relevant parties of the outcome.

Part 4: Key Documents, Policies / Procedures for Council

These are Shire specific local laws, policies, procedures and guidelines relevant to the Elected Members, and form part of this manual to act as an induction and reference tool for Councillors of Chapman Valley. They are officially managed as part of the Chapman Valley Policy Manual

For consistency and appropriate running of meetings, agreed and approved standing orders should guide and manage the meeting process. The Shire of Chapman Valley Standing Orders Local Law 2016 covers this. *(Attached at the end of the document)*

4.0 Policies

CP-005 - Code of Conduct For Council Members, Committee Members and Candidates

POLICY NO	CP-005
POLICY	CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	9.80
LEGISLATION	LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021

Division 1 — Preliminary provisions

1. Citation

This is the *Shire Chapman Valley's Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates;
- (b) the mechanism for dealing with alleged breaches of those requirements; and
- (c) Team Values & Behaviours (see *Additional Explanatory Notes* below).

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and

- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
 - electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
 - resources of a local government** includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.

- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person;
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non-confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest*** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

ADDITIONAL EXPLANATORY NOTES:**TEAM VALUES AND BEHAVIOURS**

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL

	Acceptable/Expected Behaviours	Unacceptable Behaviours
1	<i>Address the issue rather than holding grudges.</i>	<i>Holding a grudge can carry this mindset into future deliberations and impair good decision-making.</i>
2	<i>Remove misinformation.</i>	<i>Basing decisions on rumor, innuendo or ill-informed comments is detrimental to good decision-making.</i>
3	<i>Seek to know what you don't know.</i>	<i>Not making an effort to uncover what you don't know and basing your opinion only on what you know at the time.</i>
4	<i>Ensuring decisions are made based on full involvement & not manipulating the process to ensure a collective consensus of an outcome is achieved.</i>	<i>Manipulating the decision-making process (e.g. timing, absenteeism, misinformation) to achieve your own desired outcome.</i>
5	<i>Listen to all sides of the issue before making a decision.</i> <i>Listen to all of the debate</i>	<i>Not listening and make assumptions or predetermined decisions.</i> <i>Refuse to listen to different sides of the issue for the sake of exchanging opinions and making up your mind before you have heard the whole of the debate.</i>
6	<i>Agree to disagree without malice.</i>	<i>Being precious about your own position being the only outcome and not accepting alternative opinions.</i>
7	<i>Agree on ground rules and adhering to these (e.g. Code of Conduct, Values, Behaviours, Standing Orders, etc.)</i>	<i>Endorsing ground rules and boundaries as a token gesture only and not adhering to these.</i> <i>Only exercising the need for adhering to ground rules & boundaries when it suits you.</i> <i>Collapsing into our Lower State.</i>
8	<i>Consider the use of a mediator on occasions when needed to assist with issues.</i>	<i>Not supporting the need for a mediator and when a mediator is introduced not participating or communicating at the time of mediation and letting issues continue.</i>
9	<i>Speak positively about the Council, Staff, Community and all decision made by the Majority, irrespective of if the decision is contrary to your individual position.</i>	<i>Talking down the Council, Staff, Community and any decision made by the majority which may not be your individual position.</i>

TEAM VALUES AND BEHAVIOURS

Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL		
	Acceptable/Expected Behaviours	Unacceptable Behaviours
10	<i>Step back and view the big picture.</i>	<i>Advocate and promote a path based on a limited view only.</i>
11	<i>Address the issue rather than letting things fester.</i>	<i>Letting things fester and allowing the problem to continue and explode later.</i>
12	<i>Have an open-minded approach.</i>	<i>Not willing to listen to new ideas and opinions, to learn new things and consider alternate approach to problem solving.</i>
13	<i>Listen to and understand other points of view.</i>	<i>By not listening you show lack of empathy, understanding, appreciation and respect.</i>
14	<i>Remain focused on the issue rather than getting personal.</i>	<i>Tackling the person not the issue</i>
15	<i>Debate constructively/legitimately.</i>	<i>Becoming personal, argumentative & irrational during the debate.</i>
16	<i>Retaining confidentiality within the Team when required.</i>	<i>Divulging confidential and personal information to promote yourself or your personal position.</i>
17	<i>Being loyal to the absent.</i> <i>Avoid saying something about someone unless you would say it in the person's presence.</i>	<i>Talking behind each other's back.</i>
18	<i>Telling the truth at all times and challenging matters when truth is not being told</i>	<i>Avoiding the truth and ignoring/condoning untruths.</i>
19	<i>Adhering to my roles and responsibilities within the organisation.</i>	<i>Encroaching into area, roles and responsibilities of the organisation, which is outside my jurisdiction and role.</i>

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10, 11/18-9; 02/21-12

CP-006 Attendance at Events Policy

POLICY NO	CP-006
POLICY	ATTENDANCE AT EVENTS POLICY
RESPONSIBLE DIRECTORATE	CEO
PREVIOUS POLICY No.	CMP-030
LEGISLATION	Section 5.90A of the Local Government Act 1995
RELEVANT DELEGATIONS	1019

1. OBJECTIVES

- 1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events
- 1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.
- 1.3. This Policy does not cover Elected Member Training. Refer to Management Procedure Ref CMP-030: *"Elected Member Training & Professional Development"*.

2. POLICY STATEMENTS

- 2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.
- 2.2. This policy 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).
- 2.3. 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. Receipt of the gift will still be required under the gift register provisions.

3. LEGISLATION

- 3.1. 5.90A. Policy for attendance at events

In this section — *event* includes the following —

- a) a concert;
- b) a conference;
- c) a function;
- d) a sporting event;
- e) an occasion of a kind prescribed for the purposes of this definition.

- 3.2. A local government must prepare, and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and

- c) approval of attendance by the local government and criteria for approval; and
- d) any prescribed matter.

****Absolute majority required.***

3.3. A local government may amend* the policy.

****Absolute majority required.***

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

3.5. The CEO must publish an up-to-date version of the policy on the local government's official website.

4. PROVISION OF TICKETS TO EVENTS

4.1. Invitation

4.1.1.

All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

4.1.2.

Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.1.3.

A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

5. APPROVAL OF ATTENDANCE

5.1 In deciding on attendance at an event, the Council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,
- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) 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.

5.2 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.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy.

6. PAYMENTS IN RESPECT OF ATTENDANCE

- 6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL POLICIES):

Adopted – Council Resolution:	03/20 -13
Reviewed/Amended – Council Resolution:	

ATTACHMENT A – EVENTS AUTHORISED IN ADVANCE

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 2 x Elected Members CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Northern Country Zone Conferences	Periodical	President, Deputy President Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
State Government Budget announcement, launches and other events	Ongoing	President, Deputy President CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
WALGA Road Conference	Annual Event	President, Deputy President 2 x Elected Members CEO Manager Works &	Elected Members & CEO Manager Works & Svce	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
		Svc		covered.	
Local Government Professionals Annual Conference	Annual Event	CEO DCEO	CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Synergy Soft IT Annual User Group Conference	Annual Event	CEO Manager Finance & Corporate Services	CEO Manager Finance & Corporate Services	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Moore Stephens Annual Budget Finance Conferences	Annual Event	CEO Manager Finance & Corporate Services	CEO Manager Finance & Corporate Services	Registration, Accommodation, Travel, Meals and other reasonable cost	Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
				& living expenses. Note: Alcoholic beverages are not covered.	
Works Supervisors Annual Conference	Annual Event	CEO Manager Works & Svc	CEO Manager Works & Svc	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)

CP-007 Elected Member Correspondence

POLICY NO	CP-007
POLICY	ELECTED MEMBERS CORRESPONDENCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	9.110
LEGISLATION	STATE RECORDS ACT, 2000
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure compliance with the requirements of the State Records Act, 2000

POLICY STATEMENT/S:

In accordance with the requirements of the State Records Act 2000 all correspondence received, or generated, by Councillors in relation to the Shire of Chapman Valley must be forwarded to the Chief Executive Officer for record keeping.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL POLICIES):

Adopted – Council Resolution:	06/02-15
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32
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CP-017 Risk Management

POLICY NO	CP-017
POLICY	RISK MANAGEMENT
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	6.120
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984

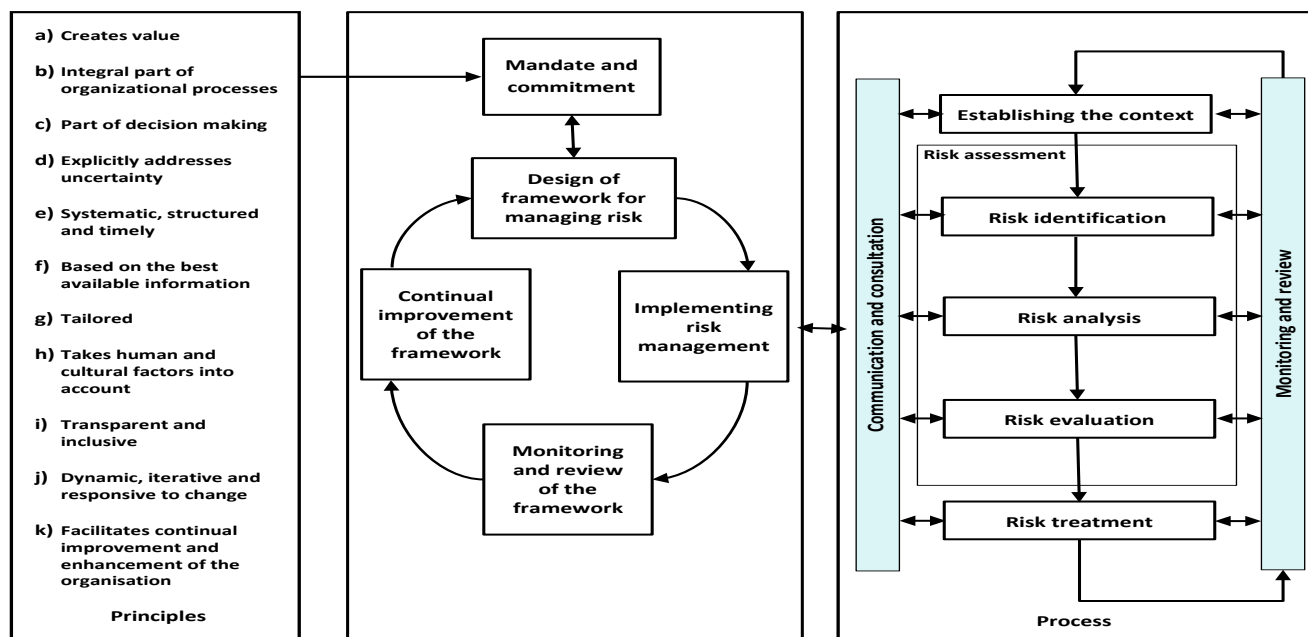
OBJECTIVES:

The Policy and Procedures form the Risk Management Framework for the Shire of Chapman Valley ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential all areas of the Shire adopt these policies and procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures. Further information or guidance on risk management procedures is available from LGIS Risk Management.



The Shire of Chapman Valley ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

POLICY STATEMENT/S:

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

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

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

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

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

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

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

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

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

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

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

Risk Appetite

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

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational

requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

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

This policy will be kept under review by the Shire’s Management Team and its employees. It will be formally reviewed at least every two years.

ADDITIONAL EXPLANTORY NOTES:

This Policy needs to be read in conjunction with Management Procedure CMP-036.

ADOPTED/REVIEWED/AMEMDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	06/14-12
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

Appendix 1 Form 4 Register of gifts and contributions to travel

Form 4
Local Government Act 1995
Local Government (Administration) Regulations 1996



REGISTER OF GIFTS AND CONTRIBUTIONS TRAVEL - WEBSITE

1. Gifts

Section 5.82 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift

2. Contributions to travel

Section 5.83 of the <i>Local Government Act 1995</i> Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Address of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Description of travel	Date of travel

Appendix 2 Standing Orders Local Laws 2016

WESTERN AUSTRALIA

Local Government Act 1995

SHIRE OF CHAPMAN VALLEY **Standing Orders Local Law 2016**

ARRANGEMENT

Part 1 - Preliminary

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

Part 2 – Establishment and membership of committees

- 2.1 Establishment of committees
- 2.2 Types of committees
- 2.3 Delegation of some powers and duties to certain committees
- 2.4 Limits on delegation of powers and duties to certain committees
- 2.5 Appointment of committee Members
- 2.6 Tenure of committee membership
- 2.7 Resignation of committee Members
- 2.8 Register of delegations to committees
- 2.9 Committees to report

Part 3 - Calling and convening meetings

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling committee meetings
- 3.5 Public notice of meetings

Part 4 – Presiding Member and quorum

Division 1: Who presides

- 4.1 Who presides
- 4.2 When the Deputy President can act
- 4.3 Who acts if no President
- 4.4 Election of Presiding Members of committees
- 4.5 Election of Deputy Presiding Members of committees
- 4.6 Functions of Deputy Presiding Members
- 4.7 Who acts if no Presiding Member

Division 2 – Quorum

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

Part 5 - Business of a meeting

- 5.1 Business to be specified
- 5.2 Order of business
- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Adoption by exception resolution

Part 7 - Questions by Members

7.1 Questions by Members

Part 6 - Public participation

- 6.1 Meetings generally open to the public
- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at committee meetings
- 6.13 Council may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
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- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

Part 7 - Questions by Members

Part 8 – Conduct of Members

- 8.1 Members to be in their proper places
- 8.2 Titles to be used
- 8.3 Advice of entry or departure
- 8.4 Members to indicate their intention to speak
- 8.5 Priority of speaking
- 8.6 Presiding Member may take part in debates
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- 8.8 Speaking twice
- 8.9 Duration of speeches
- 8.10 No speaking after conclusion of debate
- 8.11 No interruption
- 8.12 Personal explanations
- 8.13 No reopening of discussion
- 8.14 Adverse reflection
- 8.15 Withdrawal of offensive language

Part 9 - Preserving order

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

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- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business
- 10.4 Only one substantive motion at a time
- 10.5 Order of call in debate
- 10.6 Limit of debate
- 10.7 Member may require question to be read
- 10.8 Consent of seconder required for alteration
- 10.9 Order of amendments
- 10.10 Form of an amendment
- 10.11 Amendment must not negate original motion
- 10.12 Relevance of amendments

- 10.13 Mover of motion may speak on amendment
- 10.14 Effect of an amendment
- 10.15 Withdrawal of motion or amendment
- 10.16 Right of reply

Part 11 - Procedural motions

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Debate to be adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

Part 12 - Disclosure of interests

- 12.1 Disclosure of interests

Part 13 - Voting

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

Part 14 – Minutes of meetings

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
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Part 15 - Adjournment of meeting

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

Part 16 – Revoking or changing decisions

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

Part 17 - Suspension of Local Laws

- 17.1 Suspension of Local Laws
- 17.2 Where Local Laws do not apply
- 17.3 Cases not provided for in Local Laws

Part 18 - Meetings of electors

- 18.1 Electors' general meetings
- 18.2 Matters for discussion at general electors' meeting
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

Part 19 - Enforcement

- 19.1 Penalty for breach
- 19.2 Who can prosecute

LOCAL GOVERNMENT ACT 1995

**Shire of Chapman Valley
Standing Orders Local Law 2016**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the *Shire of Chapman Valley* resolved on 17 August 2016 to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Chapman Valley Standing Orders Local Law 2016*.

1.2 Commencement

By virtue of section 3.14 of the Act, this local law comes into operation 14 days after the date of their publication in the *Government Gazette*.

1.3 Application and intent

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in:
 - (a) better decision-making by the Council and committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

1.4 Interpretation

- (1) In this local law unless the context otherwise requires:

75% majority has the meaning given to it in the Act;

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the local government;

committee means a committee of the Council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

Council means the Council of the Shire of Chapman Valley;

Local government means the *Shire of Chapman Valley*;

President means the President of the local government or other Presiding Member at a Council meeting under section 5.6 of the Act;

meeting means a meeting of the Council or a committee, as the context requires;

Member has the meaning given to it in the Act;

Presiding Member means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations mean the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting; and,

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

1.5 Repeal

The *Shire of Chapman Valley Standing Orders Local Law 2000* as published in the *Government Gazette* on 8 August 2000 is repealed.

Part 2 – Establishment and membership of committees

2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
 - (a) the terms of reference of the committee;
 - (b) the number of council members, officers and other persons to be appointed to the committee;
 - (c) the names or titles of the council members and officers to be appointed to the committee;
 - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

2.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

2.9 Committees to report

A committee:

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

Part 3 - Calling and convening meetings

3.1 Ordinary and special Council meetings

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

3.3 Convening Council meetings

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.
- (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.

3.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Part 4 – Presiding Member and quorum

Division 1: Who presides

4.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

4.2 When the Deputy President can act

When the Deputy President can act is dealt with in the Act.

4.3 Who acts if no President

Who acts if there is no President is dealt with in the Act.

4.4 Election of Presiding Members of committees

The election of Presiding Members of committees and their deputies is dealt with in the Act.

4.5 Election of Deputy Presiding Members of committees

The election of Deputy Presiding Members of committees is dealt with in the Act.

4.6 Functions of Deputy Presiding Members

The functions of Deputy Presiding Members are dealt with in the Act.

4.7 Who acts if no Presiding Member

Who acts if no Presiding Member is dealt with in the Act.

Division 2 – Quorum

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

4.9 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

4.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the Presiding Member is:

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

4.13 Names to be recorded

At any meeting:

- (a) at which there is not a quorum present; or
 - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

Part 5 - Business of a meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

5.2 Order of business

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:

1. Declaration of Opening/Announcement of Visitors
2. Announcements from the Presiding Member
3. Attendance
 - 3.1 Apologies
 - 3.2 Previously approved leave of absence
4. Public Question Time
 - 4.1 Response to previous public questions taken on notice
 - 4.2 Public question time
5. Applications for leave of absence
6. Declaration of interest
7. Presentations
 - 7.1 Petitions
 - 7.2 Presentations
 - 7.3 Deputations
8. Confirmation of minutes
9. Items to be dealt with En Bloc
10. Officers' Reports
11. Elected Members Motions of which previous notice has been given
12. New business of an urgent nature introduced by decision of the meeting
13. Delegates' reports
14. Announcements by Presiding member without discussion
15. Matters for which meeting may be closed to public
16. Closure

- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
 - (a) may, with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
 - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
 - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
 - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

5.5 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), the local government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter:
- (a) that requires a 75% majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a Member wishes to make a statement; or
 - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
- (a) the Presiding Member is to direct everyone to leave the meeting except:
 - (i) the Members;
 - (ii) the CEO; and
 - (iii) any Officer specified by the Presiding Member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.

- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.

- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either:
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
 - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
 - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
 - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

6.10 Petitions

- (1) A petition is to -
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.11 Presentations

- (1) In this clause, a *presentation* means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who:
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
 - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
 - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
 - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

6.14 Public Inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at Lot 7 Chapman Valley Road, Nabawa, and on the local government's website.

6.15 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
 - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
 - (b) marked *Confidential* in the agenda; and
 - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

6.16 Recording of proceedings

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

6.17 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

Part 7 - Questions by Members

7.1 Questions by Members

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
 - (a) the question be placed on notice for the next meeting of Council; and

- (b) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
 - (a) is to be brief and concise; and
 - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

Part 8 – Conduct of Members

8.1 Members to be in their proper places

- (1) At the first meeting held after each election day, the CEO is to allot alphabetically a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

8.2 Titles to be used

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

8.3 Advice of entry or departure

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

8.4 Members to indicate their intention to speak

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council. Each Member will stand when invited to speak by the Presiding Member.

8.5 Priority of speaking

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

8.6 Presiding Member may take part in debates

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

8.7 Relevance

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
 - (a) call the attention of the meeting to:
 - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
 - (ii) any breach of order by a Member; and
 - (b) direct that Member, if speaking, to discontinue his or her speech.

- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

8.8 Speaking twice

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

8.9 Duration of speeches

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

8.10 No speaking after conclusion of debate

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

8.11 No interruption

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard under clause 11.1(e).

8.12 Personal explanations

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

8.13 No reopening of discussion

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed under Part 16.

8.14 Adverse reflection

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed under Part 16.
- (2) A Member is not:
 - (a) to reflect adversely on the character or actions of another Member or Officer; or
 - (b) to impute any motive to a Member or Officer,unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:

- (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
- (b) the Council may, by resolution, decide to record those words in the minutes.

8.15 Withdrawal of offensive language

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
 - (a) in the absence of a resolution under clause 8.14:
 - (i) reflects adversely on the character or actions of another Member or Officer; or
 - (ii) imputes any motive to a Member or Officer; or
 - (b) is offensive or insulting,
 must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

Part 9 - Preserving order

9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.6, but to preserve order.

9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of:
 - (a) any of this local law; or
 - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order:
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
 - (a) the Member raising the point of order has been heard; and
 - (b) the Presiding Member has ruled on the point of order,
 and, if permitted, the Member who has been interrupted may then proceed.

9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3), the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

9.7 Right of Presiding Member to adjourn

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 10 - Debate of substantive motions

10.1 Motions to be stated and in writing

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

10.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.

- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting under Part 16.

10.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

10.5 Order of call in debate

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

10.6 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

10.7 Member may require question to be read

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

10.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.10 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

10.11 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

10.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.13 Mover of motion may speak on amendment

Any Member may speak during debate on an amendment.

10.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

10.15 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

10.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
 - (a) no other Member is to speak on the question;
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 11 - Procedural motions

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public under clause 6.2.

11.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution under clause 5.5;
- (3) A motion "that the meeting now adjourn":
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

11.8 Question to be put

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the Presiding Member to be disagreed with

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 12 - Disclosure of interests

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act.

Part 13 - Voting

13.1 Question - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
 - (a) is to put the question to the Council; and
 - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

13.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member:
 - (a) is to put the question, first in the affirmative, and then in the negative;
 - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and
 - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
 - (a) his or her vote; or,
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
 - (a) those voting in the affirmative are to pass to the right of the Presiding Member; and
 - (b) those voting in the negative are to pass to the left of the Presiding Member.
- (5) For every division, the CEO is to record:
 - (a) the name of each member who voted; and
 - (b) whether he or she voted in the affirmative or negative.

Part 14 – Minutes of meetings

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 15 - Adjournment of meeting

15.1 Meeting may be adjourned

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 [speaking twice] apply when the debate is resumed.

Part 16 – Revoking or changing decisions

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

- (1) In this clause:
 - (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) **implement**, in relation to a decision, includes:

- (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
- (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Part 17 - Suspension of Local Laws

17.1 Suspension of Local Laws

- (1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
 - (a) seconded; and
 - (b) carried by an absolute majority,
 is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where Local Laws do not apply

- (1) In situations where:
 - (a) one or more provisions of this local law have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or this local law,
 the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

17.3 Cases not provided for in Local Laws

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

Part 18 - Meetings of electors

18.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

18.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

18.7 Procedure for electors' meetings

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.

18.8 Participation of non-electors

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

18.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

18.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

18.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

Part 19 - Enforcement

19.1 Penalty for breach

A person who breaches a provision of this local law commits an offence.

Penalty: \$1,000.00 and a daily penalty of \$100.00.

19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

Dated 30th of August 2016.



SHIRE OF

Chapman Valley

love the rural life!

HR Induction & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference: 07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020

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Key Documents, Policies / Procedures

These are Shire specific policies, procedures and guidelines relevant to the Human Resources section of the organisation and form part of this manual to act a reference tool.

1.0 Policies

CP-015 Equal Opportunity Statement and Plan

POLICY NO	CP-015
POLICY	EQUAL OPPORTUNITY STATEMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.20
LEGISLATION	EQUAL OPPORTUNITY ACT, 1984
RELEVANT DELEGATIONS	1017

OBJECTIVES:

The objects of this Policy are:

- (a) to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar's website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs; and
- (b) to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation; and
- (c) to promote recognition and acceptance within the community of the equality of men and women; and
- (d) to promote recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages.

POLICY STATEMENT/S:

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

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

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

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

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

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

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

ADDITIONAL EXPLANATORY NOTES:

Attached is a copy of the *Shire of Chapman Valley Equal Employment Opportunity Management Plan* as required under Section 145 (2) (a) – (h) of the Equal Opportunity Act 1984.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01/9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

Shire of Chapman Valley

Equal Employment Opportunity Management Plan

Chief Executive Officer's Foreword

The Shire of Chapman Valley is committed to the development of a culture that is supportive of employment equity and diversity. A workplace that is free from discrimination or harassment; where people are treated on the basis of merit.

The Shire will, through the Equal Employment Opportunity Management Plan, facilitate the identification and removal of barriers; whilst promoting policies and procedures that reflect and respect the diversity of the community.

Maurice Battilana
Chief Executive Officer
Shire of Chapman Valley



Introduction

Each authority shall prepare and implement an Equal Employment Opportunity (EEO) Management Plan to achieve the objectives in Part IX (Equal opportunity in public employment) of the Equal Opportunity Act 1984. The Equal Employment Opportunity Management Plan requirements are based upon Section 145 (2) (a) – (h) of the Equal Opportunity Act 1984.

145. Preparation and implementation of management plans

(2) The management plan of an authority shall include provisions relating to —

- (a) The devising of policies and programs by which the objects of this Part are to be achieved; and
- (b) The communication of those policies and programs to persons within the authority; and
- (c) The collection and recording of appropriate information; and
- (d) The review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
- (e) The setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
- (f) The means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a); and
- (g) The revision and amendment of the management plan; and
- (h) The appointment of persons within the authority to implement

The purpose of this Equal Employment Opportunity Management Plan is to comply with requirements of the Act by identifying and implementing strategies in key areas to eliminate discrimination in the workplace.

This Equal Employment Opportunity Management Plan has identified 5 key areas to promote EEO principles and compliance.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Update EEO Policy	Shire of Chapman Valley	Annually as part of Policy/Procedures Review	CEO	EEO Policy created with consultation, adopted and communicated to all staff
Implement EEO Management Plan	Shire of Chapman Valley	Ongoing	CEO	EEO Management Plan & strategies communicated to all staff; No complaints are received in relation EEO principles
Ensure that all new policies developed conform with EEO principles	Shire of Chapman Valley	Ongoing	CEO	Policies comply with EEO standards; are communicated to staff and equitable access is provided to all staff;

1. Policies & Procedures
2. Communication & Awareness
3. Training & Development

4. Harassment & Grievance Procedures
5. Implementation & Evaluation

These EEO key areas will provide the Shire with a strategy and mechanism to measure the progress in achieving EEO management goals.

Strategy 1 – Policies and Procedures

Objective: The Shire has policies and procedures in place that support EEO principles.

Strategy 2 – Communication & Awareness

Objective: That all employees understand these EEO principles and their rights and responsibilities in the workplace.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Make available all EEO Management Plan documents and EEO Policies	All Employees	Ongoing	CEO	All EEO documentation is available on internal common data drive. All documents are made available in hard copy.
All managers/supervisors are aware of their responsibilities at commencement of employment	Managers & Supervisors	Ongoing	CEO	All new Managers/Supervisors sign off to confirm their awareness of EEO Management Plans & Policies within one month of commencement.
All aspects of EEO are covered in the induction process	New employees	Ongoing	CEO	Ensure all EEO information can be found in the induction handbook. Ensure all policies are communicated as part of the induction process and employees are aware of their obligations.

Strategy 3 – Training & Development

Objective: All employees will have access to training and development opportunities relevant to their employment.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Encourage training opportunities for all employees.	All Employees	Ongoing	CEO	Provide training opportunities in a shared access area. All documents are made available in hard copy. Ensure training incorporates EEO principles.

All managers/supervisors are informed of changing responsibilities in relation to EEO	Managers/Supervisors	Ongoing	CEO	All Managers/Supervisors confirm their awareness of EEO Management Plans & Policies in their performance reviews.
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Strategy 4 – Harassment & Grievance Procedures

Objective: Provide and promote effective grievance policy and procedures.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Review and update grievance policy	Council & All Employees	Annually as part of Policy/Procedures Review	CEO	Review current grievance policy and cross reference to EEO policy/plan.
Provide information to all employees about what constitutes an EEO grievance and the grievance handling procedures	All employees	Ongoing	CEO	Provide access to all employees of the EEO policy/plan and grievance procedures. Information to be included in the induction hand book.
Provide training in bullying and harassment awareness	All employees	Ongoing	CEO	All employees attend bullying and harassment training awareness as required.

Strategy 5 – Implementation & Evaluation

Objective: Successful implementation, evaluation and review of the EEO Management Plan.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Communicate requirements to workforce	All employees	Ongoing	CEO	Management and employees are aware of EEO policies and procedures. Changes are communicated to all employees.
Conduct EEO diversity survey	All employees	Ongoing	CEO	Response rate to EEO diversity survey is 80% of employees.
EEO Management objective are reviewed annually.	Council & All Employees	Ongoing	CEO	Objectives are reviewed & updated to reflect current EEO legislation.

The Equal Employment Opportunity Management Plan is to be read in conjunction with the following information.

Equal Employment Opportunity Policy
 Harassment & Grievance Procedures
 Workplace Display Material
 Complaints against Employees

EQUAL EMPLOYMENT OPPORTUNITY

[G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2021\3 - Mar 2021\CEO\Att 10.3.2\(d\) - HR Policy & Procedures.docx](#)
[G:\040 Governance\411 Council Documents\411.01 – Policy Manual & Management Procedures\2021 REVIEW\HR Induction & Guidelines Manual.docx](#)

The Shire of Chapman Valley is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

All employment practices (recruitment, selection, training and employment, promotion and transfer and all other terms and conditions of service) will be based on the merit of the individual against specific job requirements. Existing and future employees will not be discriminated against in their employment on the grounds of gender, race, disability, age, pregnancy or potential pregnancy, marital status, family status or family responsibility, political or religious conviction, gender history or sexual orientation.

The Shire will, through its Equal Employment Opportunity Management Plan, ensure any discriminatory practices are progressively removed from its policies and procedures and will recognise and encourage employees on the basis of their abilities, aptitudes, qualifications and skills, through the implementation and monitoring of effective Human Resources policies and procedures.

The Equal Employment Opportunity (EEO) policy also aims to eliminate all forms of workplace harassment. The Shire believes the implementation of an EEO policy and plan will create a more productive workplace and will result in better services to the community.

Purpose

The purposes of the Shire's EEO policy are:

- To eliminate and ensure the absence of discrimination in employment on the grounds of gender, race, impairment or disability, age, marital or family status, political or religious conviction, sexual orientation or gender history; and
- To promote equal employment opportunity for women, indigenous Australians, people with disabilities, youth and people from culturally diverse backgrounds or other minority groups within the Shire.

Equal Employment Opportunity (EEO)

EEO is the principle which ensures that all employees and potential employees are treated equally and fairly, regardless of their gender, race, impairment or disability, age, marital or family status, political or religious conviction, sexual orientation or gender history.

Discrimination

Discrimination refers to unequal treatment or opportunities. Discrimination may be direct, indirect or systemic.

- **Direct Discrimination** is when a person is treated less favourably than another person in the same or similar circumstances based on one or more of the above mentioned grounds.
- **Indirect Discrimination** is when policies, rules and practices which appear neutral or impartial adversely affect a group or individual, thus reducing opportunities. These rules and practices are discriminatory in effect, as they exclude people with suitable skills who don't meet the apparently fair rules or practices, e.g. Height requirements for certain jobs, no female toilets at certain worksites.
- **Systemic Discrimination** is rules or practices which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination.

Merit

Merit is the mechanism of assessing each person's skills and abilities against the needs of the job, and disregarding unlawful personal characteristics which are relevant to the job. Merit recognises experience gained both inside and outside formal employment.

Affirmative Action

[G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2021\3 - Mar 2021\CEO\Att 10.3.2\(d\) - HR Policy & Procedures.docx](#)
[G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2021 REVIEW\HR Induction & Guidelines Manual.docx](#)

Affirmative Action programs are designed to overcome the effects of past discrimination. This discrimination has formed barriers which exclude target groups from having access to equal employment opportunity. Affirmative action seeks to address the effects of past disadvantages and prevent future disadvantages. It is the method of achieving equal employment opportunity for target groups. This may involve, for example, the provision of selection tests with a sign language interpreter present for applicants with hearing disabilities.

Harassment

Unlawful harassment is unwanted, uninvited and inappropriate behaviour based on a person's sex, race or disability. Sexual Harassment is unwelcome conduct of a sexual nature that a reasonable person would be offended, humiliated or intimidated by. This can be verbal, written or physical by nature. It does not matter that the person did not mean to be offensive.

Racial Harassment is when a person is threatened, abused, insulted or taunted about their race, or a characteristic generally associated with their race and they believe if they object to the unwanted behaviour they will be disadvantaged in the workplace.

Disability harassment is when a person is threatened, abused, offended or excluded because of their disability.

The Shire of Chapman Valley considers any sexual, racial and other forms of harassment as an unacceptable form of behaviour which will not be tolerated under any circumstances.

Victimisation

Any employee who has made a complaint, or is witness to a complaint in relation to discrimination, harassment or bullying will not be discriminated against or suffer any other disadvantage for having made a complaint in good faith.

Vilification

Vilification generally refers to any act that happens publicly as opposed to privately; and that could incite other to hate, have serious contempt for, or have serious ridicule of you or a group of people, because of race, ethnic, religious or national origin, sexual orientation or transgender status (including references to HIV or AIDS status).

JURISDICTION

EEO policies and practices apply to all employees. All employees are obliged to follow non-discriminatory practice in the workplace, as it is Council and the Chief Executive Officer (as the responsible employers) which are legally accountable for discrimination in employment matters.

RESPONSIBILITY/ACCOUNTABILITY

All Staff

- Are responsible for upholding the EEO principles outlined in this policy, however specific responsibility lies with line managers and supervisors to prevent discrimination and promote equal opportunity in the workplace.
- Have the right to seek advice from the Anti-Discrimination Board.

Managers/Supervisors

- Are responsible for ensuring that the principles covered in this policy are upheld by the staff for which they are responsible.
- Are responsible for ensuring equality of employment opportunity is extended to all staff, and that no unlawful discrimination occurs in employment practices.
- Ensure the Shire's EEO policy and plan is implemented within their Division.
- Ensure all staff with supervisory responsibilities is aware of employees' rights and obligations under the Shire's EEO policy and relevant legislation.

The EEO Co-ordinator will

- Work with management and staff to develop and implement the EEO policy and program including guidelines

and best practice standards.

- Research EEO matters and keep management informed of developments in EEO.
- Provide statistical and other human resources information to allow the Shire to develop and monitor its EEO program.
- Integrate the EEO policy and practices into human resources management practice and Shire's programs.
- Advise on grievance handling procedures.
- Assist with the development and review of Human Resources policies and procedures.
- Ensure that position descriptions of all staff reflect their EEO responsibilities and accountabilities.

The Chief Executive Officer will

- Ensure the Shire's EEO policy and program is implemented within the Shire.
- Ensure all staff complies with the Shire's EEO policy and with legal obligations under relevant legislation.
- Ensure that management audits of the EEO program are undertaken on a regular basis to ensure that the EEO policy and program continue to meet their objectives.

Any reports of harassment will be treated seriously and sympathetically by the Shire, and will be investigated thoroughly and confidentially. The Shire's grievance policy and procedures will be followed in the case of a harassment complaint.

Disciplinary action will be taken against any Shire employee found to be perpetrating harassment of other Shire employees.

BREACHES OF POLICY

Breaches of the Equal Employment Opportunity policy will not be tolerated. Failure to extend equality of employment opportunity to all employees is a serious matter and will result in the appropriate disciplinary action. Serious breaches of this policy may result in termination of employment.

GRIEVANCE POLICY AND PROCEDURES

A grievance is any work related disagreement, complaint or matter which someone thinks is unfair or unjustified and which is causing that person concern or distress. Grievances can relate to almost any aspect of employment including: issues concerning transfer and promotion, rosters, leave allocation, work environment, safety in the work place, performance appraisal, discrimination or harassment.

Policy Statement:

The Shire is committed to resolving grievances wherever possible through mediation consultation, cooperation and discussion.

- All grievances will be handled in utmost **confidentiality**. Only the people directly involved will have access to information about the complaint.
- All procedures will be **impartial**. No assumptions will be made, and no action will be taken until all relevant information has been collected, investigated and considered.
- The Shire is committed to ensure that **no repercussions** or victimisation occurs against anyone who makes a complaint.
- Seeking redress of a trivial, frivolous or vexatious issue through a grievance procedure will not be tolerated.
- Complaints will be dealt with in a **timely** manner.

Responsibilities:

General Manager/Group Managers: for serious and complex grievances which could involve possible fraud, corruption, physical danger or serious misconduct of a senior staff member.

Supervisors/Team Leaders: in general all supervisors/team leaders are to be the first point of receipt and will be responsible for the investigation and resolution of staff grievances.

Human Resources staff: are to provide advice and assistance and where necessary receive and investigate the grievance, particularly if the grievance relates to a discrimination, harassment or personnel/industrial matter.

Using the grievance procedure does not eliminate the right of a staff member or the Shire as an employer in gaining advice or assistance from unions, professional associations or any other external agency.

GRIEVANCE PROCEDURES

- In general the grievance should be first discussed with or put in writing to the supervisor/team leader for resolution. This would not apply where the issue directly relates to the activities of the supervisor/team leader.
- The relevant investigator should obtain the facts, clarify issues and then discuss findings with the staff member lodging the grievance.
- Where a Contact Officer or Investigator believes they cannot handle the grievance objectively, or where they lack the power to resolve the particular complaint, they may refer to the Human Resources Manager.
- A written record of the complaint should be taken by the Officer responsible for investigating the complaint. This Officer would also talk to the other person/people involved separately and impartially. Where agreement as to resolution is reached, the Officer should follow up the situation to ensure what has been agreed to actually occurs.
- If a grievance remains unresolved, it is to be taken to senior management or to a mutually agreeable third party for mediation/arbitration.
- Union, employee association or Human Resource Management assistance can be sought to assist resolution at any step in the procedure.
- Grievances should generally be resolved within 4 weeks.

Contact Officers

An independent contact officer shall be nominated in each Division using the following selection criteria:

- commitment to EEO principles
- discretion and ability to maintain confidentiality
- sound listening skills, mediation, conflict resolution and interpersonal skills
- awareness of discrimination issues
- known integrity and support for principles of social justice
- investigative ability

Qualified Privilege

A staff member who raises a grievance is protected against any action for defamation by the defence of qualified privilege provided the grievance is raised in accordance with these procedures and does not intentionally make a malicious or substantially frivolous complaint.

A staff member who carries out grievance investigation and resolution in accordance with these procedures, or a staff member who is required to prepare a report concerning another staff member is protected against any action for defamation by the defence of qualified privilege provided that

- they act in accordance with established procedures
- they are not motivated by malice, and
- they do not publish such material to persons who have no legitimate interest in receiving it.

A Complainant has the right to

- Keep notes, copy of written documents or diary record of all incidents and any responses, including date, times, witnesses and other details?
- advise his/her supervisor, Human Resources Manager or EEO Coordinator or a person at an appropriate level within the organisation
- contact their respective Union for advice
- contact the WA Anti-Discrimination Board where appropriate

A Person who is subject of a complaint has the right to

- be informed verbally of what behaviour they are being accused of
- to respond to the allegations and cite witnesses if appropriate
- to fair treatment and procedures
- to be heard by an unbiased person

The Person receiving a report/complaint should

- advise complainant that their complaint will be treated sensitively, confidentially and without victimisation
- in the case of harassment complaints, establish whether complainant has advised alleged harasser that their behaviour is unwelcome
- In the case of harassment complaints, advise the Human Resources Branch that a complaint has been made.
- Ensure that a written report is obtained from the complainant, containing appropriate details, witness reports etc.
- Approach the subject of the complaint or alleged harasser to seek a response to the allegations made about their behaviour. This approach should be made either in the company of the person's supervisor/team leader or Human Resources Branch Representative.
- Conduct a confidential interview and seek reports from any identified witnesses.

Disciplinary procedures

Should a grievance and its subsequent investigation indicate the need for disciplinary action, the relevant Group Manager is to be advised and the Shire's Disciplinary Policy and Procedures are to be followed.

In the case of discrimination/harassment complaints, the following disciplinary procedures will apply:

If the behaviour is admitted

- where the behaviour is admitted and is of a single visually or auditory offensive nature (eg sexist/racist poster or language rather than a sexual proposition or a physically threatening approach)
- A first disciplinary interview should be conducted and written warning issued to the Harasser together with a reinforcement of the Shire's policy.
- If the behaviour is admitted and has consisted of repeated incidents of physical approaches etc, a First and final warning should be issued.
- the admitted harasser should be cautioned that they should take no action which could be construed as victimisation, as this will lead to further disciplinary action.
- if the harasser is the complainant's immediate supervisor, the harasser's supervisor must be consulted on any decisions regarding promotion, job rotation etc involving the complainant, and
- Should be offered counselling to avoid further incidents.
- A copy of any disciplinary letters shall be placed on the harasser's file.

If the behaviour is not admitted and there were no witnesses, the following procedures apply:

- in such cases, the "balance of probability" needs to be taken into consideration
The alleged harasser is to be reminded of the Shire's policy, advised that their alleged behaviour has been perceived by the complainant as harassment and informed that their behaviour with the Complainant will be monitored.
- the alleged harasser is to be cautioned that they should take no action which could be construed as victimisation towards the complainant
- the complainant will be advised of the alleged harasser denial and of their right to seek assistance from the Anti-Discrimination Board
- No notes of the allegations will be recorded on personal files.
- Any notes/reports taken in respect of harassment complaints and the actions taken as a result will be kept in a separate confidential file by the Human Resources Manager.
- These records may be required should a complainant choose to go to the Anti-Discrimination Board.
- breaches of confidentiality of harassment complaints are unacceptable and may be subject to separate disciplinary action

WORKPLACE DISPLAY MATERIAL

The Shire of Chapman Valley is committed to ensuring the Shire's workplaces present a positive public image and do not display material which is unlawfully discriminating and likely to cause offence.

Council is also required to comply with legislation which makes sexual harassment and racial vilification unlawful.

As such, all material of a sexist, racist or otherwise offensive or discriminatory nature **shall not be displayed** in any Shire workplace. Material could include graphics such as pictures, posters, cartoons, picture calendars, graffiti or writing such as poems, quotes, notes or jokes. Examples of such material could be calendars or posters of almost nude females or males or material which portrays a stereotypical view of a person of another race.

It is the responsibility of every supervisor and manager to ensure that their workplace does not display sexist, racist or otherwise offensive material and that any such material on display is removed. Any employee who displays such material will be asked to remove it as it is inappropriate in the workplace and against the Shire's policy. If an employee does not remove the material, the supervisor will take the responsibility to do so and the employee will be given a written warning advising them that any future breaches of policy will result in formal disciplinary action being taken against them. All existing and future suppliers and contractors, who wish to make available such material, will be advised of Council's policy regarding workplace discrimination.

CP-016 Drug & Alcohol Policy

POLICY NO	CP-016
POLICY	DRUG & ALCOHOL
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.100
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

OBJECTIVES:

The purpose of the Shire of Chapman Valley - Drug and Alcohol Policy is to ensure that all employees, contractors and visitors who are present at Shire of Chapman Valley work sites are in a condition to safely carry out their work and do not present a risk to the safety of any other person in the workplace.

The Shire of Chapman Valley has a general 'duty of care' obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and or other drugs and, where they may arise.

POLICY STATEMENT/S:

Drug and Alcohol Direction

The Shire of Chapman Valley believes that individuals in the workplace who have taken drugs (prescribed, over the counter and illegal) and/or alcohol present a potential risk to the safety of themselves and others. The limits and consequences for individuals who exceed these limits are stated in the Shire of Chapman Valley's Policy

Safety Obligations of Chapman Valley Shire

The Shire for Chapman Valley has obligations to ensure the health and safety of all individuals present at the Shire of Chapman Valley and Shire Work Sites. These obligations are:

- is required, so far as reasonably practicable, to ensure the safety of employees, contractors and visitors while present at the workplace;
- will provide necessary assistance through preventative, educational and rehabilitative programs to overcome drug and alcohol problems which present a safety risk to individuals present at the workplace; and
- will take reasonable steps to ensure that it meets its obligations to employees, contractors and visitors to conduct its operations in a safe and responsible manner.

Safety Obligations for Employees

If an employee has a problem that will result in impairment they have a 'duty of ensure' that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Ensure own safety e.g. they should ensure that their activities away from work do not impact on their ability to perform their duties safely.

Report to their employer any situation that they have reason to believe could constitute a hazard and they cannot reasonably correct themselves,

Report to their employer any injury or harm of which they are aware that arises in the course of, or in their work.

Requirements — Drug and Alcohol Testing in the Workplace

The consumption of alcohol and/or drugs can lead to major deficiencies in an Individual's ability to work safely and their standard of performance. This can have a serious adverse impact both on the Individual's safety and the safety of others in the workplace. The Shire of Chapman Valley is required to minimise the potential adverse impacts of drugs and/or alcohol in the workplace in order to ensure the safety of all Individuals.

The excessive consumption of alcohol and/or drugs can also exacerbate fatigue and reduce workplace awareness and safety performance. Fatigue management is a critical consideration of the Shire of Chapman Valley's operations and this Drug and Alcohol Policy has been developed to support the management of fatigue in the workplace.

Maximum Acceptable Levels of Drugs and Alcohol

The Shire of Chapman Valley has adopted the view that in order to ensure the safety of all individuals on site, all individuals must:

- (a) Have a blood alcohol content level of below 0.05 %; and (0.05% for personnel called back to work)
- (b) Not test positive for any of the drugs listed in Appendix 1.

The Shire of Chapman Valley Work Sites has breath alcohol testing apparatus's. These apparatus's are able to indicate an Individuals blood alcohol concentration (BAC) from a breath sample.

The Shire of Chapman Valley has drug and alcohol testing apparatus's. These apparatus's are able to detect from an Individual's saliva whether they have consumed more than the permitted maximum amount of the drugs that are listed in Appendix 1. If an Individual has consumed more than the maximum amount permitted, then the test will show a positive result.

Prescription/Over the counter Drugs

Any Individual who has been prescribed medication by a medical practitioner will not be in contravention of this Policy as a result of taking that drug in accordance with the prescription, provided that:

The Individual is certified by a medical practitioner as being able to work safely (having regard to the nature of that persons position) if they consumed the relevant medication at prescribed levels;

It is not necessary for the worker to disclose the illness for which they are taking medication.

Personnel Called Back to Work

The Shire of Chapman Valley has a number of employees that may be expected to attend emergency situations at various times during their non-working days. This includes people in the Management Team, Emergency Response Personnel, Safety Personnel, Supervisors and others who are required to attend emergency callouts.

Employees who are called back to work must remain under 0.05% BAC to attend a call out. Employees must self-test prior to attending any call out if they have been consuming alcohol to ensure they are under the site limit.

On any occasion where the self-test is over 0.05%, the employee must contact their Supervisor to arrange suitable coverage.

Alcohol Testing

All Individuals must comply with any request made by an authorised officer of the Shire of Chapman Valley to provide a breath sample in the workplace.

Blood Alcohol Concentration (BAC) - Maximum Acceptable Level

The maximum acceptable level of BAC is less than 0.05%. (Or 0.05% for Emergency call back to work)

Self-Testing - Alcohol Results greater than 0.05% BAC

Employees and Contractors have the opportunity to self-test for alcohol prior to presenting for work.

Where the self-test breath alcohol content (BAC) indicates a level that is greater than 0.05% the employee or Contractor must inform their Supervisor immediately, that they are unfit for work. The employee or contractor's supervisor will instruct that the employee or contractor is to see the Workplace Health & Safety Officer (or designated personnel) and obtain a blue form indicating that their BAC is above 0.05%. The supervisor will determine if the employee or contractor is to be stood down for the remainder of the shift or is permitted to attend work when their BAC is under 0.05%. If the employee or contractors BAC is above 0.05%, they are required to remain at their place of residence.

All further self-test results of individuals that indicate a BAC greater than 0.05% will be treated in the same manner. However, where this occurs the employee will be in breach of the Shire policy detailed on page 8 'Breach of this Policy by an Employee'.

If an employee is stood down in this circumstance, the employee will be entitled to access their accrued annual leave. If the employee has no accrued annual leave, they will be required to take unpaid leave.

Random Testing – Alcohol and Drugs

An Individual or a group of Individuals may, at any time and without notice, be requested to provide a breath/saliva sample to an authorised officer of Chapman Valley Shire.

Casual and Post Incident Testing - Alcohol and Drugs

Chapman Valley Shire will request that an Individual provide a sample to an authorised officer of the Shire of Chapman Valley where that Individual:

- Has been directly or indirectly involved in an incident or near miss in the workplace,
- May have breached safety precautions or procedures,
- Has, or may have, committed an act of misconduct,
- Displays any material decline in work performance or work attendance or any irrational or uncharacteristic behaviour;
- If evidence is found of possible alcohol or drug consumption at work (e.g. alcohol containers on worksites or in vehicles) and it can be identified with reasonable certainty those who may have been involved;
- Is reasonably suspected of having contravened this Policy.

Drug Test Results Initial Testing

A screening test will be undertaken to detect the presence of the substances listed in Appendix 1.

Where the screening test returns a positive result, the employee will be required to undertake a confirmatory test.

Confirmatory Testing

Confirmatory tests shall be conducted using by an accredited laboratory.

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Breach of this Policy by an Employee

If the Shire of Chapman Valley conducts a drug or alcohol test and an employee who has presented for work tests positive to drugs or has a breath test reading (other than a self-test' as described on Page 7) indicating that BAC is above 0.05%, (unless there is a call back to work then please refer to Page 6 – Personnel called back to work) the employee will be in breach of this Policy. The consequences for a breach of this Policy are set out below:

First Offence:

The Shire will issue the employee with a written warning. The employee will be stood down and sent home for the remainder of that shift without pay or permitted to access their accrued annual leave.

Second offence:

A second offence will (subject to any mitigating circumstances) be required to attend counselling. Free confidential advice, assistance and information is also available from the Alcohol and Drug Foundation (Australia-wide) on 1800 198 024 (24 hours a day), or you can access information via the web: www.dao.health.wa.gov.au

Third offence:

The third offence will result in the termination of the employee's employment subject to any mitigating circumstances.

Contractors

From time to time, contractors are engaged to provide services for the Shire of Chapman Valley. For the purpose of this Policy any reference to a 'Contractor' includes any employee or sub-contractor of any company who has been engaged by the Shire of Chapman Valley to perform services. Contractors will be required to adopt measures that meet, as a minimum, the requirements set out in this Policy.

Breach of this Policy by a Contractor or Visitor

If the Shire of Chapman Valley conducts a drug or alcohol test and a Contractor or visitor tests positive to any of the drugs listed in Appendix 1 or has a BAC reading in excess of 0.00%, (Except during a call back to work when 0.05% applies) then the Contractor or visitor will be in breach of this Policy.

A breach of this Policy by a Contractor or visitor will result in their immediate and permanent removal from the Shire site.

Refusal, Avoidance of Tests

An Individual who refuses or avoids testing without a legitimate reason; fails to co-operate fully with the administration of an alcohol or drug test, will be subject to disciplinary action, which may include, but is not limited to: summary dismissal (in the case of employees), immediate removal from the site (in the case of Contractors and visitors) or termination of the engagement (in the case of Contractors).

Transport Arrangements

Any Individual who is in breach of the Policy and is required to leave the workplace will be offered an alternative means of transport home.

Depending on the circumstances, the costs incurred will generally be covered by Chapman Valley Shire. However, in some circumstances, the Individual will be required to bear this cost. This is a matter that will be determined by the Chapman Valley Shire in its sole discretion.

Positive Test Result Book Keeping

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All drug and Alcohol test are 'Private and Confidential'. All tests results will be assessable only by managers. All negative tests results will be destroyed.

Procedural Fairness

The Shire of Chapman Valley actions and decisions made under this Policy will be in accordance with the following principles of procedural fairness:

- Individuals will be provided with an opportunity to have a witness present during any meetings which they are required to attend in relation to any matter concerning this Policy;
- Individuals will be given an opportunity to put their case forward (including any mitigating circumstances) and respond to allegations where an adverse decision or finding may be made against them;
- An investigation should seek to ascertain all reasonably attainable facts from the people involved or relevant witnesses;
- An Individual's privacy will be highly respected;
- Decision makers will consider all of the circumstances (including any mitigating circumstances) and provide reasons for decisions.

Accountabilities

The Departmental Managers are accountable for ensuring effective implementation and communication of this Policy in their area of responsibility.

Policy Review

This Policy shall be reviewed every 12 months or as required by changes to process or legislation to ensure currency of scope and methodology.

Protection of Privacy

The Shire of Chapman Valley will take all necessary steps to ensure that the test results of any drug or alcohol sample provided by an Individual, any investigations in relation to such test results, and participation in counseling or rehabilitation services will, to the extent practicably possible, remain confidential between the Individual, Supervisor, Manager or Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

Definitions

<i>TERM</i>	<i>DEFINITION</i>
Authorised Person	Person authorised by the Shire of Chapman Valley to carry out duties described in this Standard
BAC	Blood Alcohol Concentration
Confirmatory Test	Subsequent test to be undertaken if the screening test returns a positive result.
Contractor	For the purpose of this Policy any reference to a Contractor includes any employee or subcontractor of any company who has been engaged by the Shire to perform services. Contractors will be required to adopt measures that meet the requirements set out in this Standard.
Drug	A chemical substance intended to affect the structure or function of the body or mind.
Individuals	For the purpose of this Policy any reference to an Individual will include (without limitation) all employees, agents, contractors, employees of contractors, job applicants and visitors to any Shire site.
Prescription Drugs	Drugs prescribed by a Medical Practitioner
Screening Test	Initial Urine/Saliva test to determine presence of alcohol or drugs above the designated limit
Visitor	For the purpose of this Standard any reference to a Visitor will include any individual who attends the workplace not considered an employee or contractor.
Workplace	All those areas of the Shire of Chapman Valley Sites, including premises where site personnel work or are likely to be during their hours of work, or any place at which site personnel are likely to be working in the course of carrying out their duties in connection with the site.

Drugs and Substances

The categories of drugs and substances prohibited by the Shire of Chapman Valley include but are not limited to those listed below.

Alcohol	An employee with a blood alcohol content greater than or equal to 0.05% BAC . (0.05% in the 'called back to work' situations Emergency Call-back situation)
Sympathomimetic amines	Amphetamines, methyl amphetamine, methylenedioxy methamphetamine (MDMA), phentermine, including ephedrine and pseudoephed. While not an exhaustive list, consumption of the following substances may trigger a positive drug result under this category: Speed, Ecstasy, Benadryl, Codral, and Sudafed.
Benzodiazepines	Oxazepam, temazepam, flunitrazepam, diazepam, nitrazepam, clonazepam or their metabolites. While not an exhaustive list, consumption of the following substances may trigger a positive drug result under this category: Valium, Serepax, Murelax, Normison and Mogadon
Cannabis metabolites	Tetrahydrocannabinol-9-carboxylic acid (THC).
Cocaine metabolites	Benzoylecgonine and ecgonine methyl ester.
Opiates	Morphine and codeine. Heroin, Codral, Dymadon, Panadeine Forte and Panadeine.

CP-018 Bullying

POLICY NO	CP-018
POLICY	BULLYING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.280
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

OBJECTIVES:

The Shire seeks to provide all employees with a work environment that is safe, equitable and free of discrimination and harassment.

This includes the prevention and effective management of bullying behaviour in the workplace.

POLICY STATEMENT/S:

Responsibilities of Executive Managers

- Executive Managers will:
- Demonstrate professional and ethical behaviour adhering to the Code of Conduct at all times.
- Inform line managers/supervisors of their duty of care responsibilities under the OSH Act 1984
- Verify that line managers/supervisors implement strategies to prevent and discourage Workplace Bullying and Harassment.
- respond to complaints of bullying if:
- complaints have not been resolved at the workplace level;
- the line manager/supervisor is the subject of the complaint; and/or
- the line manager/supervisor has a conflict of interest.

Responsibilities of Line Manager/Supervisors

- Line managers/supervisors will manage bullying behaviour in the workplace by:
- demonstrating professional and ethical behaviour, adhering to the Code of Conduct at all times
- informing employees of relevant legislation, policies and support services related to workplace bullying.
- Ensure all staff attend an Induction process and informing them as required during their employment
- monitoring the workplace for unreasonable and inappropriate conduct that may constitute bullying and addressing any occurrences;
- implementing strategies and reviewing, if necessary, relevant workplace practices to address potential bullying issues;
- responding promptly and appropriately to all issues/allegations
- address any unreasonable or inappropriate conduct of staff and visitors

Responsibilities of Employees

Employees should take reasonable care for their own safety and health at work and avoid adversely affecting the safety or health of any other person through inappropriate behaviour in the workplace.

- All employees will:
- not place the safety and health of others at risk by engaging in bullying;
- report incidents of workplace bullying

- adhere to the Code of Conduct at all times
- Participate in investigations and complaint resolution processes, and abide by any resolution agreements.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-019 Smoking

POLICY NO	CP-019
POLICY	SMOKING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.140
LEGISLATION	TOBACCO PRODUCTS CONTROL ACT & REGULATION, 2006
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

To ensure compliance with the *Tobacco Products Control Act & Regulation, 2006* legislation and to recognise the health and wellbeing of the Shire staff and constituents.

POLICY STATEMENT/S:

Smoking by Shire staff is prohibited at all times in the following areas:

1. All staff work station areas (General Office, Depot etc.),
2. All Shire vehicles; and
3. All other areas as stipulated in the *Tobacco Products Control Act & Regulation, 2006*

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-020 Sexual Harassment

POLICY NO	CP-020
POLICY	SEXUAL HARASSMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.150 & 14.160
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT
RELEVANT DELEGATIONS	NA

OBJECTIVES:

The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.

POLICY STATEMENT/S:

The Shire considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated and recognises that sexual harassment is unlawful.

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

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

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

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

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

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

A formal complaints/grievance process forms part of this Policy and will be utilised to effectively resolve complaints of sexual harassment.

Complaint/Grievance Implementation Process

Introduction

All complaints of sexual harassment will be treated confidentially and resolved promptly.

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

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

Implementation Process

1. A complaint of sexual harassment may be lodged with any of the following person: -
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - Divisional Manager (if applicable - except where this person is the alleged harasser)
 - A Nominated Grievance Officer (if applicable)
 - Chief Executive Officer
 - Union Shop Steward
 - Mayor/President (only if the alleged harasser is the Chief Executive Officer)
2. A person receiving a complaint of sexual harassment will: -
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant: -
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.

Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.

4. If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser: -

The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.

All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.

5. During the period of the investigation of a case of serious sexual harassment: -

If requested by either party or by management, alternative working arrangements may be made.

6. If, following investigation and resolution, a complaint is judged to have foundation: -

Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.

A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.

7. If, following investigation, a complaint is judged to have no foundation: -

The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.

Continued referred to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

2.0 Procedures

CMP-013 Communications & Social Media

MANAGEMENT PROCEDURE No.	CMP-013
MANAGEMENT PROCEDURE	COMMUNICATIONS & SOCIAL MEDIA
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NIL
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

This procedure establishes protocols for the Shire of Chapman Valley's official communications with our community to ensure the Shire of Chapman Valley is professionally and accurately represented and to maximise a positive public perception of the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT

This procedure applies to:

1. Communications initiated or responded to by the Shire of Chapman Valley with our community; and
2. Elected Members when making comment in either their Shire of Chapman Valley role or in a personal capacity.

ADDITIONAL EXPLANATORY NOTES

Official Communications

The purposes of the Shire of Chapman Valley'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 Chapman Valley 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 of Chapman Valley.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

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

The Shire of Chapman Valley 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 President, to promote specific Shire of Chapman Valley positions;
- Social media; and

- Community newsletters, letter drops and other modes of communications undertaken by the Shire of Chapman Valley's Administration at the discretion of the CEO. On behalf of the Shire of Chapman Valley

The Shire President is the official spokesperson for the Shire of Chapman Valley and may represent the Shire of Chapman Valley 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 Chapman Valley, 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 the Shire President has had opportunity to speak on behalf of the Shire of Chapman Valley.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Chapman Valley into disrepute,
- compromise the person's effectiveness in their role with the Shire of Chapman Valley,
- imply the Shire of Chapman Valley's endorsement of personal views, 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 Chapman Valley.

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

All enquiries from the Media for an official Shire of Chapman Valley comment, whether made to an individual Elected Member 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 Chapman Valley.

Elected Members may make comments to the media in a personal capacity – refer to clause **Elected Member Statements** on Shire Matters below.

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

The Shire of Chapman Valley 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 of Chapman Valley to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Chapman Valley maintains the following Social Media accounts:

- Social networks, may include - Website, Facebook, Twitter, You Tube

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

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

- 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 of Chapman Valley.

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

Shire President / Mayoral Social Media Official Accounts

The Shire of Chapman Valley supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this procedure.

These official Shire of Chapman Valley accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

The Shire of Chapman Valley may use the following channels to communicate and advise our community regarding Emergency Management:

Website;
Facebook;
Twitter;
You Tube

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

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

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this procedure, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Chapman Valley.

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

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Chapman Valley;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions about any Elected Member, Employee or community member.

An Elected Member 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 procedure, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	07/18-10
Reviewed/Amended – Council Resolution:	

CMP-026 Code of Conduct - Employees and Contractors

MANAGEMENT PROCEDURE No.	CMP-026
MANAGEMENT PROCEDURE	CODE OF CONDUCT – EMPLOYEES AND CONTRACTORS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	6.90
RELEVANT DELEGATIONS	

PREAMBLE

This Code of Conduct provides employees and contractors in the Shire of Chapman Valley with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

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

- (a) better decision-making by the Shire of Chapman Valley;
- (b) greater community participation in the decisions and affairs of the Shire of Chapman Valley;
- (c) greater accountability of the Shire of Chapman Valley to their communities; and
- (d) more efficient and effective Local Government.

This Code provides a guide and a basis of expectations for employees and contractors. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

This Code of Conduct observes statutory requirements of the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Employees are to acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Contractors acknowledge they are subject to the provisions of the Code upon being engaged as a contractor and whilst they remain as a contractor for the Shire of Chapman Valley.

1. ROLES & RESPONSIBILITIES

1.1 Role of the CEO and Employees

The CEO is appointed by Council and is the communication link between Councillors and employees.

All other Council employees are responsible to the CEO.

The CEO is responsible to the Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of the Council.

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

“The CEO’s functions are to —

- (a) advise the council in relation to the functions of a Local Government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the Local Government;*
- (e) liaise with the mayor or president on the Local Government affairs and the performance of the Local Government functions;*
- (f) speak on behalf of the Local Government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the Local Government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the Local Government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Employees and contractors will ensure there is no actual (or perceived) conflict of interest between their personal interests, including those of their immediate family, business partners or close associates, and the impartial fulfillment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Chapman Valley, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Chapman Valley area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Employees will adopt the principles of disclosure of financial interest as contained within sections 5.59 – 5.90 of the Local Government Act 1995

2.3 Disclosure of Interest – Impartiality - Employees

In this clause "interest" means an interest which could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) An employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (b) A requirement described under items (a) and (b) excludes an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person who is an employee is excused from a requirement made under item (a) to disclose the nature of an interest if –
- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of this kind.
- (e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If –
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
- the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information (Rules of Conduct – Reg 6 refers)

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

3.2 Intellectual Property

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

3.3 Improper or Undue Influence

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

Similarly, employees and contractors will not take advantage of their position to the detriment of Council, the Shire or other persons.

3.4 Gifts (LGA s5.82)

All employees must declare:

- (a) A gift worth above \$300.
- (b) A gift which is one or two or more gifts given to the employee by the same person within a period of six (6) months which are in total worth of \$300.
- (c) Gifts worth \$300 or more are 'prohibited gifts' and simply cannot be accepted.

A gift includes:

“any disposition of property, or conferral of any other financial benefit, made by one person in favour of another otherwise than by will, without consideration in money or money’s worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel”.

Employees do not have to declare a notifiable gift if it is:

- (a) Less than \$300.
- (b) Received from a relative as defined by 5.74(1) of the Local Government Act 1995.
- (d) A gift from a statutory authority, government instrumentality or non-profit association for professional training.

4. CONDUCT OF EMPLOYEES AND CONTRACTORS

4.1 Personal Behaviour

(a) Employees and contractors will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Shire of Chapman Valley uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Chapman Valley and its communities and shall be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop.
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Shire of Chapman Valley and not publicly reflect adversely upon any decision of the Council or Council's management.

4.2 Honesty and Integrity

Employees and contractors will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee, and in the case of a contractor to the employee who is responsible for overseeing their activities.
- (c) be frank and honest in their official dealing with each other.
- (d) Endeavour to resolve serious conflict through initial discussion facilitated by the CEO or, in the event the CEO is too closely involved, an independent impartial person or peer group.

4.3 Discrimination

Employees and contractors are required to treat each other and members of the community with respect and observe the requirements of Discrimination and Equal Opportunity legislation by:

- (a) Ensuring the workplace is free from any form of discrimination.
- (b) Applying the philosophy and principles of EEO at all levels of the organisation.
- (c) Ensuring they do not engage in unlawful harassment or bullying in the workplace.

4.4 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Chapman Valley's business and ensure their work is carried out efficiently, economically and effectively, and their standard of work reflects favourably both on them and on the Shire of Chapman Valley.

4.5 Compliance with Lawful Orders

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

4.6 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.7 Corporate Obligations

(a) Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

(b) Communication and Public Relations

- (i) All aspects of communication by employees (including verbal, written or personal), involving Shire of Chapman Valley's activities should reflect the standards and objectives of the Shire of Chapman Valley. Communications should be accurate, polite and professional.
- (ii) Statements to the press on behalf of the Shire will only be made by the President or the CEO, or unless the President directs otherwise.

It shall be incumbent on employees when referring a member of the community to their local Councillor over issues the officer cannot resolve due to current Council policy, the officer notify the Councillors of the referral and any information which may assist in resolving the issue.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Shire of Chapman Valley Resources

Employees and contractors will:

- (a) be scrupulously honest in their use of the Shire of Chapman Valley's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire of Chapman Valley resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire of Chapman Valley's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised by the Chief executive officer to do so within Policy/Procedure conditions, and appropriate payments are made (if required and as determined by the Chief Executive Officer).
- (d) Not use Council vehicles for private use unless authorised to do so within Policy/Procedures and as authorised by the Chief Executive Officer or as stipulated in Employee Contractual arrangements.
- (e) Foster an awareness of the community's ownership of the Shires natural and built environment

5.2 Travelling and Sustenance Expenses

Employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire of Chapman Valley in accordance with Councils policy/procedures and the provisions of the *Local Government Act 1995*.

5.3 Access to Information

Employees will ensure Councillors are given access to all practical and relevant information necessary for them to properly perform their functions and comply with their responsibilities.

5.4 Freedom of Information

Employees and contractors acknowledge:

- (a) The *Freedom of Information Act 1992* (FOI Act) was introduced to facilitate public access to documents and an application can be made seeking access to any information held by the Shire of Chapman Valley
- (b) An object of the FOI Act is to 'make the persons and bodies responsible for State and local government more accountable to the public'.
- (c) They are obligated to assist the Shire's CEO and the Shire's Freedom of Information officers in locating documents relevant to an application made under the FOI Act.

6. BREACHES AND MISCONDUCT

Complaints regarding a breach of this Code or of misconduct will be dealt with quickly and fairly in accordance with the principles of procedural fairness and natural justice.

6.1 Employees and Contractors

A complaint alleging an employee or contractor has breached this Code shall be made in writing. Complaints regarding:

- (a) An employee are to be made to the Chief Executive Officer or in the case of a contractor to the employee who is responsible for overseeing their activities.
- (b) The Chief Executive Officer is to be made to the President. The complaint will be investigated in a manner which is in accordance with the Shires Complaint Handling Procedure, Public Interest Disclosure Procedures and the principles of natural justice.

6.2 Misconduct

For the purposes of this Code, misconduct is defined in accordance with section 4 of the *Corruption, Crime and Misconduct Act 2003*.

The Chief Executive Officer has a statutory obligation to report to the Corruption and Crime Commission allegations of suspected serious misconduct.

Allegations of suspected minor misconduct are dealt with by the Public Sector Commission.

6.3 Public Interest Disclosure

The Shire follows the standard public interest disclosure procedure which provides confidential mechanisms for reporting and investigating misconduct allegations or improper conduct and other public interest information in accordance with the *Public Interest Disclosure Act 2003*.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23, 06/15-18; 03/17-32;02/21-02

CMP-042 Annual Leave

MANAGEMENT PROCEDURE No.	CMP-042
MANAGEMENT PROCEDURE	ANNUAL LEAVE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.10
RELEVANT DELEGATIONS	1008

OBJECTIVES:

To attempt in minimising the effect of annual leave clearance by staff, whilst ensuring all Award and legislative requirements, along with the welfare of staff are taken into consideration.

MANAGEMENT PROCEDURE STATEMENT/S:

Road Works Crew

Annual Leave – Unless otherwise determined by the Chief Executive Officer annual leave will be cleared as follows:

- Two weeks in December/January each year as a Christmas close down period.
- Two weeks during the calendar year under an agreed roster set at the beginning of the year, bearing in mind that not more than one employee will be rostered off for leave at any one time and the avoidance of peak road works periods.
- Alterations to the roster must be by mutual arrangement between respective staff member(s), Works Supervisor and CEO.
- Clearance of other leave (e.g. Military, LSL, etc) will also be taken into consideration when setting the Annual Leave roster to ensure staff numbers are not depleted to a level that may be detrimental to the organization.
- All staff are to have cleared their full four-week entitlement by the end of the calendar year (including the December/January Christmas close down period). If staff member(s) has not cleared their full entitlement by this time they are to clear all accrued leave during December/January.
- Clearing the two weeks Annual leave during the calendar year will be way of a maximum of two weeks and a minimum of one week only.
- Commencement of the above Annual Leave Operational Procedures will be immediate, depending on accrued leave entitlement of individual staff and an agreed roster being finalised.

All Other Staff

All annual leave must be taken before the next annual leave becomes due; however, with Chief Executive Officer's permission may be accumulated for no more than two years at any one time.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council	05/15-23, 06/15-18; 03/17-32

Resolution:	

CMP-043 Hours of Work

MANAGEMENT PROCEDURE No.	CMP-043
MANAGEMENT PROCEDURE	HOURS OF WORK
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.40
RELEVANT DELEGATIONS	

OBJECTIVES:

To determine hours of work for Shire staff

MANAGEMENT PROCEDURE STATEMENT:

OFFICE ADMINISTRATION STAFF

The Shire shall adopt working hours between the range of 8.00am to 5.00pm with a half of an hour for lunch for Local Government Industry Award 2010 staff, Managers and Chief Executive Officer. The Chief Executive Officer may amend these arrangements at his/her discretion under the condition core office opened hours are retained (e.g. Spread of Hours, Home Based Works, Roster Days Off arrangements).

The Chief Executive Office is to determine the Annual Christmas/New Year close down period of the administration office with staff clearing accrued leave on days of absence which are considered normal workdays and not Public Holidays

ROADWORKS STAFF

The Shire adopt core working hours between the range of 7.00am to 4.30pm with half an hour for lunch ~~and half an hour overtime per day on days worked~~. This is ~~based on an 189-work day/4.2 week period~~ subject to the RDO's being flexible if and when the occasion arises. ~~The Chief Executive Officer may amend these arrangements may be amended at the Chief Executive Officer's at his/her discretion.~~

ADDITIONAL EXPLANATORY NOTES:

The Annual Christmas/New Year close down period of the administration office should include the Christmas and New Year Public Holidays and the normal working days between these two periods.

The Chief Executive Officer is to determine what level of emergency staff and contact details are required during this close down period.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 10/15-8; 07/19-4

CMP-044 Motor Vehicle – Usage of

MANAGEMENT PROCEDURE No.	CMP-044
MANAGEMENT PROCEDURE	MOTOR VEHICLES – USAGE OF
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.50
RELEVANT DELEGATIONS	2001

OBJECTIVES:

To stipulate conditions for the use of Shire vehicles

MANAGEMENT PROCEDURE STATEMENT/S:

PRIVATE USE OF SHIRE LIGHT VEHICLES

Unless as otherwise determine in Employee Contracts conditions the Chief Executive Officer is authorised to determine private use of the Shire's light vehicles by staff.

CARE OF VEHICLES

As a general condition all staff with a vehicle in their care are required to clean the vehicle regularly and garage it in a secure place.

COMMUTER USE

The Chief Executive Officer shall be authorised to allow temporary commuter use of vehicle.

Commuter use being use of a motor vehicle to and from a place of residence to work during the absence of any of the abovementioned officers, or when considered necessary in the interests of the Shire's operations

ADDITIONAL EXPLANATORY NOTES:

All private usage of shire vehicles is subject to Fringe Benefit Tax

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	06/02-8; 10/02-13; 07/04-5; 05/05-2; 05/15-23; 06/15-18; 03/17-32

CMP-049 Personal Phone Usage

MANAGEMENT PROCEDURE No.	CMP-049
MANAGEMENT PROCEDURE	PERSONAL TELEPHONE USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.110
RELEVANT DELEGATIONS	

OBJECTIVES:

To control private usage of Shire telephones

MANAGEMENT PROCEDURE STATEMENT:

Office Telephones

The use of office telephones to make private calls is not prohibited; however, such calls should be kept to a minimum and for emergency purposes only, or as otherwise approved by the CEO (or DCEO in the CEO's absence).

Mobile Phones

Staff Position	Private Use of Mobile Phone	Conditions
Chief Executive Officer	Y	The Local Government to provide for business and personal use of the officer a mobile telephone with all calls, rental and service charges paid for. Strictly no use when overseas.
Deputy Chief Executive Officer	Y	
Manager Works & Services	Y	Staff may make private calls subject to the use being monitored by the Manager Finance & Corporate Services with excessive use (as determined by the CEO) for private calls to be reimbursed by the staff member to the Shire. Strictly no use when overseas
Building Surveyor/Projects	Y	
Works Leading Hand	Y	
Senior Ranger	Y	
Community Development Officer	N	No Private Use allowed.
Plant Operators - Construction & Maintenance	N	No Private Use allowed.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 06/19-15; 07/19-4

~~CMP-051 Pre-Placement Medical Certificate Appointments~~

~~REPLACED WITH NEW RECRUITMENT PROCEDURE~~

MANAGEMENT PROCEDURE No.	CMP-051
MANAGEMENT PROCEDURE	PRE-PLACEMENT MEDICAL CERTIFICATE APPOINTMENTS
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.130
RELEVANT DELEGATIONS	

~~OBJECTIVES:~~

~~To specify the requirements for pre-placement medicals for staff~~

~~MANAGEMENT PROCEDURE STATEMENT/S:~~

~~All applicants for any Shire position may be advised that appointment could be subject to the appointee obtaining a satisfactory Medical and Drug & Alcohol Certificate at the Shire's cost, with the Medical Examiner being advised of the duties and activities for the position.~~

~~The Chief Executive Officer is to determine the need for a medical examination after reviewing the prospective employee's medical declaration form.~~

~~ADDITIONAL EXPLANATORY NOTES:~~

~~ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:~~

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-052 Uniform Subsidy – Administration Staff

MANAGEMENT PROCEDURE No.	CMP-052
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	UNIFORM SUBSIDY – ADMINISTRATION STAFF MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.190
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate the level and conditions of providing staff uniforms.

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire's annual contribution to administration staff uniforms will be in accordance with each individual employment contract.

All new staff members are required to successfully complete the probationary period prior to the issue of any uniforms, at which time 50 % of the annual endorsed budget allocation per staff member may be expensed at the completion of the probationary period and the remaining 50% after successfully completing six months service

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-053 Staff Attraction, Incentive & Retention Allowances & Conditions~~Shire Housing Policy~~

MANAGEMENT PROCEDURE No.	CMP-053
MANAGEMENT PROCEDURE	SHIRE HOUSING STAFF ATTRACTION, INCENTIVE & RETENTION ALLOWANCES & CONDITIONS POLICY
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	14.220 / 14.219
RELEVANT DELEGATIONS	

OBJECTIVES:

To set the level of Staff Attraction/Incentive/Retention Allowances & Conditions which are in addition to National Employment Standards and Award requirements.

~~To set the level and conditions of staff housing subsidy and rental levels for staff and non-staff tenants.~~

MANAGEMENT PROCEDURE STATEMENT/S:

All Staff Attraction/Incentive/Retention Allowances & Conditions are based on a fulltime employee (i.e. 1976 ordinary hours per annum) receiving the full entitlement and all part time employees receiving a reduced pro-rata allowance or entitlement based on the number of hours worked. Allowances will be paid fortnightly.

Staff Attraction/Incentive/Retention Allowances & Conditions will be reviewed as required by Council for consideration in forthcoming Draft Budgets.

The Shire's adopted Budget will determine all Staff Attraction/Incentive/Retention Allowances & Conditions to be paid to and/or offered to staff each financial year

Annual Incentive Allowance (formally known as "Staff Housing Allowance")

An annual amount set by Council as part of the annual budget cycle (paid fortnightly) in full for full time employees (1967 hours pa) and reduced on a pro-rata basis for part time employees.

Days in Lieu

Subject to the terms of this Procedure, each employee who is scheduled to work on the working day after the New Year's Day holiday and Easter Tuesday each year or is on paid leave shall become entitled to a day's paid absence in lieu for each of the days.

On the working day after the New Year's Day holiday and Easter Tuesday each year an employee who is scheduled to work those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of days.

Further, an employee who works a roster and is on a rostered day off on either the working day after the New Year's Day holiday or Easter Tuesday shall also be entitled to a day's paid absence in lieu of each of the days.

The days in lieu are to be taken in the year in which they fall due and at the convenience of the employer. The employer may elect to allow employees to accrue the days in lieu.

It is at the discretion of the Local Government whether employees are required to work on the actual days in lieu.

VARIATION TO PROCEDURE

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

~~The Shire pay a Staff Housing Allowance to all staff, other than those staff who have an allowance listed in their employment contracts, an amount of up to \$50 per week payable fortnightly (i.e. up to \$2,600 per annum).~~

~~The allowance is not payable to shire employees renting shire owned houses unless otherwise determined by Council.~~

~~The annual allowance amount of up to \$50 per week is to be based on a fulltime employee (i.e. 1976 ordinary hours per annum) and all part time employees will receive a reduced pro-rata allowance payment based on the number of hours worked.~~

~~The Staff Housing Allowance will be reviewed periodically by Council for consideration in forthcoming Draft Budgets.~~

~~The Shire's adopted Budget will determine actual Staff Housing Allowance to be paid to staff each financial year~~

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/16-17

CMP-054 Home Based Work

MANAGEMENT PROCEDURE No.	CMP-054
MANAGEMENT PROCEDURE	HOME BASED WORKWORKING FROM HOME
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.240
RELEVANT DELEGATIONS	

OBJECTIVES:

With the Shire of Chapman Valley's geographic location, specifically its close proximity to Geraldton and the ever increasing advancements in information technology the situation arises where some positions within the organisations will be able to embrace the Home Based Work (HBW) concept.

It is understood that a majority of positions within the organisation will be unable to participate in HBW concept due simply to the nature of their position and the need to ensure specific services to the community are maintained to a standard considered appropriate by the Chief Executive Officer. However, those positions which are able to embrace the HBW concept will only be permitted to do so under the strict condition that the Chief Executive Officer is of the opinion there will be no adverse effect upon the organisational operations and services to the community.

The Shire of Chapman Valley (Local Government) is committed to providing flexible and family friendly working arrangements for employees. This procedure outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

This procedure applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances, permanently.

MANAGEMENT PROCEDURE STATEMENT/S:

For the purpose of this procedure 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with the Local Government's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis by the Manager for subsequent consideration and approval by the Chief Executive Officer. The Manager and employee are responsible for demonstrating the requirements of this procedure have been satisfied before an application for a WFHA is approved. The Chief Executive Officer may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

Eligibility criteria

The Local Government's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2010 and the National Employment Standards in the Fair Work Act 2009.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA

- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and the Local Government Industry Award 2010
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

Line Manager responsibilities

Where a WFHA has been approved, it is the responsibility of an employee's manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate the Local Government to conduct safety inspections
- review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

Employee responsibilities

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to the Local Government's policies and procedures
- maintain regular contact with their respective Line Manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- maintain accurate and up to date records of hours worked at home within the normal span of hours

- allow a person, appointed by the Local Government, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure the Local Government's equipment.

Working from home arrangement agreement

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of the Local Government. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of the Local Government. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

Consequences of breaching this policy

This procedure constitutes a lawful instruction to employees. Any breach of this procedure may lead to disciplinary action including, but not limited to, termination of employment.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Related Documents

- Shire of Chapman Valley Staff Code of Conduct
- Relevant Shire Policies & Procedures
- Local Government Industry Award 2010 and
- National Employment Standards in the Fair Work Act 2009

Employers Responsibility

- ~~The Shire of Chapman Valley is required to provide a safe place of work, regardless of location, therefore maintaining a professional Occupational Health Safety standard at the employees home office/work space is critical.~~
- ~~Prior to an employee obtaining approval from the Chief Executive Officer for HBW the home office/work space must be assessed and the Chief Executive Office must ensure that it complies with Occupational Health Safety standards, equipment requirements and the safety checklist provided with this policy.~~

Home Based Worker's Responsibility

- ~~The HBW employee must designate a home office/work space for working from home and is responsible for maintaining safe conditions in that office/work space prior to commencement of HBW.~~
- ~~The HBW employee must practice safety habits in the home office/work space as they would in their usual Shire of Chapman Valley Office/work space.~~
- ~~The HBW employee has an obligation to do nothing that creates an Occupational Health Safety risk.~~
- ~~The HBW employee must notify the Chief Executive Officer of any work-related accident, injury, illness or disease arising out of work, which occurs at the home office/work space.~~
- ~~The HBW employee must consent to the employer having access to inspect the home office/work space to ensure that the home office/work space complies with the Occupational Health standards.~~

- ~~The establishment, depreciation and maintenance of the HBW employees' office/work space, including furniture, light fittings, heating, cooling, power supply, free from hazards, cleaning, etc, remains the responsibility of the employee and not the Shire.~~
- ~~The HBW employee is responsible for any loss, damage, or wear and tear of their equipment, furniture, or any other aspect related to the premises being used for the home-based work activity.~~
- ~~The HBW employee is responsible for ensuring all documentation relevant to the Shire of Chapman Valley remains confidential and draft copies (electronic & hard) are disposed of in accordance with Chief Executive Officer's instruction or returned to the main administration for disposal or filing in accordance with the Shire's Record Keeping Plan.~~

Applicability

~~This Policy relates only to those employees identified by the Chief Executive Officer as being in an appropriate position to make use of the HBW practice without having an adverse effect upon the organisations operations and service to the community.~~

Application to undertake Home Based Work

- ~~1. An employee identified by the Chief Executive Officer, as being in an appropriate position to undertake HBW must first submit a HBW Application Form to the Chief Executive Officer for approval.~~
- ~~2. The Chief Executive Officer is to ensure the applicants home based office/work space complies with Occupational Health and Safety requirements (i.e. have a current safety check list completed and placed on applicant's personal file).~~
- ~~3. The Chief Executive Officer is to be convinced the nature of work to be undertaken at the home base is suitable and will be in no way detrimental to the operations of the Shire or services to the community, taking into consideration, yet not limited to:~~
 - ~~• increased productivity;~~
 - ~~• employees' work habits;~~
 - ~~• improved staff commitment;~~
 - ~~• increased staff retention;~~
 - ~~• increased ability to attract and recruit new staff;~~
 - ~~• savings on office space and cost;~~
 - ~~• flexible working hours;~~
 - ~~• savings in travel costs & commuting time; and~~
 - ~~• staff numbers and/or type remaining at main administration office is adequate;~~

Breach of HBW Practice

~~Any proven breach of the HBW practice by an employee may result in that particular employee having their HBW right removed by Chief Executive Officer.~~

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	09/04-10
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

WORKING FROM HOME ARRANGEMENT (WFHA)

EMPLOYEE DETAILS

<u>Employee name:</u>	
<u>Position:</u>	
<u>Department:</u>	
<u>Employment status (full-time or part-time):</u>	
<u>Office location:</u>	
<u>Address of WFHA site:</u>	
<u>Email address:</u>	
<u>Mobile phone number:</u>	

WORKING FROM HOME ARRANGEMENT

<u>Days of work:</u>	
<u>Hours of work:</u>	
<u>Start and finish times or span of hours:</u>	
<u>Declared workspace (description of work area):</u>	
<u>Commencement date:</u>	
<u>Review date:</u>	
<u>End date:</u>	

WORKING FROM HOME ARRANGEMENT

OCCUPATIONAL SAFETY AND HEALTH CHECKLIST

<u>Is the workspace free of potential hazards that could cause physical harm (for example frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams or uneven floor surfaces)?</u>	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>
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<u>Are chairs sturdy with no loose casters/wheels?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Are the electrical cords and extension wires secured?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Do the desk, chair, computer and peripherals meet ergonomic requirements?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Is there enough light for reading?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Is there adequate ventilation?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Is there a working (test) smoke detector within hearing distance of the workspace?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>Is the noise level of the area acceptable to avoid distraction from task concentration?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>
<u>If you have been issued Local Government equipment, have you been briefed on the care of the equipment?</u>	<u>Yes <input type="checkbox"/></u>	<u>No <input type="checkbox"/></u>

GENERAL REQUIREMENTS

- The Manager and the employee must agree to a communication strategy to ensure the employee is contactable during work hours and involved in their usual work activities and projects.
- An employee's terms and conditions of employment remain the same when working from home and all work governing documents will continue to apply. This includes the employee's employment contract, the Code of Conduct, the Local Government's policies and procedures, and any other document that may be relevant.
- The employee agrees to ensure their productivity is maintained or improved while working from home.
- The employee agrees to keep accurate and current records of hours worked at home.
- The hours worked by the employee will be within the normal span of hours and as documented in this agreement.
- The employee may only undertake overtime with the prior written approval of the Manager.
- The employee still needs to apply for leave as required.
- The employee is to ensure that adequate arrangements are in place for any caring responsibilities while the employee is working from home.

- The employee understands they are responsible for their commitment to work, health and safety and will advise the Local Government of any support or assistance required.
- The employee must take all reasonable precautions to ensure the Local Government's equipment and documents are kept secure, private and confidential.
- The Local Government may terminate the working from agreement at any time and for any reason, with one week's notice.

EMPLOYEE DECLARATION

I, _____, understand the importance of this Working From Home Agreement, agree to comply with the General Requirements outlined above and undertake that the information I have provided is accurate and current. Should any of the information provided by me change, I will notify the Local Government as soon as possible.

I understand that on return to the workplace, any equipment issued will be returned to the Local Government in the same condition in which it was issued.

Employee's signature: _____ **Date:** _____
 _____/_____/_____

APPROVAL

As the employee's Manager, I agree to the terms and conditions of this Working From Home Agreement.

Manager's name: _____

Manager's signature: _____ **Date:** _____
 _____/_____/_____

As the CEO, I agree to the terms and conditions of this Working From Home Agreement.

CEO's name: _____

CEO's signature: _____ **Date:** _____
 _____/_____/_____

A copy of this Agreement is to be given to the employee and placed on the employee's personnel file.

CMP-056 Education & Study Assistance

MANAGEMENT PROCEDURE No.	CMP-056
MANAGEMENT PROCEDURE	EDUCATION AND STUDY ASSISTANCE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.250
RELEVANT DELEGATIONS	

OBJECTIVES:

PROCEDURE OBJECTIVE

The intention is to adopt both this Operational Procedure and the LGIA conditions.

PURPOSE

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Governments and private companies.

The pre-requisites for assistance are:

- that the course(s) complement the Local Government's goals and strategies; and
- are relevant to the work of the employee.

OBJECTIVE

To encourage employees to pursue studies relevant to their positions and to the Local Government.

MANAGEMENT PROCEDURE STATEMENT/S:

PROCEDURE

Eligibility for Assistance

To be considered for assistance employees need to satisfy the following criteria:

- a. Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- b. Employment must be of a continuing nature.
- c. The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in own time, although submissions for time off for repeated subjects without pay or with such time to be made up, will be considered on merit.

The following criteria should be applied in determining staff access to study courses:

- d. The attending of the study course does not unduly impact upon the operational objectives of the Local Government.
- e. Any officer requesting to be approved study leave shall ensure that an application is made in writing and stipulates the following:
 - course name;
 - location;

- length of course;
- relevancy to the current position; and
- cost of course

- f. The duration and length of study leave shall be granted at the discretion of the Chief Executive Officer.
- g. Study leave may be extended by the Chief Executive Officer during periods where the workload, training or time attending exams is additional to that normally required.

Time off for Lectures

Paid leave granted to employees to attend external studies shall include travelling time but only if that travel occurs during normal hours in which the employee would normally have been required to work.

Employees may be permitted time off with pay up to five hours per week, including travelling time, providing the equivalent period of time attending lectures is incurred in the employee's own time, subject to:

the number of staff attending courses of study at any one time shall not unduly interfere with work of the Local Government or any one department; and

study release may, at the Chief Executive Officer's discretion, be waived from time to time under extreme workload conditions.

Examination Leave

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

Reimbursement of Fees

All applications for assistance should be accompanied by proof of enrolment and breakdown of associated fees including receipts and any approved assistance for associated costs for study (including books, fees and transport) may be approved at the discretion of the Chief Executive Officer.

An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed, after successful completion of the semester/term.

Expenditure for books, stationery, equipment, parking and travel are not reimbursed, although such expenses may be eligible deductions for taxation purposes.

Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational Local Government, indicating passes in those subjects.

Continuity

To continue to qualify for assistance under the education Procedure, employees will need to successfully complete each semester's subjects.

In the event that the employee is unsuccessful in completion of a study module or leaves the Local Government before the completion of that semester's study, repayment of financial support given for that semester's study is to be made as follows:

By deduction from the employee's pay on a fortnightly basis over a six month period (prior written consent from the employee is required before approval will be granted) ; or

Should the employee leave the Local Government, the amount outstanding is to be deducted from the employee's final pay (prior written consent from the employee is required before approval will be granted).

Withdrawal of Support for Unsatisfactory Progress

Support may be withdrawn subject to:

- review of semester results;
- behaviour and progress of the employee;
- the educational requirements of the Local Government; or
- repeated subject failures associated with any study course.

Promotion

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification, grading or remuneration.

Responsibility

Each individual staff member is required to ensure that their eligibility for education and study assistance is maintained.

The relevant Director/Manager must ensure that this procedure is adhered to.

ARIATION TO PROCEDURE

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/14-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-057 Chapman Valley Attractions & Retention Procedure

MERGED WITH CMP-053

MANAGEMENT PROCEDURE No.	CMP-057
MANAGEMENT PROCEDURE	CHAPMAN VALLEY ATTRACTIONS & RETENTION PROCEDURE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.310
RELEVANT DELEGATIONS	

OBJECTIVES:

PURPOSE

Employees are provided with the following entitlements to assist with the attraction and retention at the Local Government:

Four weeks of annual leave per annum (unless otherwise determined by Employment Contract);

Two additional days off in lieu of the working day after the New Year's Day holiday and Easter Tuesday; and

OBJECTIVE

To ensure that existing employees maintain an appropriate level of leave and location entitlements.

MANAGEMENT PROCEDURE STATEMENT/S:

PROCEDURES

Annual Leave

All full and part time employees shall be entitled to four weeks annual leave per annum (unless otherwise determined by Employment Contract).

In accordance with the National Employment Standards and the Local Government Industry Award 2010, leave accrue on a monthly basis, be paid at the employee's base rate of pay and receive a 17.5% leave loading.

Days in Lieu

Subject to the terms of this Procedure, each employee who is scheduled to work on the working day after the New Year's Day holiday and Easter Tuesday each year or is on paid leave shall become entitled to a day's paid absence in lieu for each of the days.

On the working day after the New Year's Day holiday and Easter Tuesday each year an employee who is scheduled to work those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of days.

Further, an employee who works a roster and is on a rostered day off on either the working day after the New Year's Day holiday or Easter Tuesday shall also be entitled to a day's paid absence in lieu of each of the days.

The days in lieu are to be taken in the year in which they fall due and at the convenience of the employer. The employer may elect to allow employees to accrue the days in lieu.

~~It is at the discretion of the Local Government whether employees are required to work on the actual days in lieu.~~

VARIATION TO PROCEDURE

~~This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.~~

~~All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.~~

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/14-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-058 Community Service Leave

MANAGEMENT PROCEDURE No.	CMP-058
MANAGEMENT PROCEDURE	COMMUNITY SERVICE LEAVE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.230
RELEVANT DELEGATIONS	

OBJECTIVES:

PURPOSE

An employee has an entitlement to be absent from employment for the purposes of engaging in an eligible community service activity. Under the *Fair Work Act 2009*, an eligible community service activity is defined as follows:

- ~ Jury service (including attendance for the purpose of jury selection) that is required by or under a law of the Commonwealth or of a State or Territory; or
- ~ Carrying out a voluntary emergency management activity;

The following Community Service Procedure includes provisions for employees to access leave under the following conditions:

- ~ Voluntary Emergency Management Activities;
- ~ Jury Service / Duty; and
- ~ Defence Reserve Leave

OBJECTIVE

To recognise that employees are able to access leave for the purposes of community service, defence reserve leave and jury duty leave, and provide guidelines to facilitate access to such leave.

MANAGEMENT PROCEDURE STATEMENT/S:

PROCEDURE

Community Service Leave

Community Service Leave refers to leave associated with an employee who is absent from work for purposes of engaging in a voluntary emergency management activity.

- An employee who engages in a voluntary emergency management activity is entitled to be absent from employment for a period (including reasonable travel and rest time) to engage in that activity, in the form of Community Service Leave.
- Access to Community Service Leave for the purposes of voluntary emergency management activity will be in the form of unpaid leave.
- Employees accessing Community Service Leave must notify their supervisor as soon as is practicable of the period, or expected period of absence. Employees must also provide evidence supporting their application for (unpaid) Community Service Leave.

Jury Service Leave

- Employees who are selected for jury duty must advise their supervisor as soon as possible of the dates, and submit the relevant documentation to Payroll.

- b. As required under West Australian Law, the Local Government will continue to pay the employee their usual wages while the employee attends jury duty / service.
- c. The employee must produce the relevant claim/reimbursement forms and attendance certificates (including dates of leave) and provide to payroll for processing.
- d. Payroll will apply to the WA Sherriff's Office, for reimbursement of the cost of the employee's wages while on jury duty/service.

Defence Reserve Leave

It is recognised that the Australian Defence Reserves continues to be an important part of our national defence strategy and that employer support is essential to their continued effectiveness.

This Procedure applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

- a. Employees applying for Defence Reservist Leave are required to provide evidence from the Defence Force of the extent of the leave requirement.
- b. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Local Government. Generally this should be three months prior to the period of leave required.
- c. Leave for Reservists is typically 4 weeks (20 working days or 28 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists' attendance at recruit/initial employment training will be granted where required. This leave is in addition to any annual leave entitlements, but is not accumulative and cannot be carried over to the following year.
- d. An employee may elect to use annual leave entitlements to cover a proposed Defence Reservist Leave period, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
- e. On application to the Chief Executive Officer, paid leave, in the form of 'top up pay' (see clause (f) below), may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. Where granted, such paid leave will apply to a specific period or periods of leave only, and will not be considered an ongoing arrangement.
- f. Where the Local Government agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services - 'top up pay'. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Local Government. Superannuation contributions will be based on the employee's normal weekly salary.
- g. "Continuous full-time defence service" (excluding any time taken on annual or long service leave), will not count for annual leave or sick leave, as the employee's contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue:
- h. Full time military service will count as service for long service leave purposes.
- i. Unpaid Leave will be treated as leave without pay.
- j. An employee's contract is suspended whilst undertaking continuous fulltime defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
- k. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
- l. The Local Government will keep Reservist employees who are undertaking peacetime training or deployment informed of critical developments in the workplace e.g. salary related matters (enterprise or workplace agreement negotiations).

Legislation

- a. The *Defence Reserve Service (Protection) Act 2001 (the Act)* provides that:

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- b. “Defence Service” means service in a part of the Reserves and includes training.
- c. Reserve service may be continuous full-time defence service or other defence service (e.g. short periods of defence reserve service which may include training), and must not prejudicially affect employees’ entitlements or other conditions of employment.
- d. The Act does not invoke any obligation on the Local Government to pay the Reservists’ remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees’ public sector pay.
- e. Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- f. There is no scope for the Local Government to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist “volunteer(ing)” for service or training.
- g. There is no discretion under the Act for the Local Government to refuse requests for reserve service or training leave, irrespective of inconvenience to the Local Government or the nonessential nature of the leave. The Local Government is only entitled to verify that the leave request relates to the actual reserve service or training.

Local Government Support Payment Scheme

- a. In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Local Government Support Payment (ESP). This payment is available to the Local Government when a Reservist is released for more than 2 weeks per year.
- b. The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is as recognition of the costs and/or disruption to the Local Government caused as a consequence of releasing a reservist for a period of continuous Defence service.
- c. Service that is considered under the Local Government Support Payment is:
 - i) ordinary Reserve Service, and
 - ii) voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.
- d. Under the Scheme the Local Government is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.
- e. Further details of the operation of the Australian Defence Force Reserves Local Government Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Local Government on 1800 803 485 or their website www.defence.gov.au/reserves.

VARIATION TO PROCEDURE

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/14-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-059 Leave Without Pay

MANAGEMENT PROCEDURE No.	CMP-059
MANAGEMENT PROCEDURE	LEAVE WITHOUT PAY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	14.330
RELEVANT DELEGATIONS	

OBJECTIVES:

PURPOSE

The Local Government recognises that in order to retain the services of employees, it is sometimes necessary to grant leave of absence without pay if all other leave entitlements are exhausted by the employee. Each request for leave of absence without pay shall be considered on its merits.

OBJECTIVE

To enable employees to take unpaid leave in special circumstances, at the discretion of the Chief Executive Officer.

MANAGEMENT PROCEDURE STATEMENT:

PROCEDURE

Applications for leave without pay shall be supported by full details of reasons for such leave.

Factors that shall be taken into account prior to approving all leave without pay applications include but not limited to:

- a. the extent to which the employee's department/section will be inconvenienced;
- b. any future projects or Local Government objectives, which the leave may impact upon;
- c. the reasons for taking such leave;
- d. the amount of unpaid leave that has been requested;
- e. the costs (where applicable) of filling the position with a replacement;
- f. the availability and cost of relief arrangements; and
- g. the employee's past work performance and behaviour.

The Chief Executive Officer may approve leave for a period determined appropriate by the CEO. Once a decision has been made the employee shall be given written notification which outlines:

- h. whether or not the approval for leave without pay has been issued;
- i. any conditions attached to the leave without pay including a copy of this Procedure;
- j. the grounds and reasons why the leave was approved or rejected; and
- k. the length of time for which the approval has been issued.

Leave without pay will not normally be approved unless the employee has exhausted all annual and/or long service leave, Rostered Days Off, etc. entitlements.

A copy of the leave application and correspondence will be committed to the employee's personal file for future reference.

Accrual of Leave

An employee who has been approved leave without pay shall not be entitled to accrue any annual, personal, sick or long service leave during the period of time that they are absent from work.

Employment whilst on Leave

An employee shall not be allowed, without the prior written approval of the Chief Executive Officer, to engage in any other employment for reward or recognition while they are on leave.

Illness and Redeployment

Where leave without pay resulting from illness or injury is requested after all other possible leave entitlements are exhausted, the Chief Executive Officer may approve such leave as long of the employee continues to:

Keep in regular contact (at least fortnightly) with the Chief Executive Officer regarding the progress of their illness, nature of illness and likely timeframe of returning to work.

Provide the Local Government with a certificate from a registered medical practitioner for the periods of absence.

Where an employee has requested leave without pay due to illness or injury because the employee is employed in a capacity, which involves manual labour or some other duties, which cannot be completed due to the illness or injury, then at the discretion of the Chief Executive Officer, the employee may be redeployed to alternative duties during a rehabilitation period until such time as the employee is able to return to their previous role.

Any redeployment due to illness or injury must be done with the genuine consent of the employee.

Once an employee's alternative duties and safe work environment have been decided, the Chief Executive Officer may request that the employee seek a certificate from a registered medical practitioner stating that the employee is able to complete the alternative duties without having any negative ramifications on their illness or injury and that the employee's new work environment will be suitable to recovery.

Where an employee has been redeployed under these provisions, the Chief Executive Officer, through discussion with the employee, will decide if the employee's salary will be maintained during the alternative duties at the previous position rate.

Leave without pay for further education

The Local Government acknowledges that it is sometimes beneficial for an employee to apply for leave without pay for a period in which they are intending to study for a further qualification at a tertiary level.

The Local Government is supportive of employees who seek further education and at the discretion of the Chief Executive Officer may approve leave without pay for a period of time if:

- a. the employee is genuinely intending to return to work after such studies;
- b. the studies are not able to be completed via any alternative method without leave;
- c. the studies are relevant to the current position or potential future career development within the organisation;
- d. the extent to which the employee's department/section will be inconvenienced;
- e. any future projects or Local Government objectives, which the leave may impact upon;
- f. the amount of unpaid leave that has been requested;
- g. the costs (where applicable) of filling the position with a replacement; and
- h. the employee's past work performance and behaviour.

VARIATION TO PROCEDURE

This Procedure may be varied or cancelled at the discretion of Chief Executive Officer.

This Procedure will always be subservient to the relevant Award requirements.

All employees will be notified by the normal correspondence method of any variation or cancellation to this Procedure. It is the responsibility of all employees to read this Procedure prior to applying for leave.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	05/14-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

CMP-060 Spare

MANAGEMENT PROCEDURE No.	CMP-060
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	
PREVIOUS POLICY No.	
RELEVANT DELEGATIONS	

OBJECTIVES:

MANAGEMENT PROCEDURE STATEMENT/S:

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	

NEW PROCEDURE

CMP-060 Recruitment and Selection Procedure

PROCEDURE NO	CMP-060
PROCEDURE	RECRUITMENT AND SELECTION PROCEDURE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS PROCEDURE/PROCEDURE No.	NIL
LEGISLATION	LOCAL GOVERNMENT ACT – 5.36(1)(b); 5.36(3) & 5.40
RELEVANT DELEGATIONS	NIL

Note: This Procedure does not apply to the CEO Recruitment Process which is catered for under the Shire's *Standards for CEO Recruitment, Performance & Termination* as required under the *Local Government (Administration) Amendment Regulations 2021*.

OBJECTIVES:

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality.

The Shire is committed to ensuring recruitment and selection of prospective employees is in accordance with sections 5.36(1)(b); 5.36(3) and 5.40 of the Local Government Act i.e.

5.36. LOCAL GOVERNMENT EMPLOYEES

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(1) A local government is to employ

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

(3) A person is not to be employed by a local government in any other position unless the CEO (a) believes that the person is suitably qualified for the position; and

(b) is satisfied with the proposed arrangements relating to the person's employment.

5.40. PRINCIPLES AFFECTING EMPLOYMENT BY LOCAL GOVERNMENTS

The following principles apply to a local government in respect of its employees —

(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and

(b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and

(c) employees are to be treated fairly and consistently; and

(d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and

(e) employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and

(f) such other principles, not inconsistent with this Division, as may be prescribed.

The Shire is committed to an effective and professional method of selecting employees, which is consistent with its organisational values.

PROCEDURE STATEMENT/S:

The Shire's aim is to attract, select, employ, and retain quality employees who will contribute to the Shire's culture and values.

The Procedure applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).

CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the *Local Government (Administration) Amendment Regulations 2021* and the Shire's *Standards for CEO Recruitment, Performance & Termination*.

If the CEO is recruiting a 'senior employee' as defined in section 5.37 of the Act, this Procedure applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

The following procedure details processes for recruitment and selection of employees.

1. Position Description and Selection Criteria

Each position within the Shire of Chapman Valley shall have a selection criteria and position description approved by the Chief Executive Officer prior to advertising.

Before recruitment commences the line manager of the vacant position must provide the Chief Executive Officer with documented evidence outlining the need for the position taking into account the organisations staffing requirement and Shire's strategic and operational plans. The line manager, in consultation with the shire employee responsible for human resource, must also provide the following supporting documentation:

- Position Description and

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- Selection Criteria.

Position Description is a written statement of the primary tasks, functions, responsibilities, interactions, qualifications and experience attached to a specific position. The position description should be reviewed by the line manager to ensure it is up to date, reflects the requirements of the position and properly adheres to the principles of merit and equal opportunity.

The position description is the basis for identifying the key selection criteria for the position. The selection criteria will include the knowledge, skills, experience and qualifications the ideal candidate should possess to successfully fulfil the functions of the position.

The selection criteria will facilitate an accurate and merit-based assessment against the applicant's skills and abilities.

All positions will be evaluated to determine the appropriate classification and remuneration level of jobs.

2. Recruitment Strategy

The most appropriate strategy for recruitment will be adopted to ensure the timely and effective use of resources and to maximise the successful performance of the role for the Shire. Whilst the Shire is committed to providing opportunities for existing employees to apply for vacancies within the organisation, the recruitment mix (advertisements, internal applications, external applications) will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs with regard to present and future corporate needs.

At the discretion of the Chief Executive Officer, vacant positions may be filled by:

- an internal recruitment process;
- an external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- by direct selection.

2.1 Direct Selection

The Chief Executive Officer may, at their discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy.

Direct selections may be made in the following circumstances:

- a) where a position requires a high degree of specialist knowledge or skill;
- b) where a major re-organisation has taken place, jobs have been re-designed, and/or where existing employees must be accommodated within a new organisational structure; or
- c) where direct selection is in the best interests of the smooth operation of the Shire.

2.2. Internal Recruitment

The Chief Executive Officer may determine to fill any vacancy by inviting applications from within the organisation. This process can be utilised where a number of potential candidates with the required specialist knowledge or skills have been identified within the Shire's workforce.

The advertising of all internal vacancies will be coordinated through the staff member responsible for human resources within the Shire. Internal positions will be advertised via email, notice boards and intranet (if available).

Internal applicants for positions must address the job application requirements and selection criteria established for the position.

2.3 External Advertising and Applications

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The Chief Executive Officer may elect to recruit persons externally through placing an advertisement in the newspaper, online sources or a combination of both including the Shire's website and any social media platforms or listing the vacancy with a specialist recruitment agency.

The placement of external position advertisements will be coordinated by the staff member responsible for human resources within the Shire.

A contact officer will be appointed for all advertised positions. The contact officer should have an understanding of the position and would normally be the immediate supervisor of the position or human resources. Contact officers must interact with potential applicants in a discreet, professional and non-discriminatory manner.

3. Acknowledgement of Applications

All applicants will receive confirmation of their application and an outline of the recruitment process via email.

4. Shortlisting of Applicants

The purpose of shortlisting is to select a smaller group of applicants to proceed to the interview stage. The first step in short listing is to assess if the applicants appear to meet the essential criteria based on their application. It is not necessary for every applicant who meets the essential criteria be interviewed.

The line manager and any other staff member considered appropriate by the Chief Executive Officer should be involved in the shortlisting process and they should be familiar with the ethical considerations behind their decision-making process. This involves:

- The principles of merit (choosing the best candidate for the job).
- Avoiding discrimination and.
- Natural justice and fair treatment

5. Interview Panel Members will be appointed by Chief Executive Officer

If considered necessary by the Chief Executive Officer, interview panels are to be established and be will comprise of a maximum of three persons inclusive of the direct line manager of the position being advertised and at least one other Shire staff member, unless otherwise agreed. Members of the panel must possess the following qualities:

- Knowledge of the work area;
- An understanding of the nature of the work concerned and its relationships to Shire's functions;
- An understanding of the selection policies and procedures;
- A gender balance on the panel is desirable where practicable.

6. Interview Assessment Guidelines

The staff member responsible for human resources within the Shire will prepare the interview questions in consultation with the direct line manager. Interview questions will include a series of behavioural based questions relating to the key performance requirements of the position and based on the defined selection criteria.

7. Interviews

Interviews will be conducted in-line with the Equal Employment Opportunity guidelines. All positions require a minimum of one round of interviews prior to the final selection being made. Candidate responses to the selection criteria will be scored using a standardised scoring process. Where appropriate, relevant skill will form part of the selection process. A formal selection report must be provided to the Chief Executive Officer for approval prior to an offer of the position being made to the preferred candidate.

The panel shall, where possible, reach consensus on the applicant with the most merit to fill the position. Where consensus cannot be reached, or where two or more applicants are considered equal by the panel, the relevant information will be referred to the Chief Executive Officer for determination.

If there isn't a suitable applicant, the panel may decide to:

- Readvertise (perhaps more widely) and re-examine and modify the position requirements.
- Assess the best applicant's ability to meet the position requirements if supplementary training were provided.
- Review the adequacy of the process followed
- Review the position.

8. Reference Checks and Academic Results

Reference checks are an important part of the selection process as they provide the selection panel with more information on which to make comparisons between interviewed applicants.

Reference checks of at least two recent employment or educational based referees must be undertaken, with a brief referee report being completed. Standard questions should be asked of each referee. Referee checks must relate to the inherent requirements of the position; however, the referee should be allowed and encouraged to speak freely, therefore a free ranging conversation beyond the selection criteria should not be stopped.

The referee should be asked to provide factual information or to give examples of observations made or opinions given about the applicant. These requests should be made in a way not to reflect doubt on the referee nor stops the flow of discussion.

Reference checks should be coordinated by the responsible line manager or the staff member responsible for human resources within the Shire.

Applicants, where relevant, should also be required to provide certified copies or originals of academic results, professional qualifications or work-related licences.

9. Pre- Employment Checklist

To provide appropriate levels of risk management in the recruiting process to minimise risk a pre-employment checklist must be completed which includes, yet not limited to the following:

9.1 Verification of candidate identity

The preferred candidates identity must be verified using a 100 points check including the candidates right to work in Australia.

Successful applicants should provide a certified copy of suitable proof of identification such as a driver's licence Australian passport using a 100 point ID

9.2 Criminal Record Screening

Dependent on the risk associated with a particular role applicants may be required to provide a current National Police Clearance..

10. Pre-employment Medical

A pre-employment health assessment may be required as part of the recruitment process. The purpose of this assessment is in the interests of the prevention of industrial injury and/or illness by the proper placement of employees in those positions best suited to their physical capabilities.

The assessment is not for the purpose of determining the success or otherwise of a person's application for employment. A health assessment will be undertaken by a medical examiner of Shire's choice. The Shire will pay the medical examiner's fee.

The Local Government may direct a preferred candidate to undertake a pre-employment medical to ascertain whether the candidate is fit to undertake the inherent requirements of the role as specified

11. Job Offers and Employment Commencement

On approval from the Chief Executive Officer and the completion of all required pre-employment checks, the successful applicant will be offered the position.

12. Employee Declarations

Before commencement of employment all employee declarations are required to be completed and signed. This includes, yet not limited to, employment conditions agreement, confidentiality agreement, drivers licence declaration, information technology acknowledgement.

13. Employment Agreements/Contracts

All successful applicants will receive a letter of appointment (agreement-based employee) or a letter of offer and employment contract (common law contract).

The letter of appointment and letter of offer/employment contract are some of the most important documents issued by the Shire. Together with the prospective employee's acceptance, it forms the basis of the contract of employment. Documenting the employment relationship will ensure the prospective employee knows on what terms she or he is agreeing to work, thus minimising any doubt, as well as the likelihood of any further disputes.

The letter of employment should contain the following information as a minimum:

- Position title and duties together with a copy of the position description;
- Employee's classification, wage rate and payment arrangements;
- Duration of employment;
- Supervisor/line authority;
- Hours of work and place of work;
- Superannuation details;
- Leave entitlements;
- Probationary period and review mechanisms;
- References to the applicable award, industrial agreement and employees
- Reference to relevant policies and procedures.

The employment documents must be signed and returned by the applicant prior to the commencement of employment. Should at any time during the period of employment any of the terms and conditions of employment need to be changed or varied for whatever reason, a new contract of employment or letter of appointment will be completed and the employee must agree prior to the variations or change taking place.

A personnel file containing the employee's application for employment, letter/contracts of employment and pre-employment checks will be established in the Shire information/records management system.

All personnel information will be kept on file and will be made available to the individual employee to view on request.

14. Notification of Employees Appointments

The appointment to positions will be notified when confirmation of acceptance has been received and all unsuccessful applicants have been notified.

15. Probationary Period

Notification upon Appointment

All Shire of Chapman Valley managers and senior employees will endeavour to adhere to the following guidelines when establishing a probationary period for an employee:

- The probationary period must be committed to writing at the outset of the employment relationship, so both the Shire of Chapman Valley and employees are clearly aware and informed of the probationary period. This may be in the form of a letter of offer, contract of employment, policy or enterprise agreement. The length of the probationary period will be determined after having regard to the nature of the position and the required time frame for assessment; and
- A probationary period must be determined in advance and prior to appointment;
- The Shire of Chapman Valley will endeavour to notify the employee in writing of their probationary period and the discretion of the Shire of Chapman Valley to extend the probationary period, in either the letter of appointment or the contract of employment.

Termination of Employment during Probationary Period

An employee may be dismissed during a probationary period pursuant to their contract of employment. However, it is important that if an employee's employment is terminated, that:

- the Shire of Chapman Valley outlines the reasons for termination; and
- the employee is given an opportunity to respond to the reasons for the termination of their employment.

Permanent Appointment to Position

Where it has been decided an employee has performed satisfactorily in order to be granted ongoing employment, the following procedures shall be followed:

- the employee's permanent status will be confirmed in writing;
- the manager and employee will meet to discuss any performance issues, areas of improvement and areas of positive performance, and record these discussions in writing;
- any training needs of the employee will be identified and record these training needs in writing;
- the employee should be given the opportunity to provide feedback regarding the probationary process and the matters discussed during the probationary process; and
- Identify and explain areas within the Key Performance Indicators which require improvement.

Failure to complete a final probationary review within the set timeframe will not automatically result in an employee being permanently appointed to any that position. If the final probationary review is not completed within the set timeframe, the employee on probation will be contacted as soon as practicable and informed their probationary will be extended to allow for a final assessment to be conducted.

Extension to the Probationary Period

The Shire of Chapman Valley may decide to extend the probationary period beyond the initial probationary period rather than appoint the employee permanently. Any decision to extend the probationary period should take into account the factors outlined below:

- employee absence or change in management;
- the employee's performance;
- the guidelines set out in the relevant award, letter of employment and/or contract of employment;
- the measures taken during the probationary period to discuss the deficiencies of the employee;
- the nature and seriousness of the deficiencies;
- the efforts by the employee to rectify any deficiencies;
- review of the employee's efforts to rectify their performance;
- Whether the nature of the work requires a longer probationary period in order to assess the employee's capacity to perform the role;
- the employee's personal circumstances such as previous experience, knowledge, age, expectations and family responsibilities; and
- any other factor deemed relevant by the Local Government.

The employee should be informed where the Shire of Chapman Valley decides to extend the probationary period and this extension should be confirmed in writing.

16. Record Keeping

During the recruitment and selection process, applications and information relating to applications will be recorded and stored in accordance with the Record Keeping Plan and State Records Act 2000 (WA).

Documentation recommending the appointment of the successful candidate including reference checks will be filed on the job application file to ensure transparency of the process.

17. Other Related Documents and Legislation

Anti-Discrimination Act 1991

Age Discrimination Act 2004 (Cwth)

Australian Human Rights Commission Act 1986 (Cwth)

Disability Discrimination Act 1992 (Cwth)

Information Privacy Act 2009

Local Government Act 2009 Local Government Regulation 2012

Racial Discrimination Act 1975 (Cwth)

Right to Information Act 2009

Sex Discrimination Act 1984(Cwth)

Workplace Gender Equality Act 2012 (Cwth)

Code of Conduct

Equal Employment Opportunity

Industrial Instruments

Recruitment and Selection Procedure

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:

Reviewed/Amended – Council Resolution:

CMP-063 Information Technology Usage Procedure

MANAGEMENT PROCEDURE No.	CMP-063
MANAGEMENT PROCEDURE	INFORMATION TECHNOLOGY USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	

OBJECTIVES:

This Procedure outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Chapman Valley. The Procedure applies to Elected Members, staff and to others to whom access to IT facilities has been provided.

MANAGEMENT PROCEDURE STATEMENT/S:

1. General Use

- 1.1 The Shire of Chapman Valley reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.2 The Shire of Chapman Valley has ownership of all files and e-mail messages stored on Shire ~~computers-devices~~ and reserves the right to examine all ~~computer~~ data and software on its facilities and to monitor usage in order to ensure compliance with this Procedure.
- 1.3 Users must respect the resource limitations of the IT facilities provided resources are not infinite.
- 1.4 Any facilities provided to users are for the business purposes of the Shire of Chapman Valley. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.
- 1.5 The Shire of Chapman Valley supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by the Shire of Chapman Valley are not supported.

2. Storage

- 2.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS). This is consistent with the legislative requirements of the State Records Act 2000.
- 2.2 E-mails and faxes, sent and received, and of corporate nature must be captured and stored in the Electronic Document Management System. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.3 Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.
- 2.4 Corporate documents must not be stored on desktop computers or on portable media (i.e.: Portable Devices, CDs, DVDs) There are appropriate methods for storing draft and 'working' documents within the EDMS.

Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the

EDMS, this information can be obtained from the Record Management Record Keeping Plan August 2014 and Record Management Standard Operating Procedures.

- 2.5 Only the network drives and corporate systems are backed up. 'C' drives and local 'H' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- 2.6 Duplication of data is to be avoided. Any documents stored in the EDMS do not need to be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

3. Installing Unauthorised Software or Files

- 3.1 Users must not purchase, install, copy or use any software without prior written consultation with the Chief Executive Officer or Manager Finance & Corporate Services.
- 3.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire of Chapman Valley systems.
- 3.3 Copyright authorization documentation has to be registered in the EDMS and Manage according to the Shire's record keeping plan.
- 3.4 The installation and use of third party "screen savers" is not permitted.

4. Access to Computer Facilities

- 4.1 Users may use only those facilities, which they have been properly authorised to use by the relevant Manager. Authorisation must be provided to Manager Finance & Corporate Services in writing before access is provided and/or modified. Access to third party contractors or consultants must be authorised by the Chief Executive Officer and facilitated by the Manager Finance & Corporate Services for security.
- 4.2 Users may not use any of the facilities provided by the Shire of Chapman Valley in such a way as to reflect poorly upon the Shire either in part or as a whole.
- 4.3 Users may not use any of the facilities provided to them by the Shire of Chapman Valley in such a way as to achieve personal gain or to earn income external to their employment at the Shire.
- 4.4 The playing of games on Shire computers is not permitted.
- 4.5 Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.
- 4.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.
- 4.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Managers or the Chief Executive Officer.
- 4.8 Users will comply with any directive (verbal, written or electronic) from Manager Finance & Corporate Services relating to access to IT facilities.

- 4.9 Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- 4.10 Users must be aware that the use of mobile ~~computing facilities~~ devices may result in significant communications costs. When users do not have access to ~~local call~~ Wi-Fi connections to the Shire, on-line time should be kept to a minimum. The Shire of Chapman Valley will not be responsible for any excessive costs incurred. ~~Next G~~ Mobile data devices are available for executive staff who ~~has to travel and~~ need internet access.
- 4.11 Remote access to the Shire of Chapman Valley IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from their Manager. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 8 characters and must contain a mixture of upper and lower case alpha characters and numbers.
- 4.12 The Manager Finance & Corporate Services reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Manager Finance & Corporate Services in advance to arrange access options.
- 4.13 The Manager Finance & Corporate Services has the right to remove, or reallocate specific items of IT equipment within the organisation to ensure maximum efficiencies are achieved from the shire's IT equipment. Such removals reallocations will occur with appropriate consultations with the appropriate managers.

5. Security

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.
- 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Manager Finance & Corporate Services, except in the following circumstances: -
- 5.2.1 For data or files stored on a shared network facility or transferred in/out via a shared network facility.
- 5.2.2 Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Manager Finance & Corporate Services.
- 5.4 Users are encouraged to log out of their workstations when they are not in use or utilise the auto-locking from the alt-ctrl-del function of away from their workstation more than 10 minutes.
- 5.5 Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Manager Finance & Corporate Services.
- 5.6 Users must report to Manager Finance & Corporate Services, without delay, any breaches (either real or perceived) of security.

6. IT Support

- 6.1 The Shire would like all users of our equipment to get maximum productivity through the use of advanced technology.
- 6.2 Progress is only possible through cooperation; staff should communicate with Manager Finance & Corporate Services as frequently as possible to enable the Manager Finance & Corporate Services to understand their needs or frustration. Requests for new systems will be formal and such requests will have treated in order of priority or directives from the Chief Executive Officer.
- 6.3 Support Requests to any external IT support agencies are to be logged through the Manager Finance & Corporate Service.

7. Internet and E-mail

- 7.1 The provision of Internet browsing facilities to a user must be authorised in writing by the relevant line Managers and Chief Executive Officer.
- 7.2 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS.
- 7.3 When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or out of office message is to be utilised.
- 7.4 Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

8. What is Acceptable Use in regard to Internet and E-mail?

- 8.1 Subject to the balance of this Procedure, employees may use the Internet access provided by the Shire of Chapman Valley for: -
 - 8.1.1 Work-related purposes;
 - 8.1.2 Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Chapman Valley email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire of Chapman Valley;
 - 8.1.3 Utilizing any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Manager Finance & Corporate Services.
 - 8.1.4 Personal e-mails to advertise items are not permitted.
 - 8.1.5 E-mail messages of a corporate nature that leave the Shire of Chapman Valley destined for an external organisation are public records and must be captured in the EDMS. Any corporate email messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

Condition: Provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or

her colleagues. Managers and/or the CEO can determine if any private use is excessive and direct staff to curtail such case as they consider appropriate,

9. What is Not Acceptable Use in regard to Internet and E-mail?

- 9.1 Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for: -
 - 9.1.1 Personal commercial purposes;
 - 9.1.2 Sending unsolicited bulk email such as advertising or announcements that are not related to Shire business to any group
 - 9.1.3 Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails
 - 9.1.4 Disseminating confidential information of the Shire of Chapman Valley;
 - 9.1.5 Any illegal purpose;
 - 9.1.6 Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
 - 9.1.7 Disseminating personal contact information of officers or employees of the Shire without their consent;
 - 9.1.8 Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
 - 9.1.9 Knowingly downloading or requesting software or media files or data streams that are not related to Shire business.
 - 9.1.10 Sending e-mails that has documents attached, to multiple users within the Shire. Documents of corporate value should be registered in the EDMS and be referred to in e-mails. If a document is not of corporate value it can be stored on the Shared drive and referred to in an e-mail.
 - 9.1.11 The use of real-time messaging services such as ICQ or MSN or Yahoo.
 - 9.1.12 Web sites including but not limited to those of the following nature: -
 - Games.
 - Personal Shopping / Auctions.
 - Entertainment.
 - Adult Entertainment.
 - Social Sites (Facebook)
 - Pornography.
 - Personal Internet E-mail (such as Gmail, Hotmail or Yahoo).
 - Chat Rooms / Channels.

10. Example of Disclaimer to be used

"This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Chapman Valley unless this is clearly indicated.

[G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2021\3-Mar 2021\CEO\Att 10.3.2\(d\) - HR Policy & Procedures.docx](#)
[G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2021 REVIEW\HR Induction & Guidelines Manual.docx](#)

You should scan this email and any attachments for viruses. The Shire of Chapman Valley accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email."

11. Consequences of Unacceptable Use

- 11.1 The Shire of Chapman Valley keeps and may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Chapman Valley will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.
- 11.2 Responsibility for use of the Internet that does not comply with this Procedure lies with the employee so using it and such employee must indemnify the Shire of Chapman Valley for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of Procedure.
- 11.3 The Shire of Chapman Valley will review any alleged breach of this Acceptable Use Procedure on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for dismissal.
- 11.4 Otherwise, an alleged breach shall be dealt with as follows: -
 - 11.4.1 Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
 - 11.4.2 If the breach is not desisted from or remedied, The Shire of Chapman Valley may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
 - 11.4.3 If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.
 - 11.4.4 If a breach is committed after the third warning the employee may be dismissed. Breaches of this Procedure will be handled as per the Industry Standard Disciplinary Procedure.

12. Questions

If you have any questions about this information technology Procedure, please contact the Manager Finance & Corporate Services. If you do not have any questions, the Shire of Chapman Valley presumes that you understand and are aware of the rules and guidelines in this Procedure and will adhere to them.

13. Declaration

I have read, understand and acknowledge receipt of the Information Technology Usage Policies and Procedures Procedure. I will comply with the guidelines set out in this Procedure.

Signature: _____

Name: _____

Date: _____

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-069 Probationary Period of Employment

SEE NEW RECRUITMENT PROCEDURE CMP060

MANAGEMENT PROCEDURE No.	CMP-069
MANAGEMENT PROCEDURE	PROBATIONARY PERIOD OF EMPLOYMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	

OBJECTIVES:

A probationary period will apply to all full-time, part-time, fixed-term, maximum-term and casual employees commencing employment with the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

Notification upon Appointment

All Shire of Chapman Valley managers and senior employees will endeavour to adhere to the following guidelines when establishing a probationary period for an employee:

- The probationary period must be committed to writing at the outset of the employment relationship, so both the Shire of Chapman Valley and employees are clearly aware and informed of the probationary period. This may be in the form of a letter of offer, contract of employment, policy or enterprise agreement. The length of the probationary period will be determined after having regard to the nature of the position and the required time frame for assessment; and
- A probationary period must be determined in advance and prior to appointment;
- The Shire of Chapman Valley will endeavour to notify the employee in writing of their probationary period and the discretion of the Shire of Chapman Valley to extend the probationary period, in either the letter of appointment or the contract of employment.

Termination of Employment during Probationary Period

An employee may be dismissed during a probationary period pursuant to their contract of employment. However, it is important that if an employee's employment is terminated, that:

- the Shire of Chapman Valley outlines the reasons for termination; and

- the employee is given an opportunity to respond to the reasons for the termination of their employment.

Permanent Appointment to Position

Where it has been decided that an employee has performed satisfactorily in order to be granted ongoing employment, the following procedures shall be followed:

- the employee's permanent status will be confirmed in writing;
- the manager and employee will meet to discuss any performance issues, areas of improvement and areas of positive performance, and record these discussions in writing;
- any training needs of the employee will be identified and record these training needs in writing;
- the employee should be given the opportunity to provide feedback regarding the probationary process and the matters that were discussed during the probationary process; and
- Identify and explain areas within the Key Performance Indicators which require improvement.

Failure to complete a final probationary review within the set timeframe will not automatically result in an employee being permanently appointed to that position. If the final probationary review is not completed within the set timeframe, the employee on probation will be contacted as soon as practicable and informed that their probationary will be extended to allow for a final assessment to be conducted.

Extension to the Probationary Period

The Shire of Chapman Valley may decide to extend the probationary period beyond the initial probationary period rather than appoint the employee permanently. Any decision to extend the probationary period should take into account the factors outlined below:

- employee absence or change in management;
- the employee's performance;
- the guidelines set out in the relevant award, letter of employment and/or contract of employment;
- the measures taken during the probationary period to discuss the deficiencies of the employee;
- the nature and seriousness of the deficiencies;
- the efforts by the employee to rectify any deficiencies;
- review of the employee's efforts to rectify their performance;
- Whether the nature of the work requires a longer probationary period in order to assess the employee's capacity to perform the role;
- the employee's personal circumstances such as previous experience, knowledge, age, expectations and family responsibilities; and
- any other factor deemed relevant by the Local Government.

The employee should be informed where the Shire of Chapman Valley decides to extend the probationary period and this extension should be confirmed in writing.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32



SHIRE OF

Chapman Valley

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Organisational Corporate Policy, Procedures & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference: 07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 03/20-13	18 th March 2020

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Key Documents, Policies / Procedures

These are Shire specific policies, procedures and guidelines relevant to the organisation and form part of this manual to act as a reference tool.

1.0 Policies

CP-002 Objections & Appeals

POLICY NO	CP-002
POLICY	OBJECTION AND APPEALS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.40
LEGISLATION	LOCAL GOVERNMENT ACT – SUBDIVISION 7
RELEVANT DELEGATIONS	

OBJECTIVES:

Introduce an *Objection and Appeals Policy and Checklist*. This Checklist is for decisions made under Part 3 of the Local Government Act (Functions of Local Governments) and any Local Law or Regulation that operates as if it were a Local Law.

POLICY STATEMENT/S:

Chapman Valley Shire resolved to adopt the pro-forma Objection and Appeals Checklist in regard to the giving of a notice is regarded as making a decision.

i) Advice to Be Given:

- ~ If a decision may be considered unfavourably by the effected person/s, have you given them written reasons for the decision and informed them of their rights to object and appeal against the decision?

ii) When A Person Lodges an Objection

- ~ Have you given the person reasonable time to make submissions on how to dispose of the objection?
- ~ Have you given the person notice in writing of how and why the objection was disposed of?
- ~ Has the effect of the decision been suspended until the person authorised to deal with the objection decides how to dispose of it?
- ~ Have you given the person notice in writing stating the urgent reasons why the effect of the decision should not be suspended? (if appropriate)

iii) When A Person Lodges an Appeal

- ~ Have you received a copy of the appeal?
- ~ Has the effect of the decision been suspended until the person authorised to deal with the appeal decides how to dispose of it?
- ~ Have you given the person notice in writing stating the urgent reasons why the effect of the decision should not be suspended?

iv) The Shire agree to utilise Forms 4 and 5 as stipulated in the Local Government (Functions and General) Regulations of 1996 when dealing with Objection and Appeals.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-003 Complaints Handling

POLICY NO	CP-003
POLICY	COMPLAINTS HANDLING SYSTEM
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.70
LEGISLATION	LOCAL GOVERNMENT ACT – S 5.107 TO 5.121
RELEVANT DELEGATIONS	1020

OBJECTIVES:

A complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve service to the community.

The complaint handling system includes processes for customers to make complaints and guidelines for officers to resolve complaints.

POLICY STATEMENT/S:

Definitions

Complaint is defined as being an expression of dissatisfaction about the standard of service, actions or lack of action by the Shire or its staff, affecting an individual customer or group of customers.

First tier complaints officers are officers empowered by the CEO to resolve complaints wherever possible at first contact.

Second tier complaints are to be referred to the CEO or relevant Senior Officer who is to deal with the unresolved complaint.

The third-tier complaint is the Complaint Review Group whose purpose is to conduct an informal investigation with regard unresolved complaints. The Complaint Review Group will comprise of President (or his/her delegate), Deputy President (or his/her delegate), CEO and relevant Senior Officer.

Please note the following will not be registered as complaints:

- Requests for services
- Requests for information or explanation of Policies or Procedures
- Lodging of an appeal in accordance with a standard procedure or policy.

Policy

1. The Shire of Chapman Valley shall deal with all complaints efficiently and effectively in the following manner:
 - (a) Front line officers (first tier) will assist complainants in the case of minor complaints and respond within seven (7) working days, detailing action taken or likely to be taken to resolve the issue.
 - (b) In the case of more serious complaints, or the complaint being outside the front-line officer's delegated authority, the complaint is to be referred to second tier officers with the complainant being informed of the name of the investigating officer. The investigating officer to advise the complainant within seven (7) working days of the status of the investigation and anticipated completion date
 - (c) Serious complaints involving personal injury, inappropriate behaviour of officers (i.e.; rudeness, discrimination or harassment), a breach of the law or financial implications and complaints which involve the need for a detail knowledge of the Shire of Chapman Valley's operations and procedures

shall be directed to the CEO with an initial acknowledgment being forwarded to the complainant within seven (7) working days.

- (d) Any appeal against a response to a complaint being received from the first and second tier officers shall be referred to the Complaints Review Group for resolution.
 - (e) If a complaint requires extended research/investigation, the complainant is to be advised and kept informed of progress every 21 days.
 - (f) A register of complaints will be kept by a nominated officer and those not responded to within the guidelines outlined above will be referred to the CEO.
2. Complaints shall be in writing (including fax and email), addressed to the CEO and signed by the complainant with his/her address before formal action is taken. Telephone complaints will not be accepted as it is too reliant on the officer to interpret the complaint.
 3. Training will be provided to staff responsible for receiving and/or resolving complaints and those responsible for management and processing more serious complaints will be provided with more specialised training in conciliation, mediation and investigation.
 4. The Complaints Review Group will be responsible for dealing with those complaints where the customer remains dissatisfied with decisions of the first and second tier officers.
 5. In cases where the customer does not accept the outcome achieved by the Shire of Chapman Valley by ways of its complaints procedures, the complainant is to be advised of the alternatives available to have the matter Reviewed/Amended by another body (Ombudsman, Crime & Corruption Commission, Department of Local Government & Regional Development, etc).

Complaint Handling Guidelines

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

First Tier – Front Line Officers

Level of Authority:

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

Apology:

A sincere apology for errors can be a potent weapon in resolving complaints! If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

When to refer a complaint on to second tier officer:

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

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

Second Tier – CEO or relevant Senior Officer

Level of Authority:

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

Review:

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

Conciliation:

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

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice to be obtained and alternatives to be investigated and considered. When not to undertake conciliation:

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

Third Tier – Complaints Review Group

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

The Group's role is to:

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

Steps for Investigation by Senior Officers

1. Check if there are any previous complaints from this person.
2. Contact the complainant to:
 - Clarify the complaint
 - Clarify the outcome sought

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

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

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	08/05-11
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32
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CP-004 Legal Representation Cost Indemnification

POLICY NO	CP-004
POLICY	LEGAL REPRESENTATION COSTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE NO.	8.20
LEGISLATION	LOCAL GOVERNMENT ACT – S 5.101
RELEVANT DELEGATIONS	1003; 1009

OBJECTIVES:

This policy is designed to protect the interests of Elected Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government 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 district. This policy applies in that respect.

POLICY STATEMENT/S:

1. General Principles

- a. The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- b. The local government may provide such assistance in the following types of legal proceedings:
 - i) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) proceedings brought against Elected Members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - iii) statutory or other inquiries where representation of members or employees is justified.
- c. The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d. The legal services the subject of assistance under this policy will usually be provided by the local government'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 local government.

2. Applications for Financial Assistance

- a. Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

- b. A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Shire providing full details of the circumstances of the matter and the legal services required.
- c. An application to the Shire 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).
- d. A member 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.
- e. Where there is a need for the provision of urgent legal services before an application can be considered by the Shire, the CEO may give an authorisation to the value of \$5,000 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.
- f. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

3. Repayment of Assistance

- a. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c. 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.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-008 Shire of Chapman Valley Record Keeping Plan

POLICY NO	CP-008
POLICY	SHIRE OF CHAPMAN VALLEY RECORD KEEPING
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	9.140
LEGISLATION	STATE RECORDS ACT, 2000
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure compliance with the requirements of the State Records Act, 2000

POLICY STATEMENT/S:

Creation of Records

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

Elected Members

Records must be created and kept (by elected members) by forwarding to the Chief Executive Officer for retention and disposal in accordance with the requirements of the State Records Office of WA if: -

- The subject matter is in relation to their participation in the decision-making processes of Council and Committees of Council, and
- Deemed to be a significant or vital record. (See criteria below).

Activities or transactions not directly relevant to the decision-making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Elected Member.

Employees

All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.

Capture & Control of Records

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

Security & Protection of Records

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

Access to Records

Access to the Shire of Chapman Valley records by: -

Staff and Contractors

Will be in accordance with the Shire of Chapman Valley Recordkeeping Standard Operating Procedures

The General Public

Will be in accordance with the Local Government Act 1995, Freedom of Information Act 1992 and Shire of Chapman Valley policy.

Elected Members

Will be via the Chief Executive Officer in accordance with the Local Government Act 1995

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Chapman Valley 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.

Significant Records

Records that contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They may describe an issue, record who was involved, record why a decision was made or may embody actual policy.

The following criteria shall be used to determine whether a record is significant:

1. Does it convey information that is considered essential or relevant in making a decision?
2. Does it convey information upon which myself or others (including the Shire of Chapman Valley) will be, or are likely to be, making decisions affecting their business operations, or rights and obligations under legislation?
3. Does it commit the Shire or its staff or council to certain courses of action, or the commitment of resources or provision of services?
4. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
5. Is the information likely to be needed for future use, or is it of historical value or interest?

Vital Records

Records those are essential to the re-establishment and continued operation of the business of the Shire in the event of a disaster. Vital records protect the assets and interests of the Shire as well as the rights of individual or stakeholders.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	02/04-17
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-009 Media Contact

POLICY NO	CP-009
POLICY	MEDIA CONTACT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.170
LEGISLATION	LOCAL GOVERNMENT ACT, 1995, [s2.8(d); s5.41(f) & s5.44(1)]

OBJECTIVES:

To set out in straight forward sequence, the statutory and corollary principles applying to speaking on behalf of the Shire of Chapman Valley.

POLICY STATEMENT/S:

1. In accordance with Section 2.8(d) of the Local Government Act 1995, the President is the authorised spokesperson of the Council and the Shire;
2. In accordance with Section 5.41(f) of the Local Government Act 1995, the CEO may also be the spokesperson of the Council and the Shire if the President agrees;
3. If the President is not available or unable to be the spokesperson (Section 5.34) then the Deputy President may perform this function;
4. In accordance with Section 5.44(1) of the Local Government Act 1995, the CEO may delegate authority to other officers to be the spokesperson;
5. If a Councillor or staff member is approached by the press to answer questions or make comment on Shire business, unless otherwise specifically authorised by the President, or the CEO, the press be referred to the authorised spokesperson of the Shire for response; and
6. Nothing in this Policy shall prevent a member of Council expressing his/her personal opinion to the media. However, as a general principle, members having dealings with the media when approached by it to make a statement or private comment on a matter of Shire business, should have regard to any resolutions of the Council affecting the matter in question.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-010 Freedom of Information

POLICY NO	CP-010
POLICY	FREEDOM OF INFORMATION (FOI)
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	13.10
LEGISLATION	FREEDOM OF INFORMATION ACT, 1992

OBJECTIVES:

The Shire of Chapman Valley supports the principle of the Freedom of Information Act 1992, and will release copies of documents it holds wherever possible, subject to the Act and to policy requirements.

POLICY STATEMENT/S:

The Manager of Finance and Corporate Services is the Freedom of Information decision maker and will process applications in accordance with the FOI Act and this policy.

The CEO is the Internal Reviewer and will review applications in accordance with the Act and their Policy.

All applications for documents available for purchase or inspection will be processed on payment of any required fee.

All applications for documents not normally available for public purchase or inspection will be dealt with under the provisions of the Freedom of Information Act, including payment of application (if applicable) and processing fees.

All documents subject to the Act will be released wherever possible, subject to spot editing to remove the possibility of identification of and need to consult with third parties (e.g. complainants) except Shire officers whose names may appear on documents as a normal part of their employment.

Documents containing:

- Personal information;
- Commercial or business information of a confidential nature excluding those documents which, under the Local Government Act 1995 are classed as public documents;
- Information which may impair law enforcement, public safety and property security;
- Information of Legal Professional Privilege (i.e. legal advice obtained by the Local Authority);
- Confidential communications; and
- Information of which disclosure could impair the effectiveness of methods and procedures for conducting tests, audits and spot inspections.

Will be subject to possible full exemption pursuant to Schedule 1 of the Act

The Freedom of Information Decision Maker and Freedom of Information Internal Reviewer are to exercise discretion and are to process applications for documents, which may be subject to exemptions in accordance with the overall intent of the Act to release documentation. Full reasons and rationale for decisions are to be given to applicants in cases where documents are considered to be wholly or partly exempt from release.

ADDITIONAL EXPLANATORY NOTES:

Refer also to the Shire of Chapman Valley *Freedom of Information Statement*.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended :	05/15-23; 06/15-18; 03/17-32; 03/17-32
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CP-011 Senior Staff

POLICY NO	CP-011
POLICY	SENIOR STAFF
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	14.230
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 5.36
RELEVANT DELEGATIONS	

OBJECTIVES:

To designate Senior Employees in accordance with the requirements of the Local Government Act, 1995.

POLICY STATEMENT:

Designate the following members of staff as “Senior Staff” in accordance with section 5.37 of the Local Government Act 1995:

- Deputy CEO
- Manager of Finance and Corporate Services
- Manager Works and Services
- Building Surveyor / Project Officer

(Note: CEO is designated as a Senior Employee by virtue of Section 5.36 of the Local Government Act, 1995)

CEO to present Council with proposed amendments to Senior Staff contracts and remunerations as part of the annual budget consideration process or at any other time as determined by the CEO (e.g. Contract extensions, etc.)

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	07/04-5
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Reviewed/Amended :	05/05-2; 05/05-3; 06/07-31; 06/11-16; 07/14-6; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/19-4
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CP-013 Payments to Employees in Addition to Contract or Award

POLICY NO	CP-013
POLICY	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	14.170
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 5.50(2)
RELEVANT DELEGATIONS	NA

OBJECTIVES:

To stipulate payments made to employees in addition to contracts or award payments as is required by the Local Government Act, 1995, s 5.50(2)

POLICY STATEMENT/S:

The Shire of Chapman Valley does not support any payment to employees either under Contract or Award other than that specifically set out in that Contract or Award when such employees finish with this Shire.

If the Council consider an individual case appropriate, it will exercise its power under the Local Government Act 1995 and Local Government Act (Administration) Regulations, 1996 whereby, if so resolved by Council, Local Public Notice will be given in relation to any such additional payments to any specific employees.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

CP-014 Employees Safety & Health

POLICY NO	CP-014
POLICY	EMPLOYEES SAFETY AND HEALTH
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.10
LEGISLATION	OCCUPATIONAL HEALTH & SAFETY ACT, 1984
RELEVANT DELEGATIONS	

OBJECTIVES:

This policy recognises the safety and health of all employees of the Shire of Chapman Valley is the responsibility of Shire management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition;
- providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

POLICY STATEMENT/S:

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

The Human Resources/Finance Officer is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer.

The safety and health duties of management at all levels will be detailed and the Shire processes for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultations with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

6.10.1 DUTIES

Recognising the potential risks associated with hazards that may be present, the Shire of Chapman Valley will take very practicable steps to provide and maintain a safe and healthy work environment for all employees.

6.10.2 MANAGEMENT

- is responsible for the effective implementation of the Shire's safety and health policy;
- must observe, implement and fulfil its responsibilities under the Acts and Regulations which apply to Local Government;
- must ensure that the agreed processes for regular consultation between management and those with designated and elected safety and health responsibilities are followed;
- must make regular assessments of safety and health performance and resources in co-operation with those with designated and elected safety and health functions;
- must ensure that all specific policies operating within the Shire are periodically revised and consistent with the Shire's safety and health objectives;
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Shire, and
- must be informed of incidents and accidents occurring on Shire premises or to Shire employees so that safety and health performance can be accurately gauged.

6.10.3 EMPLOYEES

- have a duty to take the care of which they are capable for their own safety and health and of others affected by their actions at work;
- must comply with the safety processes and directions agreed between management and employees with nominated or elected safety and health functions;
- must not wilfully interfere with or misuse items or facilities provided in the interest of safety, health and welfare of Shire employees; and
- must, in accordance with the Shire's Policy for accident and incident reporting, report potential and actual hazards and accidents/incidents to their elected safety and health representatives.
- This policy will be regularly reviewed in the light of legislation and Shire changes. Management seeks co-operation from all employees in realising our safety and health objectives and creating a safe work environment. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32

EP-001 Firebreak Notice & Information Letter

POLICY NO	EP-001
POLICY	FIRE BREAK NOTICE & INFORMATION NEWSLETTER
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.10
LEGISLATION	BUSHFIRE ACT, 1954 – s33
RELEVANT DELEGATIONS	

OBJECTIVES:

Provide clear and concise information to landowners/occupiers within the Shire of Chapman Valley of fire control, suppression and prevention requirements on their land.

ADDITIONAL EXPLANATORY NOTES:

Reviewed/Amended annually by the Shire of Chapman Valley Bush Fire Brigade Group Management Advisory Committee and presented to Council for consideration and adoption prior to the annual Rate Notices being sent out. This Notice is included with the information sent out to all landowners with the annual Rate Notices.

[Link to latest Fire Notice](#)

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/14-10; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 04/16-15; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 04/16-15; 07/19-4

CMP-011 Workplace Surveillance Policy

MANAGEMENT PROCEDURE No.	CMP-011
MANAGEMENT PROCEDURE	WORKPLACE SURVEILLANCE POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	NEW
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

The Shire of Chapman Valley is committed to providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting the individual rights to privacy.

The Shire of Chapman Valley will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the *Surveillance Devices Act 1998 (WA)*.

MANAGEMENT PROCEDURE STATEMENT/S:

Surveillance may be deployed within the workplace in order to protect the assets and equipment of the Shire of Chapman Valley and improve community and employee safety.

This policy outlines the deployment of workplace surveillance in the Shire of Chapman Valley.

Electronic Surveillance Devices

The Shire of Chapman Valley may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorised, unlawful, inappropriate, or dangerous activity/incidents.

The Shire of Chapman Valley may deploy fixed and mobile cameras (of either motion/CCTV or still variety) in areas where assets or equipment are stored or commonly used, or in high risk work areas. Cameras may be placed in, around, or to view fixed or mobile locations.

Cameras should be placed in unobtrusive positions covering the area to be protected.

Cameras must not be placed inside toilets or change rooms, residences, or in such a position as to view inside these premises.

The Shire of Chapman Valley will erect signs to inform employees and community members that cameras are in use.

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there are risks associated with the tasks being carried out by an employee or where the Local Government has a need to monitor and protect that vehicle or equipment.

Staff Management

The Shire of Chapman Valley will not deploy workplace surveillance for the general management of the Shire of Chapman Valley employees. However, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate, or unlawful manner, the Shire of Chapman Valley may use this information for disciplinary or other appropriate action.

Review and Retention of Images

Images that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the camera, are to be referred to the Chief Executive Officer. The Chief Executive Officer will retain the images and any associated information in a secure, confidential location.

Confidentiality

Image information or data recorded is to be discussed only with the Chief Executive Officer. No information regarding the location of surveillance devices or images recorded is to be released or discussed with any other person, except with the approval of the Chief Executive Officer or if required by law.

Consequences of Breaching this Policy

Any person engaged by the Shire of Chapman Valley found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where appropriate.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Statement of Understanding

I confirm that I have read and understood the Shire of Chapman Valley Workplace Surveillance Policy. I understand that it is a condition of my employment or engagement with the Shire of Chapman Valley that I consent to, and must comply, with, the terms and conditions contained within this Policy.

Please do not sign this document unless you fully understand the contents and requirements.

Employee Printed Full Name

Employee Signature

Date

Please forward signed copy to the Human Resources.

ADDITIONAL EXPLANATORY NOTES:

Related Corporate Documents

Code of Conduct

Add to training matrix and induction pack

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	07/18-10
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Reviewed/Amended – Council Resolution:	
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CMP-016 Administration – Council Chambers

MANAGEMENT PROCEDURE No.	CMP-016
MANAGEMENT PROCEDURE	ADMINISTRATION – COUNCIL CHAMBERS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	4.120
RELEVANT DELEGATIONS	

OBJECTIVES:

Control the use of the Shire of Chapman Valley Council Chambers.

MANAGEMENT PROCEDURE STATEMENT/S:

The Council Chambers be available for meetings/events provided suitable arrangements can be made with the Chief Executive Officer with bookings to be made at the Shire Offices after President or Chief Executive Officer approval has been obtained.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-022 Library Usage

MANAGEMENT PROCEDURE No.	CMP-022
MANAGEMENT PROCEDURE	LIBRARY USAGE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	6.30
RELEVANT DELEGATIONS	

OBJECTIVES:

Set conditions for Library usage.

MANAGEMENT PROCEDURE STATEMENT/S:

A deposit fee system as determined by the State Library Board to be applied at the discretion of the Librarian upon authorisation of the Chief Executive Officer for a user who it is considered has abused this service.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-023 Flag

MANAGEMENT PROCEDURE No.	CMP-023
MANAGEMENT PROCEDURE	FLAG
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.50
RELEVANT DELEGATIONS	

OBJECTIVES:

Set conditions for flying the flag at the Shire of Chapman Valley Office.

MANAGEMENT PROCEDURE STATEMENT/S:

The Flag at the Shire offices to be flown only during normal office hours other than specific days (e.g. Anzac Day, local funerals, etc.) when alternative arrangement may be made to fly the flag.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-024 Release of Unconfirmed Minutes

MANAGEMENT PROCEDURE No.	CMP-024
MANAGEMENT PROCEDURE	RELEASE OF "UNCONFIRMED" MINUTES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.60
RELEVANT DELEGATIONS	

OBJECTIVES:

Set guidelines for the release of the Shire's Unconfirmed Minutes.

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire will release copies of its unconfirmed minutes onto its website immediately after they become available to individual Councillors and for inspection to the public, with hard copies also being made available upon request at the applicable photocopying rates.

The condition for the release of such minutes is that they are to be clearly defined on both the website and the hardcopy as being "unconfirmed".

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/03-16
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-025 Additional Administrative Functions & Tasks

MANAGEMENT PROCEDURE No.	CMP-025
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	ADDITIONAL ADMINISTRATIVE FUNCTIONS & CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	6.80
RELEVANT DELEGATIONS	

OBJECTIVES:

Set what additional administrative tasks will be undertaken by the Shire as a result of impositions being placed on the Shire by other tiers of government.

MANAGEMENT PROCEDURE STATEMENT/S:

1. The Shire of Chapman Valley will not undertake any additional functions/tasks until an independent analysis has been undertaken, at the cost of the Australian Government, State Government, Department or any other organisation involved in imposing these additional functions/tasks, to determine if additional resources are required to adequately cater for the additional functions/tasks being expected of the Shire.
2. If the outcome of the analysis is the Shire would need additional resources to undertake the additional functions/tasks then the Shire will refuse to perform these functions/tasks until such resources are made available.
3. In the event additional resources are not made available functions/tasks being requested of the Shire, the Shire will formally advise the relevant organisation(s) and all relevant parliamentarians that they cannot perform these functions/tasks. This advice is to state that in the event of any claim against the Shire, due to non-compliance with the requirement to perform the additional functions/tasks, the Shire will use as a defence the fact they informed the relevant individuals and organisations of their inability to comply due to adequate resources not accompanying the additional functions/tasks.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-028 Risk Management Procedures

MANAGEMENT PROCEDURE No.	CMP-028
MANAGEMENT PROCEDURE	RISK MANAGEMENT PROCEDURES
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	6.120
RELEVANT DELEGATIONS	

OBJECTIVES:

Sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

ADDITIONAL EXPLANATORY NOTES:

This Procedure needs to be read in conjunction with Occupational Safety & Health Policy CP-017.

SEE ATTACHED PROCEDURE

ADDITIONAL EXPLANATORY NOTES:

This Procedure needs to be read in conjunction with Occupational Safety & Health Policy CMP-017

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	06/14-12
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 12/15-15



Shire of
Chapman Valley
Love the Rural Life



Risk Management Governance Framework

➤ Risk Management Procedures

Last Updated: January 2016

Version: 0.02

Shire of Chapman Valley

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Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of Chapman Valley ("the Shire"). It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

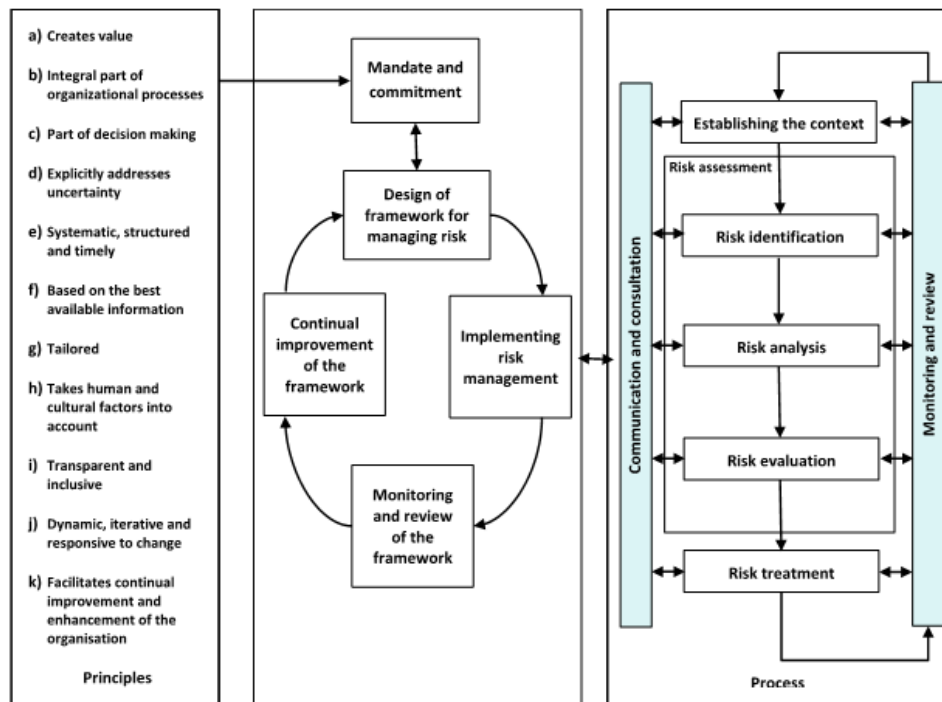


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Chapman Valley (the "Shire") provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every two years.

Operating Model

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Manager Finance & Corporate Services (MFCS) acts as the primary '2nd Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Executive Management Team and the Audit Committee.

Third Line of Defence

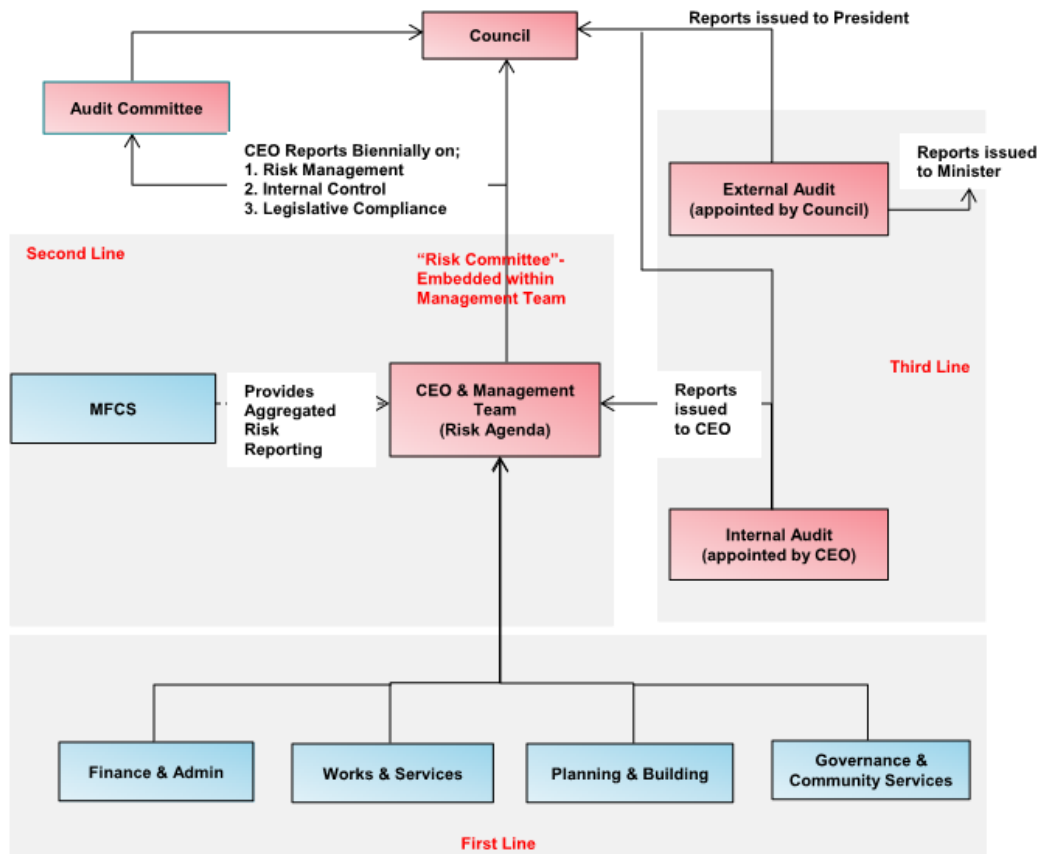
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Executive Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Manager Finance & Corporate Services

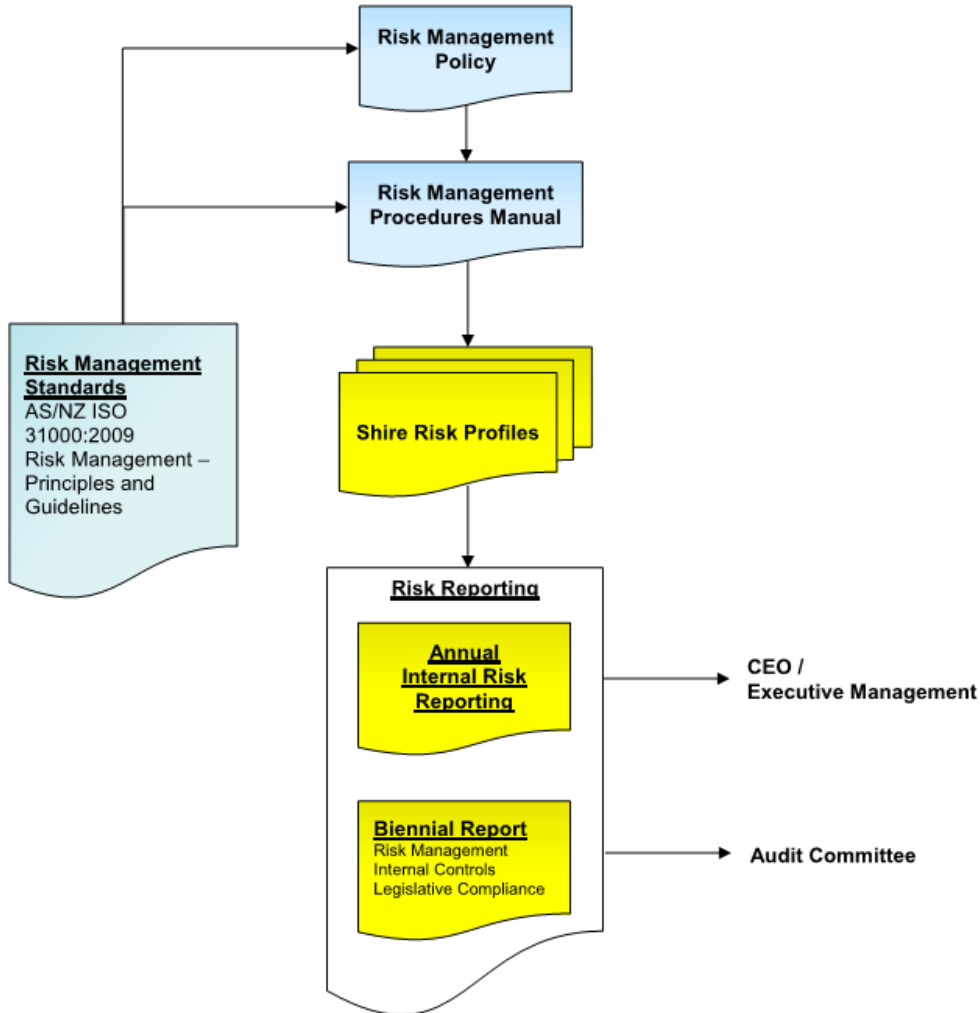
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the MFCS is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a annual basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the MFCS and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the MFCS is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on an annual basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The (MFCS) is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Executive Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Executive Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

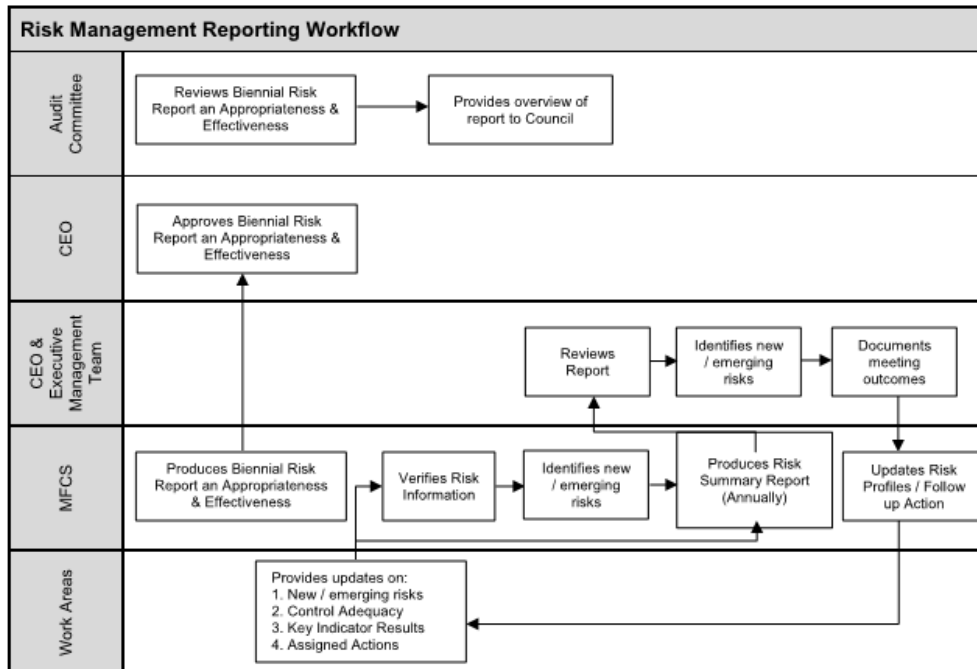
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the MFCS.
- Work through assigned actions and provide relevant updates to the MFCS.
- Risks / Issues reported to the CEO & Executive Management Team are reflective of the current risk and control environment.

The MFCS is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a annual basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Annual Risk Reporting for the CEO & Executive Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KI's) are required to be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Executive Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Executive Management Team)

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence								
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response	
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
Almost Certain	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme			Date
This Risk Theme is defined as: <i>Definition of Theme</i>			
Potential causes include: <i>List of potential causes</i>			
Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			
Overall Control Ratings:			
Risk Ratings			Shire Rating
Consequence:			
Likelihood:			
Overall Risk Ratings:			
Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			
Comments <i>Rationale for all above ratings</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>List current issues / actions / treatments</i>			

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External Theft & Fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business Disruption

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

Damage to Physical Assets

Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption). This could be a result of a natural disaster or other events, or an act carried out by an external party (inc. graffiti and / or vandalism).

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate Change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Plant and Equipment design, delivery and maintenance"

Inadequate Emergency Management

Failure to adequately assess and respond to both internal and external emergencies. Lack of (or inadequate) emergency response plans. Lack of training to specific individuals or availability of appropriate emergency response. Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. This also includes inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate employee and visitor safety and security

Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements. This risk includes issues relating to:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants in the provision of a working or business environment.
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.

Inadequate engagement of Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate Procurement, Disposal or Tender Practices.

Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).
- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

Inadequate Asset Management

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas includes in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Stock Management

Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – "Misconduct" or "External Theft or Fraud"
- Ineffective operations – "Errors, Omissions or Delays".

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Ineffective People Management

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. This also includes:

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Ineffective management of Facilities / Venues

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Not meeting Community expectations

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations

CMP-030 Elected Member Training & Professional Development.

MANAGEMENT PROCEDURE No.	CMP-030
MANAGEMENT PROCEDURE	ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.10 and 9.20
RELEVANT DELEGATIONS	1019

OBJECTIVES:

Outline the process and conditions associated with Elected Members attending training or professional development, etc.

Attendance at Events is covered under Policy No CP-006 "*Attendance at Events*".

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

MANAGEMENT PROCEDURE STATEMENT:

Nominations

Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.

Any Councillor who wishes to undertake training or professional development shall request endorsement at a Council meeting for consideration.

EXPENSES

Any Councillor endorsed by resolution of Council to attended training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

Travel

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal) Claim form showing km's and purpose to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, etc.)

Accommodation

- Room and meals as approved by the Chief Executive Officer.
- Alcoholic beverage cost will not be covered by the Shire

Other

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES)

Adopted – Council Resolution:	10/01-9 (9.10) and 12/01-10 (9.20)
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Reviewed/Amended – Council Resolution:	11/15-4 (9.10 & 9.20); 5/11-17 (9.10); 05/15-23 06/15-18; 03/17-32; 07/19-4, 03/20-13
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CMP-032 Corrections / Discrepancies in Minutes

MANAGEMENT PROCEDURE No.	CMP-032
MANAGEMENT PROCEDURE	CORRECTIONS/DISCREPANCIES IN MINUTES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.60
RELEVANT DELEGATIONS	

OBJECTIVES:

Set guidelines for corrections to Minutes and avoid pedantic changes being requested.

MANAGEMENT PROCEDURE STATEMENT/S:

Councillors who are aware of any minute corrections or discrepancies prior to the meeting where the minutes are to be considered, be requested to bring them to the attention of staff at that time to allow checking or research.

No corrections to Minutes will be accepted unless the intent of the minute as recorded is incorrect.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-033 Honour Awards

MANAGEMENT PROCEDURE No.	CMP-033
MANAGEMENT PROCEDURE	HONOUR AWARDS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.120
RELEVANT DELEGATIONS	

OBJECTIVES:

Set conditions, guidelines and processes for bestowing awards upon recipients.

MANAGEMENT PROCEDURE STATEMENT/S:

The Chief Executive Officer is to present an item to the Council Concept Forum(s) at the appropriate time(s) each year requesting Council consideration for awards to be presented in accordance with this Operational Procedure. The Chief Executive Officer will only present a Council Agenda Item for the further consideration of relevant awards if the Concept Forum discussions determine this action is necessary.

Citizenship Ceremonies

Citizenship ceremonies be conducted at an event as considered appropriate by the Chief Executive Officer (in consultation with the President) under the following conditions:

- i. Ceremonies to be conducted in accordance with the Australian Citizenship Ceremonies Code.
- ii. Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message;
- iii. Though there is no strict dress code for citizenship ceremonies attire should be at least smart casual dress with national or cultural dress being welcomed
- iv. A native plant be given to the recipients

Shire of Chapman Valley – Freeman of the Shire

A member of our Community may be honoured by the Shire with the title "Honorary Freeman of the Shire".

An Honorary Freeman of the Shire must have served the community of the Shire of Chapman Valley in an outstanding and meritorious manner that stands above the contributions of most other persons, and whose activities have contributed significantly to the wellbeing of the Shire's residents.

The Shire of Chapman Valley Freeman of the Shire Award recognises the outstanding achievements and dedicated service to the community by a person. The Freeman of the Shire Award is the highest honour the Shire of Chapman Valley can give to a community member.

Council may also consider conferring of the title of 'Posthumous Freeman of the Municipality'. In this case, the eligibility criteria would still apply.

Eligibility Criteria

To be eligible for nomination, a person does not have to currently reside within the Shire or have served on Council.

Nominees will be assessed on their record of service to the local and broader community against the following criteria:

1. Length of service in a field (or fields) of activity;
2. Level of commitment to the field (or fields) of activity;
3. Personal leadership qualities;

4. Benefits to the community of the Shire of Chapman Valley and/or to the State of Western Australia and/or to the nation resulting from the nominee's work; and
5. Special achievements of the nominee.

Exclusions

- A current Elected Member with the Shire of Chapman Valley cannot be nominated for the award.

Nomination Procedure

- Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an Elected Member of the Shire of Chapman Valley;
- They are to be submitted to the Chief Executive Officer in written format addressing the Eligibility Criteria;
- Nominations are to be made in the strictest confidence without the knowledge of the nominee;
- On receipt of a nomination the Chief Executive Officer is to present the nomination to Council as a Confidential Agenda Item for consideration;
- Council is to consider the item behind closed doors;
- Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and nominee is to be contact to confirm their acceptance of the honour;
- Should the nomination be supported by Council and accepted by the nominee the award shall be presented to the nominee at a function considered appropriate by the President.

Number of Freeman within the Shire

There is no limit on the number of persons upon which the title of Freeman of the Shire of Chapman Valley may be conveyed.

Entitlements

Any person upon whom the title 'Honorary Freeman of Shire' has been conferred may designate him/herself 'Honorary Freeman of the Shire of Chapman Valley'.

The recipient shall be presented with a special badge, which identifies them as 'Honorary Freeman of the Shire' along with a certificate to commemorate receiving the award.

Any Honorary Freeman of the Shire shall be invited to all subsequent formal Civic functions conducted by the Shire.

Revocation of Title of Freeman or Honorary Freeman

Council, by resolution, shall also have the ability to revoke the title bestowed upon a person, if;

A criminal matter, for which the Freeman in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment to the municipality or that the ongoing recognition of such a title on this person by the Shire was inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Chief Executive Officer.

WALGA Honour Awards

As detailed by the WALGA Awards Guidelines

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive Office.

All other award types are to be determined by Council.

Shire of Chapman Valley - Certificate of Appreciation

For personal commitment, eminent service and contribution to the Shire of Chapman Valley as an Elected Members, Community Members or Staff Member

Automatically given to Elected Members who have retired from Council or are the recipient of a Department of Local Government Certificate of Recognition.

All others as determined by Council.

Annual Agenda Item to discuss suitable nominations.

Elected Members

Presented at Annual Council Dinner/Function

Community Members

Certificate of Appreciation issued at an Annual Council Dinner/Function.

Recipient & partner invited to attend.

Shire of Chapman Valley Australia Day Awards and Function

For personal commitment, service and contribution to the community of the Shire of Chapman Valley

Nominations called in October and close in November (or as determined by the Australia Day Council).

The Council Appointed Working Group shall:

- Evaluate annual Australia Day Award Nominations and submitting these to Council in readiness for presenting the awards at the Shire's annual Australia Day Function;
- Assist with coordinating the annual Australia Day function(s);
- Discuss all other item(s) referred to them by Council in the areas of tourism and events.

Dept. Local Government & Community Services Awards

As detailed by the Department's Awards Guidelines

Elected Members eligible due to length of service are to be automatically nominated by the Chief Executive office.

All other award types are to be determined by Council.

(Note: All other Awards such as Australia Day Citizen of Year, Bushfire Brigade Service, etc, will only be dealt with by Council if nomination is initiated from within the community or by a Council resolution).

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	09/03-8
Reviewed/Amended – Council Resolution:	12/03-13; 06/04-4; 04/14-14; 05/15-23; 06/15-18; 09/15-20; 12/15-13; 03/17-32; 09/17-15; 10/19-5

CMP-034 Council Annual Function (President's Dinner)

MANAGEMENT PROCEDURE No.	CMP-034
MANAGEMENT PROCEDURE	COUNCIL ANNUAL FUNCTION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.130
RELEVANT DELEGATIONS	

OBJECTIVES:

Provide guidelines and processes for the Annual Council Function.

MANAGEMENT PROCEDURE STATEMENT:

Council may hold an Annual Function with the structure and invitees being as follows:

- a. Structure – The function type and location will be as determined by Council.
- b. Invitees to the Annual Function will be determined by the President and may include (yet not necessarily limited to):
 - Elected members and partners.
 - Elected members who have retired/resigned from Council within the past twelve months and partner(s)
 - Senior Staff (as determined by the President) and their partners.
 - Chief Bush Fire Control Officer and partner
 - Freeman of the Shire and partners.

Other invitees will be at the Presidents discretion.

Item to be presented to Council annually at the September Concept Forum for discussion & determination.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	12/03-14
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/18-10; 07/19-4

CMP-035 WALGA AGM & Northern Country Zone

MANAGEMENT PROCEDURE No.	CMP-035
MANAGEMENT PROCEDURE	WALGA AGM AND NORTHERN COUNTRY ZONE
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.150
RELEVANT DELEGATIONS	1019

OBJECTIVES:

Give authority to Elected Member representatives at both the WALGA AGM and the Northern Country Zone of WALGA to vote on issues at their discretion.

MANAGEMENT PROCEDURE STATEMENT/S:

Delegates elected as representatives to the WALGA AGM and, Northern Country Zone (NCZ) are given the authority to vote on issues in the best interest of the Shire of Chapman Valley, rather than having to bring such issues back to Council first for direction.

If delegates believe a specific item does require a decision of Council and are not prepared to vote on such items until Council has first discussed this specific matter they will abstain from voting on these grounds and put forward a motion that the matter "lay on the table" until each individual Local Government Authority has had the opportunity to consider the item of concern.

The authorisation given to Council representatives will not: -

- Commit the Local Government Authority to any expenditure; or
- Be extended to a situation where such a matter requires a specific decision of Council in accordance with any form of legislation

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	03/04-5
Reviewed/Amended – Council Resolution:	12/05-5; 05/15-23; 06/15-18; 03/17-32

CMP-036 Community Communication

MANAGEMENT PROCEDURE No.	CMP-036
MANAGEMENT PROCEDURE	COMMUNITY COMMUNICATION
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	9.180
RELEVANT DELEGATIONS	Nil

OBJECTIVES:

To establish protocols for the Shire of Chapman Valley's official communications with the community by utilising an equitable and transparent approach to local governance and effective community consultation.

The purpose of the Shire of Chapman Valley's official communications includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

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

MANAGEMENT PROCEDURE STATEMENT/S:

1. Official Communication

The Shire of Chapman Valley 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; and
- Social media.

Community newsletters, letter drops, and other modes of communications may be undertaken by the Shire of Chapman Valley's Administration at the discretion of the Chief Executive Officer.

2. Main Audience Groups

It is important information reaches a wide range of audience groups active within the Shire of Chapman Valley. These audience groups and stakeholders have been identified as:

- Government, including Federal, State and other local governments;
- Residents;
- Rate payers;
- Community groups including (yet not limited to) sporting organisations, clubs, churches;
- Local Businesses;
- Schools;
- Special Interest Groups;
- Precinct groups;
- Visitors;
- Media;
- Investors and
- Others.

Internally, the Shire of Chapman Valley provides communication to the following:

- Elected Members;
- Executive Management;
- Staff;

- Volunteers;
- Working and advisory groups; and
- Contractors.

Communication is tailored to meet the needs of these various audience groups, to ensure official communication is successful and positive community engagement is achieved.

3. Speaking on behalf of the Shire of Chapman Valley

In accordance with Section 2.8(d) of the *Local Government Act 1995*, the President is the authorised spokesperson of the Council and the Shire and may represent the Shire of Chapman Valley in official communications, including; speeches, comment, print, electronic and social media.

In accordance with Section 5.41(f) of the *Local Government Act 1995*, the Chief Executive Officer may also be the spokesperson of the Council and the Shire if the President agrees;

If the President is not available or unable to be the spokesperson (Section 5.34) then the Deputy President may perform this function;

In accordance with Section 5.44(1) of the *Local Government Act 1995*, the Chief Executive Officer may delegate authority to other officers to be the spokesperson;

If a Councillor or staff member is approached by the media to answer questions or make comment on Council or Shire business, the media must be referred to the authorised spokesperson of the Shire for response; unless otherwise specifically authorised by the President, or the Chief Executive Officer.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Chapman Valley into disrepute,
- compromise the person's effectiveness in their role with the Shire of Chapman Valley,
- imply the Shire of Chapman Valley's endorsement of personal views, 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 Chapman Valley.

Elected member communications must comply with the Shire of Chapman Valley's adopted Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

4. Personal Communications

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

Therefore, on the basis personal or private communications may be shared or become public at some point in the future, Elected Members must ensure their personal or private communications do not breach the requirements of this policy, the Shire of Chapman Valley's adopted Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

5. Elected Member Statements on Shire of Chapman Valley Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Chapman Valley.

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

- Clearly state the comment or content is a personal view only, which does not necessarily represent the views of Shire of Chapman Valley.
- 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 or the Shire;
- Not reflect adversely on the character or actions of another Elected Member or Employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the Chief Executive Officer.

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

6. Website

The Shire of Chapman Valley maintains a corporate website as the community's online resource to access the Shire's official communications.

This is a functional website with updated information and contact details available to the public. The website describes Shire services, payment options and current news and event information.

The Shire will undertake a periodical analysis of the website (e.g. heat mapping) to ensure the end-users are accessing the site in the most efficient and user-friendly manner possible.

Where periodical analysis determines areas of change, Shire of Chapman Valley shall respond to recommendations to ensure the website functionality and content is providing adequate communication and information in the most effective way possible by considering website changes as part of the annual budget cycle.

This analysis may not be the only trigger for updates or changes.

7. Social Media

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

The Shire of Chapman Valley maintains the following Social Media accounts:

- Social networks, including- Facebook
- Media Sharing networks, including- YouTube and Podcasts;

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

The Shire of Chapman Valley actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner.

The Shire of Chapman Valley will moderate its Social Media accounts to address and where necessary delete content which is deemed as:

- 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 promoting or opposing any person campaigning for election to the Council, State and Commonwealth parliament, appointment to official office, or any ballot;

- Content which 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 of Chapman Valley.

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

The Shire will not entertain Social Media as a platform to undertake repetitive, responsive dialogue on an issue. Social Media will be used to facilitate interactive information sharing and to provide responsive feedback to the community.

8. Rates Notices

Refer to the relevant Shire adopted Rate/ Debt Recovery Policy/Procedure.

Shire rates are used to provide and maintain a variety of facilities and services. These include roads, recreation facilities, parks and gardens, health services and the administration of the Shire.

All property owners in the Shire of Chapman Valley are sent an Annual Rate Notice for the current financial year.

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent at the specified dates.

The notice will also specify the service cost (e.g., refuse service, Emergency Services Levy, swimming pool inspections, etc.).

The Rates notice may be accompanied by Shire correspondence and promotional material.

The Shire can be contacted to discuss rates payment assistance options and any change of details.

9. Annual Report

The Shire of Chapman Valley produces an Annual Report each financial year as is required by the *Local Government Act 1995*. This statutory document provides a comprehensive overview of the previous financial year.

As required by the Act, the Annual Report is made publicly available. The Annual Report is published on the Shire's website, and available in hardcopy on request to the Shire.

10. Crisis Communication

During an identified crisis, the Chief Executive Officer is the authorised point of contact for communication. The distribution of accurate and timely information to those affected during a crisis can be critical.

The Chief Executive Officer may nominate other officers to assist with the dissemination of appropriate information.

The Chief Executive Officer is responsible for updating Council on any crisis matters.

The Chief Executive Officer is responsible for updating the community on any crisis matters.

All media contact during a crisis, including emergency media coverage, should be referred to the Chief Executive Officer.

11. Distribution of Agendas and Minutes

Interested persons and organisations may obtain copies of the Shire's Ordinary Meeting Agendas and Minutes for twelve (12) months, by paying the fee set by the Shire.

The Shire's Ordinary Meeting Agendas and Minutes will also be available from the Shire's website.

12. Release of "Unconfirmed" Minutes"

The Shire will release copies of its unconfirmed minutes onto its website immediately after they become available to individual Councillors and for inspection to the public, with hard copies also being made available upon request at the applicable photocopying rates.

The condition for the release of such minutes is that they are to clearly be defined on both the website and the hardcopy as being "unconfirmed".

13. Publicity

After each Council Meeting, where considered by the Chief Executive Officer to be of relevance, media releases will be prepared and distributed to:

- "The West Australian" and other papers with State wide circulation;
- The Geraldton Guardian, Mid-West Times or other local papers;
- Australian Broadcasting Corporation
- Local organisations who publish periodicals
- Official newspaper circulated within the district
- Councillors
- Local members of Parliament
- Website, Facebook and other social media
- Shire controlled Notice Boards

Any other means determined appropriate by the Chief Executive Officer

14. Community Consultation

The Shire may undertake community consultation as required. The Shire recognises such consultation enables the community to have direct input in the way of opinions, submissions, priorities and views as they relate to specific projects.

Methods of communication during periods of consultation may include:

- surveys,
- website forms,
- direct mail,
- community forums,
- invitations to the public for submissions,
- consultation meetings with the Chief Executive Officer and Shire President,
- Etc.

Community consultation may be promoted on the Shire's website and social media accounts. Results and outcomes of community consultation will be presented to Council for consideration.

15. Statutory Advertising

All State-wide and local statutory advertisements are to be lodged in relevant media outlets (e.g. "The West Australian", "Geraldton Guardian", "Midwest Times" newspapers).

15. Citizenship Ceremonies

Where possible Citizenship ceremonies be conducted one hour before commencement of Ordinary Meeting of Council meetings with morning tea being provided and a native plant be given to the recipients or as otherwise determined by the President.

16. Shire Logo

The Shire logo is to be shown on letterheads, envelopes, Websites, Emails, and other Shire material and stationery, as and when considered appropriate by the Chief Executive Officer.

Any application for the use or reproduction of the logo is to be considered on its merits and the Chief Executive Officer shall determine such applications.

Any such applications will only be granted permission to use the official logo in its original design and colour.

The Shire supports the use of the logo by local organisations seeking to identify geographically within the district.

17. Internal Communication

Effective internal communications support the Shire in successfully delivering its services to the community.

Staff memorandums and notices are to be utilised to ensure information is distributed consistently to all staff.

New employees are to undertake a thorough induction process to provides them with a full understanding of the workings of the Shire.

Shire adopted Policies and Procedures are to be made available to staff to support with work practices and requirements. The Chief Executive Officer is available to discuss internal staff communication processes.

Councillor and Staff communication must reflect requirements outlined in the *Local Government Act 1995 and this Procedure*.

18. Customer Service

Refer to the relevant Shire adopted Customer Services Procedure.

19. Complaints handling

Refer to the relevant Shire adopted Complaints Handling Policy/Procedure

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1;
Reviewed/Amended – Council Resolution:	10/03-16; 05/15-23; 06/15-18; 03/17-32; 07/18-10; 05/19-8

CMP-040 Customer Service

MANAGEMENT PROCEDURE No.	CMP-040
MANAGEMENT PROCEDURE	CUSTOMER SERVICE
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	11.0
RELEVANT DELEGATIONS	

OBJECTIVES:

This Operational Procedure provides guidance to staff and customers as to the standards of service and process for making complaints in relation to the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

SCOPE

This Operational Procedure applies to all permanent, temporary and casual staff in dealing with internal and external customers.

EXPECTATIONS OF STAFF

Staff are expected to apply the following in all customer dealings:

- Professional and informative approach;
- Courteous, polite and friendly manner;
- Efficient execution of tasks;
- Listen and respond to customer needs;
- Referral of requests to the appropriate person or agency if unable to fulfil requirements;
- All information treated with highest level of confidentiality; and
- Acknowledgement and respect for customers' time.

CUSTOMER SERVICE STANDARDS

- Incoming calls are to be answered within 20 seconds, and received in a professional and friendly manner.
- Customers visiting the Shire offices should not be left waiting more than five minutes for service.
- Staff are to wear name badges at all times during office hours.
- Emails to general enquiries email address (cs@chapmanvalley.com.au) are to be responded to within 24 hours.
- Letters and other correspondence are to be responded to within 10 working days of receipt.
- When assisting customers, staff must project a positive attitude, focus on solutions and provide a "can do" approach.
- Complaints are to be treated openly, recorded on register and addressed promptly.

COMPLAINTS HANDLING

Customers who make a complaint can expect to:

- be given appropriate and easily understood information regarding the complaints process;
- have complaints treated as genuine and properly investigated;
- be informed of estimated timeframes for action;
- be provided with other pertinent information including the contact details of the officer handling the complaint; and

- participate in decisions relating to the resolution of the complaint.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	11/07-16
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

CMP-041 Logo's on Shire Vehicles

MANAGEMENT PROCEDURE No.	CMP-041
MANAGEMENT PROCEDURE	LOGO'S ON SHIRE VEHICLES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	12.60
RELEVANT DELEGATIONS	

OBJECTIVES:

To ensure specific shire owned vehicle have logo attached.

MANAGEMENT PROCEDURE STATEMENT/S:

All Shire of Chapman Valley vehicles (as determined by the CEO) to have a logo attached with the specific exception of the vehicles for the CEO and Deputy Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32
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CMP-062 Petition Guidelines

MANAGEMENT PROCEDURE No.	CMP-062
MANAGEMENT PROCEDURE	PETITION GUIDELINES
RESPONSIBLE OFFICER	MANAGER FINANCE & CORPORATE SERVICES
PREVIOUS POLICY/PROCEDURE No.	NA
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

To provide Electors within the Shire of Chapman Valley guidelines a template form for the submission of petitions to the Shire.

MANAGEMENT PROCEDURE STATEMENT/S:

Petitions inform the Shire, in a public way, of the views of a section of the community and serve as one means of placing community concerns before the Shire and Council.

Electors of the Shire of Chapman Valley may petition the Shire to take some form of action over a particular issue. For example, petitions may ask the Shire to change an existing policy, local law or recent decision, or for the Shire to take action for a certain purpose or for the benefit of particular persons. The subject of a petition however must be a matter on which the Shire has the power to act. For instance, a petition cannot request the Shire to improve hospital services, as this is a State Government responsibility

Care must be taken in the wording of petitions as the Shire requires certain information and content to be included to be a valid petition. The Shire's Standing Orders Local Law (Clause 3.4) details what is required for a petition to be valid i.e.

A petition, in order to be effective, is to:

- (a) be addressed to the President;*
- (b) be made by electors of the district;*
- (c) state the request on each page of the petition;*
- (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;*
- (e) contain a summary of the reasons for the request;*
- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;*
- (g) be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is:*
 - (i) a proposal to change the method of filling the office of President;*
 - (ii) a proposal to create a new district or the boundaries of the Local Government;*
 - (iii) a request for a poll on a recommended amalgamation;*
 - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.*

PLEASE NOTE: The Shire does not accept online petitions

Petition Signature Requirements

A petition requires elector's signatures to be accepted. Although anyone can sign a petition, only those Shire of Chapman Valley electors will be recorded in the official signature count.

An elector is a person who owns or occupies rateable property within the Shire of Chapman Valley and is eligible to vote in Local Government and State Government Elections. All the signatures on a petition must meet the following requirements:

Every signature must be written on a page bearing the terms of the petition, or the action requested by the petition. Please view the [Petition of Electors Form](#)

Signatures must not be copied, pasted or transferred on to the petition nor should they be placed on a blank page on the reverse of a sheet containing the terms of the petition

Each signature must be made by the person signing in his or her own handwriting.

Petition Presentation

A petition can only be presented to the Shire at an Ordinary Council Meeting by the President, a Councillor or the Chief Executive Officer. This can be any Councillor and does not have to be a Councillor from a particular Ward.

The person initiating the petition is to forward the petition to the Chief Executive Officer, President or a Councillor prior to the commencement of the Ordinary Council Meeting at which they would like the petition presented. Although the Elected Member is not bound to present a petition, it is traditionally accepted that he or she will present it, irrespective of personal views. Presentation of a petition by an Elected Member does not mean that the Member necessarily agrees or disagrees with its content.

For details of dates, times and location of *Ordinary Council Meetings* view the Shire website www.chapmanvalley.wa.gov.au or contact the Shire on 08 99 205011.

Petitions at Council Meetings

One of the first items of business at a Council Meeting is for the Council to receive any petitions that have been presented. The Chief Executive Officer or Elected Member presenting the petition will read out a summary of the reasons for the petition being submitted and the number of signatures within it (if possible).

When the petition is received, no discussion will necessarily be entered into on the matter and the petition may be referred to the Chief Executive Officer for appropriate action.

Every petition presented may be referred to a representative of the Chief Executive Officer responsible for the matter. The Chief Executive Officer's representative will inform the petition initiator of the action proposed in dealing with the petition. This may involve having to prepare a detailed report for a future meeting of the Shire for its consideration.

ADDITIONAL EXPLANATORY NOTES:

Below is a copy of the Petition Template:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/09-1
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

Petition of Electors of the Shire of Chapman Valley

To the President of the Shire of Chapman Valley

We, the undersigned all being electors of the Shire of Chapman Valley, do respectfully request that the Shire:

Correspondence in respect of this petition should be addressed to:

The names and addresses of your petitioners are as follows

Date	Full Name	Address	Signature

NOTE: Petitioners may contact the Shire of Chapman Valley on 08 99 205011 if they wish to withdraw from this petition or change their comment.

CMP-071 Concept Forum Guidelines

MANAGEMENT PROCEDURE No.	CMP-071
MANAGEMENT PROCEDURE	CONCEPT FORUM GUIDELINES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	ADOPTED: MINUTE REFERENCE - 04/12-8
RELEVANT DELEGATIONS	NA

OBJECTIVES:

The Shire will conduct Concept Forums involving Elected Members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the Shire.

Examples of the type of issues Concepts Forums may include are:

- Current matters of a local or regional significance;
- Matters relating to the future development of the Shire;
- Significant revenue raising requirements or expenditure needs;
- The development of internal strategic, planning, management and financial documents; and

In discussing such items, Officers will acknowledge the Elected Members' feedback and comments and this will be researched for inclusion into final reports, which will be considered at a subsequent Shire meeting.

MANAGEMENT PROCEDURE STATEMENT/S:

1. Accountability

- 1.1 During the Concept Forum meeting no opportunity for a collective Council decision or implied decision that binds the Shire of Chapman Valley are to be made. i.e. no decision making to occur;

2. Openness and Transparency

- 2.1 A significant strength of local government is the openness and accessibility of its processes to the community.
- 2.2 In conducting Council Forums the Shire of Chapman Valley embraces the concept of openness and transparency; however, Concept Forums will be closed to the public due to the nature of items to be discussed at these forums being to allow Elected Members and employees the opportunity to propose ideas, ask questions and discuss issues, which will form the basis of research undertaken by employees for inclusion into final reports, which will be considered at a subsequent Shire meeting.

3. Probity and Integrity

- 3.1 To ensure high ethical and probity standards and accountability are maintained during Concept Forums, Councillors and Staff are to comply with the same disclosure of interest rules that would apply as if they were in a Council or Committee Meeting.

4. Authority for the Chair

- 4.1 The Shire President is to Chair the Concept Forum meetings.
- 4.2 In the absence of the Shire President the Deputy Shire President is to Chair the Concept Forum.
- 4.3 In the absence of the Shire Deputy President the Councillors present are to elect a Chairperson from amongst them.
- 4.4 The Chairperson has the same power and authority to chair the Concept Forum as if the Shire of Chapman Valley Standing Orders Local Law applied at an Ordinary Council Meeting.

5. Meeting Notification

- 5.1 The CEO is to ensure that Councillors are given timely notice of the time, location and content for Concept Forum Meetings (minimum 72 hours' notice required). Concept Forum Meetings are to be held on the Third Wednesday of the month except January where there is no meeting, to be held after the Ordinary Council Meeting concludes.

6. Record Keeping

- 6.1 A general record of all Forums shall be maintained by the CEO, recording attendance, apologies, disclosures of interest with appropriate departures/returns.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	04/12-12
Reviewed/Amended – Council Resolution:	12/15-11; 07/18-10

EMP-003 Firefighting Costs

MANAGEMENT PROCEDURE No.	EMP-003
MANAGEMENT PROCEDURE	FIRE FIGHTING COSTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.50
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate the authority for incurring Shire costs in the event of a bush fire.

MANAGEMENT PROCEDURE STATEMENT/S:

Fire Control Officers are not authorised to incur costs on behalf of the Shire.

Only Chief Executive Officer, or his/her delegate in the Chief Executive Officer's absence (and Shire President in emergencies) are authorised to incur expenditure on behalf of the Shire for firefighting purposes.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32

EMP-004 Protective Clothing – Fire Fighting

MANAGEMENT PROCEDURE No.	EMP-004
MANAGEMENT PROCEDURE	PROTECTIVE CLOTHING – FIRE FIGHTING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.80
RELEVANT DELEGATIONS	

OBJECTIVES:

Ensure the safety of all fire fighters in the Shire of Chapman Valley when involved in fighting bush fires.

MANAGEMENT PROCEDURE STATEMENT:

All Fire Control Officers are responsible for ensuring all fire fighters attending a fire wear the appropriate protective clothing. Protective clothing is to include long sleeve shirts and trousers, or overalls, and work boots.

Any fire fighter attending a fire and not wearing protective clothing of at least the standard as determined by the Shire is to be directed by a Fire Control Officer to leave the scene of the fire and not to return until appropriately clothed. When directing a fire fighter to obtain protective clothing emphasis is to be placed on informing the fire fighter of the reasons for the protective clothing requirement and the potential for injury and liability where such requirements are not adhered to.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

EMP-005 Fire Control Officer Appointments

MANAGEMENT PROCEDURE No.	EMP-005
MANAGEMENT PROCEDURE	FIRE CONTROL OFFICER APPOINTMENTS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.90
RELEVANT DELEGATIONS	

OBJECTIVES:

This Operational Procedure provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer with the following objectives:

1. To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer (BFCO); and
2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer (BFCO).

MANAGEMENT PROCEDURE STATEMENT/S:

1. To be eligible for appointment as a Bush Fire Control Officer, a person must have completed the Bush Fire Control Officer Training Program not more than ten (10) years prior to appointment.
2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training within six (6) months of appointment.
3. For a person to continue as a Bush Fire Control Officer, they must complete the Bush Fire Control Officer's Course or a refresher course at intervals of no more than every ten (10) years.
4. Nominations from Brigades shall be submitted to a Bush Fire Brigades Group Management Advisory Committee for recommendation to Council by 1 October, where applicable.
5. An appointment shall be for a period of one (1) year, unless revoked by Council. Bush Fire Control Officers will be eligible for reappointment unless their appointment was revoked by Council.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-10
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 09/16-5



SHIRE OF

Chapman Valley

love the rural life!

Planning & Development Policy, Procedures & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: Reviewed by Council on 20th May 2020 – Minute Reference: 05/20-08

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Full Manual Review	Minute Reference: 07/18-10	18 th July 2018
Full Manual Review	Minute Reference: 07/19-4	17 th July 2019
Full Manual Review	Minute Reference: 05/20-08	20 th May 2020

Note: This section of the Manual addresses internal Shire Planning and Development policies and does not include Local Planning Policies which are external policies that are addressed separately through legislative requirements under the *Planning and Development (Local Planning Schemes) Regulations* 2015 and the Shire of Chapman Valley Local Planning Scheme No.3.

Key Documents, Policies / Procedures

These are Shire specific policies, procedures and guidelines relevant to the Planning & Development Services section of the organisation and form part of this manual to act as a reference tool.

1.0 Policies

CP-012 Road Names

POLICY NO	CP-012
POLICY	ROAD NAMES
RESPONSIBLE OFFICER	DEPUTY CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.210
LEGISLATION	LAND ADMINISTRATION ACT 1997 (SECTION 26A)
RELEVANT DELEGATIONS	

OBJECTIVES:

To allow for the efficient allocation of appropriate names to new roads being created in the Shire, or to existing unnamed roads.

The assignment of road names is determined by the Geographic Names Committee, which is a branch of the Department of Lands. In administering this responsibility, the Geographic Names Committee have regard to an extensive set of criteria, which may be summarised as follows:

1. Name duplication within local governments or adjoining local governments should be avoided.
2. Names of living individuals should not be used.
3. Names characterised as follows are to be avoided: incongruous; given/first names; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminatory names; company names; or, commercialised names.
4. Preferred sources of names include: aboriginal names; pioneers of the State or area; war casualty lists; or thematic names e.g. fauna, ships etc.

Whilst ultimate responsibility for the naming of roads rests with the Geographic Names Committee, they undertake consultation with local authorities as part of the process of assigning names. To assist this process a local authority can develop policies to guide their advice to the Geographic Names Committee. Such policies may, and usually do, include a list of reserved names pre-approved by the Geographic Names Committee.

POLICY STATEMENT

In the case of new roads being created by subdivision, the Shire is supportive of proposed road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land.

Where more than three new roads are being created as part of a subdivision; names that follow a consistent theme (where this option is taken at least three new roads must follow the same thematic approach); or any name on the reserved list outlined below:

LOCALITY	ROAD NAME
Nabawa	ALLENDER
Nanson & Yuna	ASCIONE
Naraling	BARCLAY
Nanson	BOOTH
Nabawa & Nanson	CREAM
Yuna	DONALD
Nabawa	EAKINS
Yuna & Naraling	EXTEN
Nabawa	FARMER
South West	FAWCETT
Naraling	FOAT
Nanson	FORBES
Nabawa	HEINSEN
East Yuna & Yuna	HIGGINS
Nabawa	JUPP
Narra Tarra & Nabawa	KEYHOE
Nanson	L'HUILLIER
Nolba	LIPPLE
Durawah	MAYNARD
South West	MCLUSKY
South West	MEEHAN
Buller (Wokarena Heights)	COASTAL
Buller (Wokarena Heights)	DUSK
Buller (Wokarena Heights)	ELEVATION
Buller (Wokarena Heights)	ENDLESS
Buller (Wokarena Heights)	ETERNAL
Buller (Wokarena Heights)	EVENTIDE
Buller (Wokarena Heights)	INFINITY
Buller (Wokarena Heights)	OVERLOOK
Buller (Wokarena Heights)	SKYLINE

In the case of other roads, which require names, the Shire is supportive of road names, which meet one or more of the following criteria-

Any name which derives from a pioneer of the locality, a previous owner of the land, a traditional name for the property, a physical feature within, adjacent to, or nearby the land;

Names that have traditionally been applied by residents of the area to the road and which is suggested by a person owning land adjacent to the road; or

Any name on the reserved list outlined above.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	10/05-5A
	03/06-10
	07/13-3
	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/19-4

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1.1 ANCILLARY DWELLINGS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.1 – Ancillary Dwellings.

2.0 INTRODUCTION

State Planning Policy 7.3 – Residential Design Codes (the 'R-Codes') acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

3.0 OBJECTIVES

- 3.1 To alter the deemed to comply provisions of the R-Codes for Ancillary Dwellings.
- 3.2 To provide a clear definition of what constitutes an 'Ancillary Dwelling'.
- 3.3 To ensure that an Ancillary Dwelling is provided, constructed and located in such a way so as to minimise their impact on the amenity of the locality by controlling building size, materials and location.
- 3.4 To ensure that ancillary dwelling is 'ancillary' or 'secondary' to the main house upon the property.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all ancillary dwellings (more commonly referred to as a 'granny flat').

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

- 6.1 This policy supports a maximum of one (1) Ancillary Dwelling on any one (1) lot.
- 6.2 In consideration of an application for Ancillary Dwelling the following standards apply:

Zone	Maximum Habitable Floor Area	Maximum total roof area
Residential R10 and higher	70m ²	140m ²
Residential R5 and lower	80m ²	160m ²
Rural-Residential	90m ²	200m ²
Rural Smallholdings	100m ²	300m ²
Rural (smaller than 20ha)	100m ²	300m ²
Rural (larger than 20ha)	No limit	No limit

- 6.3 Ancillary Dwellings can either be attached or detached from the main dwelling, however, when detached the Ancillary Dwelling must be sited within 22m from the main dwelling on lots less than 4ha and within 50m for those lots greater than 4ha in area.
- 6.4 Ancillary Dwellings are required to be sited behind the 'front building line' of an existing dwelling on lots less than 4ha in area in all zones.

6.5 Ancillary Dwelling shall be constructed of colours and/or materials that are matching and/or complementary to existing development upon the property.

6.6 Ancillary Accommodation constructed within a Class 10 structure:

Should Ancillary Accommodation be proposed to be constructed within a Class 10 Outbuilding (i.e. a box or rectangular shaped structure constructed of coated or uncoated metal sheeting which does not include additional features such as eaves, verandahs, windows and other 'house' like features) the Ancillary Accommodation will be considered to be included within the total outbuilding area of a property. However, should the Ancillary Accommodation structure be purposely constructed as a Class 1A building and incorporate design features such as eaves, verandahs, windows and other 'house' like features the building would not be considered within the aggregate outbuilding area permitted upon a property.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

8.1 For the purposes of this policy Ancillary Dwelling shall be as defined by the R-Codes.

8.2 For the purpose of this policy 'Habitable Floor Area' does not include areas such as bathroom, laundry, water closet, food storage pantry, walk-in wardrobe, corridor, hallway, lobby, clothes drying room within the building.

8.3 For the purpose of this policy the 'Front Building Line' is to be measured from the closest point of the house to the front boundary drawn parallel to the boundary.

9.0 REFERENCES & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.1

1.2 GROUPED DWELLINGS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.2 – Grouped Dwellings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.5 To alter the deemed to comply provisions of the R-Codes for Grouped Dwellings.
- 3.6 To ensure that Grouped Dwellings are constructed and located in such a way so as to minimise their impact on the amenity of the locality.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Grouped Dwellings.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

- 6.1 Applications for Grouped Dwellings upon land zoned 'Residential', 'Rural Townsite', 'Urban Development', 'Commercial' and also 'Rural' (where it is within a gazetted townsite), will be assessed on their individual merits and with regard for the provision of water, electricity and effluent disposal services.
- 6.2 Applications for a Grouped Dwelling (second house) will be supported on 'Rural' zoned land (where it is located outside of a gazetted townsite) conditional upon the following:
 - 6.2.a Compliance with all relevant development standards and provisions prescribed in the Local Planning Scheme (i.e. boundary setbacks, building height, etc.).
 - 6.2.b The Grouped Dwellings being clustered.
 - 6.2.c A maximum of two (2) Grouped Dwellings per lot. Applications for greater than two (2) detached dwellings will be referred to Council and may be considered within the 'Rural zone' where the land is managed for 'Agriculture-Intensive' or 'Agriculture-Extensive' and where the occupants are engaged in that predominant land use or activity.
 - 6.2.d Be serviced with a minimum 100,000 litre Rainwater Tank or a 10,000 litre storage tank fed from an on-site dam or under-ground bore for domestic and firefighting purposes. This is to include the installation of a 50mm outlet with gate valve and male coupling located at the base of each tank to be clearly marked "Fire Brigade Connection Point".

Note: The taking of water from a domestic supply for firefighting purposes is only supported where the need arises to protect residential development on the same property or in the event the respective landowner/s has granted consent for the water to be used elsewhere.
 - 6.2.e The preparation of a Bushfire Management Plan where it is required under *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* and ongoing compliance with the recommended strategies as contained therein.

- 6.2.f The development of a Grouped Dwelling within the 'Rural' zone should not be considered as a basis for subdivision and/or strata titling of land. Subdivision of land within the 'Rural' zone will generally not be supported by the Local Government unless it is specifically provided for in the Shire's Local Planning Strategy and/or is consistent with the criteria set out in the Western Australian Planning Commission's *State Planning Policy 2.5 – Rural Planning and Development Control Policy 3.4 - Subdivision of Rural Land*.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Grouped Dwellings shall be as defined by the R-Codes.

9.0 REFERENCES & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.2

1.3 HOME BASED BUSINESS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.3 – Home Based Business.

1.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.7 To ensure that home based businesses do not compromise the amenity of the area.
- 3.8 To ensure that home based businesses remain an ancillary use to the main dwelling or the principle land use on the property.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for a Home Business, Home Occupation, Home Store and Industry – Cottage (more commonly known as 'Cottage Industry').

5.0 APPLICATION REQUIREMENTS

Applications shall include the following information:

- 5.1 Details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site, proposed signage and any other information considered relevant to the proposal.
- 5.2 A site plan (and floor and elevation plans as necessary) showing where the activity is to take place, including the dwelling, associated outbuildings, areas for storage and/or administration and vehicle/visitor access and car parking provision as necessary.

6.0 POLICY STATEMENT

- 6.1 An application will generally not be supported where the proposed activity does not comply with the definition provided in the Local Planning Scheme or the requirements of this policy.
- 6.2 An application will only be supported where the Council is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement or visual intrusion on the nearby residents or the environment.
- 6.3 Activities must be incidental, ancillary or subordinate to the predominant use of the land as a residence, and are not to be construed as an alternative use.
- 6.4 A business can either be attached or detached from the dwelling located on the site. If new, detached buildings are being developed to accommodate the new use, they should generally be clustered with existing buildings on the site and appropriately constructed using materials that complement the existing development.
- 6.5 The parking of vehicles associated with a business are not permitted within a public carriageway, including the road verge.
- 6.6 For activities involving the preparation of food for commercial purposes, the domestic premises must be provided with facilities in accordance with the applicable health standards.

- 6.7 In some instances planning consent may only be granted for a period of twelve (12) months upon which renewal of the application is required, including payment of all relevant fees.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. Should no written, author-identified objection be received during the advertising period the application may be determined under delegated authority. However, should a written, author-identified objection be received during the advertising period, or there be concerns over the potential impact on the amenity of the area from the type of activity proposed, the application (and any received submissions) are to be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy 'Home Based Business' refers to Home Business, Home Occupation, Home Store and Cottage Industry shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of Chapman Valley Local Planning Scheme.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-8
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.3

1.4 OUTBUILDINGS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.4 – Outbuildings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

State Planning Policy 7.3 – Residential Design Codes (the ‘R-Codes’) acknowledges that a local planning policy may be prepared to provide local objectives for housing design and development to guide the consideration of proposals. The R-Codes also acknowledge that a local planning policy may be prepared to address a specific local need to guide the consideration of a proposal that does not satisfy the deemed-to-comply provisions of the R-Codes.

This policy provides local objectives and varies relevant deemed-to-comply provisions of the R-Codes to assist in their implementation. It should be read in conjunction with the R-Codes.

3.0 OBJECTIVES

- 3.9 To alter the deemed to comply provisions of the R-Codes for Outbuildings.
- 3.10 To provide a clear definition of what constitutes an ‘Outbuilding’.
- 3.11 To ensure that Outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.
- 3.12 To limit the visual impact of Outbuildings.
- 3.13 To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding area.
- 3.14 To ensure that the Outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all Outbuildings.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

- 6.1 Pre-fabricated garden sheds, “cubby houses”, kennels and other animal enclosures (such as aviaries, stables) less than 9m² in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the residence, satisfy the site and development requirements set out in the Scheme, and are of a design and colour considered in keeping with the amenity of the area by the Local Government.

6.2 In consideration of an application the following maximum standards apply to outbuildings:

Zone	Standard	Maximum
Residential (R10 and higher density)	Area (total aggregate) Wall Height Overall Height (single story)	120m ² 3m* 4.5m*
Townsite	Area (total aggregate) Wall Height Overall Height (single story)	120m ² 3m* 4.5m*
Residential (R5 and lower density)	Area (total aggregate) Wall Height Overall Height (single story)	180m ² 4m* 5m*
Rural Residential Rural Smallholding Rural (lots less than 4ha)	Area (total aggregate) Wall Height Overall Height (single story) Overall Height (double story barn)	240m ² (In addition up to a maximum of 120m ² unenclosed area may be considered subject to prior consultation being undertaken as per Section 7.3 of this policy) 4.5m* 5.5m* 6.5m*
Rural Residential Rural Smallholding Rural (lots greater than 4ha)	Exempt from the area and height requirements of this policy	

* heights are to be measured from natural ground level.

- 6.3 Outbuildings are predominantly intended for general storage of personal domestic items, and purposes associated with the principle agricultural use (within 'Rural' and 'Rural Smallholding' zones). Outbuildings shall not be used for any commercial or industrial use without prior Local Government approval.
- 6.4 The large scale storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.
- 6.5 An Outbuilding is required to be sited behind the 'front building line' of a dwelling on lots less than 4ha in area in all zones, unless sufficient justification has been provided by the applicant and the building is consistent in design and materials with the existing dwelling.

Note: For the purpose of this statement the 'front building line' shall be measured from the closest point of the house to the front boundary drawn parallel to the boundary as illustrated in Figures 1 and 2.

Figure 1

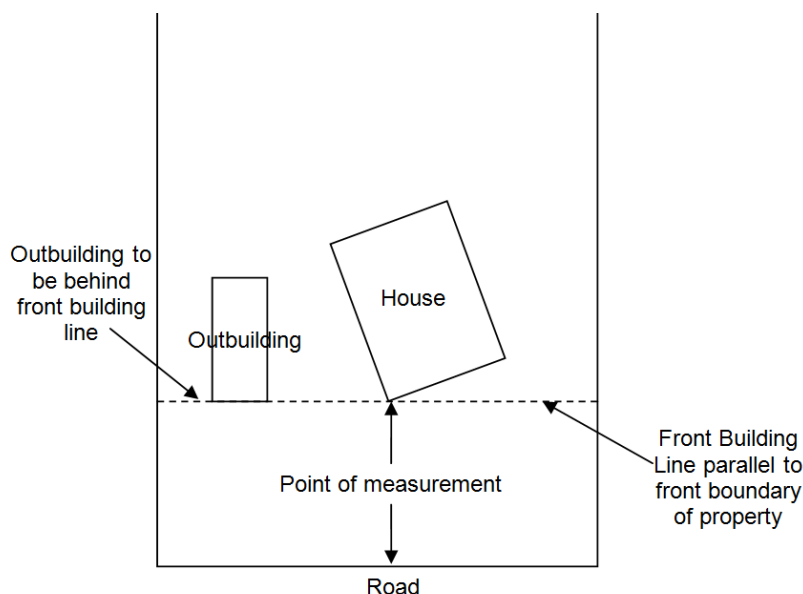
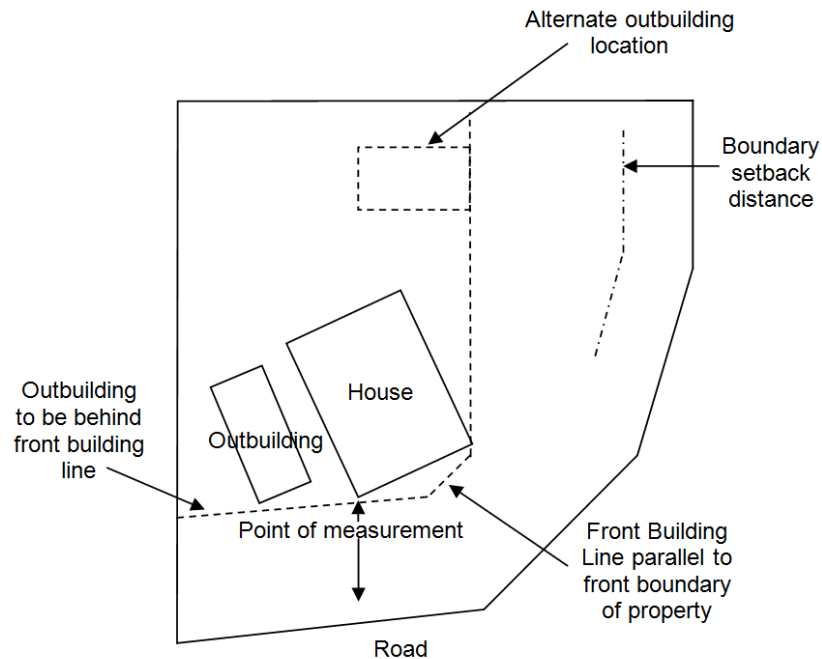


Figure 2



- 6.6 The development of an Outbuilding on vacant residential land shall not be approved unless the residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently).
- 6.7 Setbacks for outbuildings
- 6.7.a For lots zoned 'Townsite' or 'Residential' lots zoned R5 and higher density the side/rear boundary can be reduced to nil (subject to compliance with the Building Code of Australia) provided written neighbour support is provided. No planning application is required to be lodged in such instances provided the Outbuilding meets
 - 6.7.b For 'Residential' lots zoned R2.5 and lower density the outbuilding is to be setback in accordance with the Residential Design Codes, or if applicable located within a defined building envelope (Variation to a 5m side and/or rear boundary setback for Outbuildings may be considered subject to prior consultation being undertaken as per Section 7.4 of this policy).
 - 6.7.c For lots zoned 'Rural-Residential', 'Rural Smallholding' and 'Rural' the Outbuildings are to be setback in accordance with the Local Planning Scheme, or if applicable located within a defined building envelope.
- 6.8 Materials
- 6.8.a The use of uncoated metal sheeting (i.e. zincalume or corrugated iron) is only supported upon land zoned 'Rural Smallholdings' or 'Rural'.
 - 6.8.b The use of uncoated metal sheeting may be considered in the 'Townsite' zone or where existing buildings have been constructed with the use of uncoated metal sheeting or similar upon a property or another property located in close proximity.
- 6.9 Should Ancillary Accommodation be constructed within a Class 10 Outbuilding (i.e. a box or rectangular shaped structure constructed of coated or uncoated metal sheeting which does not include additional features such as eaves, verandahs, windows and other 'house' like features) the Ancillary Accommodation will be considered to be included within the total outbuilding area of a property. However, should the Ancillary Accommodation structure be purposely constructed as a Class 1A building and incorporate design features such as eaves, verandahs,

windows and other 'house' like features the building would not be considered within the aggregate outbuilding area permitted upon a property.

7.0 CONSULTATION

- 7.1 Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.
- 7.2 Applications that propose variation to any part of the Policy (other than the variation pursuant to Section 7.3 and 7.4 of this policy) will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days, prior to the application and any received submissions being placed before a meeting of Council for consideration.
- 7.3 Applications within the 'Rural Residential', 'Rural Smallholding' and 'Rural' zone (where the lots are less than 4ha) that propose a total outbuilding area comprising not more than 240m² enclosed aggregate area and an additional 120m² unenclosed aggregate area will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.
- 7.4 Applications for 'Residential' lots zoned R2.5 and lower density that propose a side and/or rear boundary setback of less than the R-Code requirement, but not less than 5m, will require consultation with surrounding landowners, by means of the Shire writing directly to the surrounding landowners inviting comment, and placement of an advisory sign on-site for a period of not less than 21 days. In the event that at the conclusion of the consultation period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority. In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.
- 7.5 The advertising of a received application that proposes variation to any part of the policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

The local government in determining the application will take into account the submissions received but is not obliged to support those views.

8.0 DEFINITION

For the purpose of this policy an Outbuilding means a building structure not under the main roof of a dwelling and is measured by the total floor area (whether enclosed or open).

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.4

1.5 SECOND HAND & REPURPOSED BUILDINGS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 1.5

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 1.5 – Second Hand and Repurposed Buildings.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.1 To ensure that any development proposing to use a second hand building or repurposed building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.
- 3.2 To ensure that any second hand building or repurposed building or second hand cladding does not detract from an existing (or reasonably desired) streetscape.
- 3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.
- 3.4 To address the issue of exposure risks from asbestos cement cladding.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all applications for second hand buildings and repurposed buildings (more commonly referred to as 'transportables' or 'relocatables' or 'dongas') or applications proposing to use second hand materials.

5.0 APPLICATION REQUIREMENTS

- 5.1 The use of second hand cladding materials and second hand and repurposed buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area. The Local Government requires that an applicant demonstrate that the proposed use of a second hand or repurposed building and/or the use of second hand cladding material will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.
- 5.2 Applications shall include the following information:
 - 5.2.a Completed *Form of Application for Planning Approval* signed by the owner(s) of the property upon which the building will be located.
 - 5.2.b Plans that have been drawn to scale and include at a minimum:
 - i. photographs of each elevation of the building that clearly illustrate the in-situ condition and appearance of the entire building;
 - ii. site plan.
 - iii. floor plan and elevations for the building, these plans need to demonstrate any proposed works/upgrades that are required to be undertaken to the building (i.e. new cladding, extension works, additional verandahs etc.) to ensure the building's presentation is of an acceptable standard to that of the locality.
 - iv. a clear timeframe for the completion of the above works, with such timeframe to be as short as practicable and a maximum of 12 months.
 - v. any other additional information required to demonstrate that the development will be aesthetically acceptable and comply with the objectives of this policy and the relevant building and health standards as required.

- vi. (if deemed required by the Local Government) a detailed report on the structural integrity of the relocated building prepared by a qualified building surveyor or a certified structural engineer.

5.2.c Planning Application fee based on the cost of the building plus any transportation, installation and upgrade costs. This is calculated as per Item 1 of the Shire's current Planning Services Fees.

6.0 POLICY STATEMENT

- 6.1 Buildings (and materials) that are second hand or repurposed are, in some instances, of poor condition and as such the Local Government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:
 - 6.1.a Need for additional setbacks over and above the prescribed minimum and the need for screening/landscaping.
 - 6.1.b A bond and agreement to ensure the external appearance of the development has been completed to the approval of the Local Government.
 - 6.1.c The space between the ground level and the floor level being suitably enclosed.
 - 6.1.d The roof and/or walls being re-clad in materials and colours, and/or re-painted in colours, that are consistent or complementary in colour with the surrounding natural landscape features or desired streetscape.
 - 6.1.e The required works are to be completed within a specified time frame to ensure the building presentation is of an acceptable standard.
- 6.2 Unless specific approval is given, all external asbestos cement cladding must be removed and replaced with new material prior to the relocation of a transported building to its new site.
- 6.3 Prior to the issue of any building permit for a second hand or repurposed building the Local Government shall require the lodging of:
 - 6.3.a a bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of \$5,000 and minimum of \$1,000.
 - 6.3.b agreement, signed by the applicant(s) that the bond will be forfeited to the Local Government if the approved works are not carried out within the approved timeframe indicated.
 - 6.3.c bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Local Government.

7.0 CONSULTATION

Applications for Second Hand Dwellings and Repurposed Dwellings are required by the Local Planning Scheme to be advertised within the 'Residential', 'Rural Townsite', 'Urban Development', 'Rural Residential' and 'Rural Smallholdings' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Second Hand Dwellings and Repurposed Dwellings within the 'Rural' zone be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Second Hand Dwelling and Repurposed Dwelling shall be as defined by the Shire of Chapman Valley Local Planning Scheme.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	1 – Residential
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-8
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP1.5

2.1 EXTRACTIVE INDUSTRY



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.1 – Extractive Industry.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.1 To detail the specific requirements and minimum standards for the establishment of an Extractive Industry.
- 3.2 To set out matters which may be taken into account when considering applications for Extractive Industry.
- 3.3 To ensure extractive industry occurs with minimal detriment to the local amenity and environment, and in a manner which allows for future use and development consistent with the long term planning intentions for the area.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

- 4.1 This policy applies to applications for the extraction of basic raw materials i.e. Industry - Extractive (more commonly referred to as 'Extractive Industries').
- 4.2 The extraction of basic raw materials to a depth of 1m or less to be used for improvements upon the same farming property or for local government purposes within the local government area that the extraction takes place, including the building of roads, is exempt from obtaining planning consent.
- 4.3 The extraction of materials other than basic raw materials (e.g. minerals) are addressed separately under the *Mining Act 1978* which is administered by the Department of Mines, Industry Regulation & Safety.

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications shall include the following information:

5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

5.1.b Plans that have been drawn to scale and include:

- site plan with existing and proposed land contours and areas of remnant vegetation relevant to the proposed excavation area illustrating the location and depth of the proposed excavation of the land and setback distances from property boundaries.
- cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area.
- rehabilitation plan for the area of extraction illustrating the re-contouring of the land and areas of re-planting.
- location of existing and proposed internal access roads or other means of vehicle access to and egress from the extraction area and to public thoroughfares in the vicinity of the land.
- location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land.
- location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered easement or other encumbrances over or in the vicinity of the land.
- location of all existing dams, watercourses, drains or sumps on or adjacent to the land.
- location and description of existing and proposed fences, gates and warning signs around the land.

- location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere.

5.1.c Management Plan containing:

- the type and quantity of material to be extracted.
- the nature and estimated duration of the proposed excavation.
- the stages and the timing of the stages in which it is proposed to carry out the excavation.
- details of the methods to be employed in the proposed excavation and a description of any on-site processing works.
- hours of operation.
- details of the depth and extent of the existing and proposed excavation of the site.
- estimate of the depth of and description of the nature and quantity of the overburden to be removed.
- description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled.
- description of the means of access to the excavation site and the types of thoroughfares to be constructed.
- details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles (the Local Government may require contributions towards the upgrade of roads).
- description of any proposed buildings, water supply, treatment plant, tanks and other improvements.
- details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained.
- description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public.
- source, timing, duration and frequency of noise, and description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*.
- storage of fuel and/or other potential contaminants.
- maintenance of equipment and machinery.
- management of waste.
- description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land.
- details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the clearing of existing vegetation.
- description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas.

5.1.d Rehabilitation and decommissioning plan indicating:

- the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site.
- whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations.
- how any face is to be made safe and batters sloped.
- the method by which topsoil is to be replaced and revegetated.
- the numbers and types of trees and shrubs to be planted and other landscaping features to be developed.
- how rehabilitated areas are to be maintained.
- the program for the removal of buildings, plant, waste and final site clean-up.

5.1.e Applications for Extractive Industry proposed within the Moresby Range as defined by the Moresby Range Management Strategy (WAPC, 2009) are expected to demonstrate due regard for the recommendations of that Strategy and the Moresby Range Management Plan (2010).

5.2 Additional information that may be required

Should the Local Government determine that the proposed extractive industry has the potential to, or is likely to, create adjoining landowner impacts, such as noise, dust, vibration, lightspill, odour or environmental impacts, then further information may be required to support the development application, including but not limited to the following:

5.2.a Baseline data to be provided for wind, noise, dust and/or environmental data at specified locations.

5.2.b Vibration abatement and control measure details.

5.2.c Timing, frequency and duration of blasting/crushing/excavation activities.

- 5.2.d A Visual Impact Assessment where the proposed extractive industry has the potential to, or is likely to, create visual intrusion impacts upon adjacent landholdings, major roads or places of heritage, cultural or landscape significance.

6.0 POLICY STATEMENT

- 6.1 Extractive Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.
- 6.2 Depending on the nature of the proposed Extractive Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.
- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.
- 6.4 Where an Extractive Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where an Extractive Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the Extractive Industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- 6.6 The Local Government will not support the operation of Extractive Industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1km from the closest neighbouring residence upon which the Local Government may entertain extended operating times:
- Monday to Saturday – 7:00am to 6:00pm; &
 - Sundays and Public Holidays - no operations
- 6.7 Applications for Extractive Industry that are supported will generally be approved for a one (1) year period from the date of issue, upon which application for renewal of the approval is required. This is the responsibility of the applicant and the Local Government will not automatically re-issue approvals. Operations that seek to continue beyond one (1) year's duration will be subject to a renewed application for planning consent that may be approved on a recurring basis (with subsequent approval periods to generally not exceed five (5) years without requirement for renewed application for planning consent to be lodged).

7.0 CONSULTATION

Applications for Extractive Industry are required by the Local Planning Scheme to be advertised within the 'Rural', 'Rural Smallholdings', 'Light Industry' and 'General Industry' zones. In the event that at the conclusion of the advertising period no written, author-identified objections have been received then the application may be determined by Shire staff under delegated authority (However, should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination). In the event that a written, author-identified objection is received then the application and the received submission(s) will be placed before a meeting of Council for consideration.

Should applications for Extractive Industry within the 'Strategic Industry' zones be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

Extractive Industry is listed as a use that is not permitted by the Local Planning Scheme within all other zones.

8.0 DEFINITION

- 8.1 For the purposes of this policy Industry - Extractive shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- 8.2 Basic Raw Materials are considered to be materials that are used in the construction industry for both private and public works such as housing, site preparation, concrete and cement manufacturing, railway and road construction. These materials include sand, limestone, limesand, clay, hard-rock and gravel aggregate (limestone and limesand also have important uses in agriculture).

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.1

2.2 RURAL INDUSTRY

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.2 – Rural Industry.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.15 To detail the specific requirements and minimum standards for the establishment of a Rural Industry.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Industry – Rural (more commonly known as ‘Rural Industry’).

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications for Rural Industry are expected to demonstrate due regard for the following criteria and minimum development standards:

Criteria	Minimum Standard
General Location	Buildings are to be sited in a clustered format well away from hills, mesa tops, and ridge-lines
Setbacks *	40m from all boundaries; 200m from neighbouring residences; 100m from any water course or water body.
Effluent & Waste Disposal	As determined by Local Government Environmental Health Officer.
Building Materials & Colours	Non reflective building materials and colours complementary to the surrounding landscape to be used in areas of high visual amenity such as the Moresby Range and Chapman Valley area.
Property Access	Property access is to be via a 12m form/8m gravel paved road.
On-site Carparking and Service Areas **	Carparking and service areas to be constructed to a delineated, drained and compacted gravel standard. The number of parking bays to be calculated at 1 bay for every 50m ² gross area.
Landscaping	Landscaping is to be provided around all associated buildings, parking, storage and loading areas.

6.0 POLICY STATEMENT

- 6.1 Applications for Rural Industry will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment.
- 6.2 Depending on the nature of the proposed Rural Industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.

- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Industry activities are adequately screened from the road and adjoining properties.
- 6.4 Where Rural Industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where Rural Industry is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy 'Rural Industry' shall be as defined as 'Industry – Rural' by the Shire of Chapman Valley Local Planning Scheme.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.2

2.3 RURAL TOURISM



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.3 – Rural Tourism.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.1 To provide for a range of low impact accommodation and other low impact tourist related uses in the rural and rural lifestyle areas of the Shire in a manner that is complementary and sensitive to the agricultural and environmental fabric of the municipality.
- 3.2 To set out the circumstances under which the Local Government may approve low impact tourist development in the rural and rural lifestyle areas of the municipality as provided in the Scheme.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Art Gallery, Bed & Breakfast, Camping Ground, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development in the 'Rural' and 'Rural Smallholding' zone.

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications shall include the following information:
 - 5.2.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.
 - 5.2.b Plans that have been drawn to scale that identify the proposed development in relation to the natural features (e.g. existing vegetation, watercourses, contours) and built existing features (including building and services) both on the subject land and on the adjoining land (the latter being dependant upon the subject lot size and boundary setbacks).
 - 5.2.c Written submission detailing how the proposed development:
 - can fit in with the locality. This means showing a sympathetic and well-mannered design without unreasonable impacts either on the agricultural, natural or cultural environment and that any impacts will be contained within the site.
 - will satisfy bushfire requirements and other hazards.
 - will provide a high level of amenity and services to the tourist occupants.
 - will continue to attend to matters of environmental concern, rural amenity and the well being and safety of the tourist occupants (once the development is established) i.e. Management Plan.

6.1 POLICY STATEMENT

- 6.1 Applications for Rural Tourism will only be supported where the Local Government is satisfied that the proposal will not result in unacceptable environmental or amenity impacts as a result of noise, dust, light spill, odour, vibration, traffic movement, visual intrusion or contamination on the nearby residents or environment and that the quality of the development will present a positive image of the locality.

- 6.2 Depending on the nature of the proposed Rural Tourism, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks the Local Government shall consider existing and potential land-uses on adjoining and nearby properties.
- 6.3 The Local Government may require the preservation and/or planting of a vegetated buffer strip ensuring that the Rural Tourism activities are adequately screened from the road and adjoining properties.
- 6.4 Where Rural Tourism has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by the Local Government), the Local Government may require crossover and vehicle access areas within 50m of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Local Government's existing Crossover Policy.
- 6.5 Where Rural Tourism is being developed with or without direct access to a sealed road, the Local Government may require assistance to upgrade and maintain the road/s that will be affected by vehicle movements associated with the Rural Tourism development. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- 6.6 The Local Government will not be bound to accept any request for additional maintenance or upgrading of roads directly resulting from increases in traffic volumes from an approved Rural Tourism development, unless a financial contribution for such works has been agreed to and received from the respective business owner/proprietor.
- 6.7 With the exception of Bed and Breakfast and Holiday House, all other forms of tourist/holiday accommodation will only be approved subject to the landowner entering into a legal agreement, which shall bind the owner, their heirs and successors in title, requiring that the tourist accommodation will only be used for Short Stay Accommodation purposes.
- 6.8 Subdivision and/or strata subdivision of rural land on which tourism development is proposed or existing will generally not be supported by the Local Government. Such proposal are not considered appropriate because they create circumstances where tourist activities can be operated independently of the principal agricultural or rural use of the land, thereby fragmenting rural land and leading to an increased likelihood of land use incompatibilities.
- 6.9 All signage associated with the uses specified in this policy is to be the subject of a separate application (unless specifically referenced within the application and conditions of approval).
- 6.10 Larger scaled developments and land uses will not be approved under this policy and will require, if found to be justified, an amendment to the Scheme to incorporate specific zoning for the development proposed.
- 6.11 Rural Tourism will generally be approved where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Use	Criteria	Standard
Art Gallery	1. Public Road Access 2. Potable Water Supply 3. Ablutions 4. Car Parking 5. Lot size 6. Setback 7. Siting 8. Clearing 9. Screening 10. Design & Materials 11. Management	1. Type 3 – 12m form/8m gravel paved 2. 46,000 litres storage (10,000 gals) 3. As per Health Act 1911, including provision for disabled 4. 1 car bay for every 3m ² of public area – gravel std/Local Government specs. 5. 10ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 7. Away from sand dunes, ridge lines and side slope/breakaway areas 8. No removal of remnant vegetation 9. Well screened from view of neighbouring properties 10. Complementary with landscape – earth tones – no reflection 11. On site managers residence
Bed & Breakfast	1. Public Road Access 2. Potable Water Supply 3. Guest Ablutions 4. Car Parking 5. Lot size 6. Management	1. Type 2 – 10m formed 2. 92,000 litres storage (20,000 gal) 3. 1 shared bathroom 4. 1 car bay per room – gravel standard 5. Nil 6. Within the same building
Caravan Park & Camping Ground	1. Location 2. Public Road Access	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc & distances from other Caravan Parks/Camp Sites as prescribed by <i>Caravan Parks and Camping Grounds Act 1995</i>

Use	Criteria	Standard
	3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications or Type 3 – 12m form/8m gravel paved at Local Government discretion 3. As per Caravan & Camping Regs 1997 4. As per Caravan & Camping Regs 1997 & Building Code of Australia 5. 1car bay per caravan/camp site + 1 bay for manager – gravel std/Local Government specs 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be complimentary with landscape – earth tones – no reflection 12. On site managers residence
Holiday Accommodation	1. Public Road Access 2. Potable Water Supply 3. Car Parking 4. Floor Area 5. Lot size 6. Setbacks 7. Siting 8. Clearing 9. Screening 10. Design & Materials 11. Management	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per chalet (20,000 gals) 3. 1 car bay per chalet – gravel std/Local Government specs 4. 100m ² (internal) 5. 15ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by The Local Government. 7. Away from ridge line and side slope/breakaway areas – clustered together 8. No removal of remnant vegetation 9. Partially screened from view of neighbouring properties 10. Complementary with landscape – earth tones – no reflection 11. On site manager's residence
Holiday House	1. Public Road Access 2. Potable Water Supply 3. Guest Ablutions 4. Car Parking 5. Lot size 6. Setbacks 7. Siting 8. Clearing 9. Screening 10. Landscaping 11. Design & Materials 12. Management	1. Type 3 – 12m form/8m gravel paved 2. 92,000 litres storage per 8 beds (20,000 gals) 3. Ensuite bathroom per bedroom 4. 1 car bay per room – gravel standard 5. 10ha 6. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 7. Away from sand dunes, ridge lines and side slope/breakaway areas 8. No removal of remnant vegetation 9. Partially screened from view of neighbouring properties 10. Peripheral native landscaping around Guesthouse building 11. Complementary with landscape – earth tones – no reflection 12. Within the same building
Holiday House (continued)		
Tourist Development	1. Location 2. Public Road Access 3. Potable Water Supply 4. Guest Rooms/Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence
Reception Centre	1. Location 2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. With an established guesthouse, restaurant or rural holiday resort. 2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Restaurant / Café	1. Location	1. With an established intensive agriculture/rural pursuit and/or rural holiday resort.

Use	Criteria	Standard
	2. Public Road Access 3. Potable Water Supply 4. Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	2. Type 3 – 12m form/8m gravel paved 3. 92,000 litres storage (20,000 gals) 4. As per Health Act 1911, including provision for disabled 5. 1 bay per 4 seats – gravel standard 6. 15ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Complementary with landscape – earth tones – no reflection 12. On site managers residence
Tourist Development	1. Location 2. Public Road Access 3. Potable Water Supply 4. Guest Rooms/Ablutions 5. Car Parking 6. Lot size 7. Setback 8. Siting 9. Clearing 10. Screening 11. Design & Materials 12. Management	1. Within close proximity to public recreation areas/natural attractions – beaches, walk trails, scenic lookouts etc 2. Type 5 – 7m bitumen seal + bitumen seal crossover to Local Government specifications 3. 92,000 litres storage per 8 beds (20,000 gals) 4. Per standards prescribed for Guesthouse, chalets, Caravan Parks including provision for disabled 5. 1 car bay per unit or caravan/camp site + 1 bay for manager – gravel standard 6. 20ha 7. 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government. 8. Away from sand dunes, ridge lines and side slope/breakaway areas – clustered together 9. No removal of remnant vegetation 10. Well screened from view of neighbouring properties 11. Buildings to be consistent in design and complementary with landscape – earth tones – no reflection 12. On site managers residence
Tourist Development (continued)		

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

- 8.1 For the purposes of this policy Art Gallery, Bed & Breakfast, Caravan Park, Holiday Accommodation, Holiday House, Reception Centre, Restaurant/Café and Tourist Development shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 8.2 For the purposes of this policy Camping Ground shall be as defined by the *Caravan Park & Camping Grounds Act 1995* and also include Nature Based Park as defined by the *Caravan Parks and Camping Grounds Amendment Regulations (No.2) 2014*

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.3

2.4 WORKFORCE ACCOMMODATION



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 2.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 2.4 – Workforce Accommodation.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.4 To ensure that applications for the development of Workforce Accommodation are assessed in a consistent, fair, thorough and timely manner.
- 3.5 To provide guidance to the Local Government, State Government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for Workforce Accommodation.
- 3.6 To provide, where necessary, for the development of Workforce Accommodation in a way that maximises social benefits whilst minimising social costs.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Workforce Accommodation.

5.0 APPLICATION REQUIREMENTS

The following information is to be provided with an application for planning consent:

- 5.1 Accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by the Local Government).
- 5.2 An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- 5.3 Details regarding the maximum number of persons to be housed at the site.
- 5.4 Details of how development is to be staged.
- 5.5 Information regarding how essential services are to be provided to the site.
- 5.6 Details of underlying purpose for proposed development (i.e. whose workforce is the camp intended to house and why the workforce cannot be housed in existing accommodation).
- 5.7 Written submission detailing the suitability of the proposal to meet the required accommodation needs (i.e. type, size, location, layout, facilities, parking, loading/unloading and detailed design does it meet their requirements for accommodating their workforce).
- 5.8 Details of any prior consultation with local communities and government agencies.
- 5.9 Details of any ongoing community benefit that will result from development of the camp.
- 5.10 In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.

- 5.11 Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a **Management Plan** to be submitted with the application for planning consent. The Management Plan should address:
- strategies ensuring that noise, dust, odour, lightspill and litter are acceptably managed.
 - strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
 - transportation of workers to the site where construction is taking place.
 - strategies for managing the consumption of alcohol in the camp (if applicable).
 - strategies for preventing the consumption of illicit drugs in the camp.
- 5.12 Applications shall be accompanied by a **Decommissioning Plan** (that may in the event of the Local Government giving approval be made subject to condition requiring the applicant entering into legal agreement) that addresses the following issues:
- when the camp shall be decommissioned.
 - works that shall remain in place following decommissioning.
 - the clean-up and rehabilitation of the site.
 - the transfer of assets to public ownership where this has been committed too.
- 5.13 Applications are to indicate the time period over which the camp is expected to be required (generally for a period of between 6 months and 5 years);

6.0 POLICY STATEMENT

- 6.1 Applications must demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought.
- 6.2 For Industrial and Port Development, Workforce Accommodation site/s should:
- be located on 'Rural' zoned land.
 - be strategically located within close proximity (i.e. 10km radius) to the primary construction site, and is within reasonable commuting distance to a range of services including social, recreational, commercial, retail and medical.
 - have direct access to an established 'road of regional significance' as classified by Main Roads WA.
 - in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
 - accord with the Local Government's current planning instruments (i.e. Local Planning Strategy, Coastal Management Strategy) in demonstrating a 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation camp use.
- 6.3 For Rail and Infrastructure/Services, Workforce Accommodation site/s should:
- be strategically located within reasonable commuting distance (i.e. 50km radius) to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
 - where possible have direct access to a bitumen seal road.
 - in the opinion of the Local Government, not be located in an area of perceived environmental, social or visual sensitivity.
 - where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary workforce accommodation use.
- 6.4 Workforce Accommodation:
- is not supported within close proximity to 'socially sensitive' facilities such as schools or day-care centres.
 - is to be located within reasonable proximity to commercial, educational, recreational and community facilities that are capable of coping with the anticipated increases in demand.
 - is to be well screened from view and result in minimal site disturbance.
 - is to be adequately serviced by way of constructed road access to 7m bitumen seal and availability of services and infrastructure.

7.0 CONSULTATION

The following process is to be undertaken in assessment of an application for Workforce Accommodation:

7.1 Step 1 – Preliminaries

The proposal should generally be discussed with the Local Government prior to an application being submitted and in some instances preliminary, written advice will be provided. Applicants should ensure, in consultation with the Local Government, that their application contains all the required information.

7.2 Step 2 – Initial consideration by the Local Government

Local Government staff will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

7.3 Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders in accordance with Scheme requirements. During that period adverts may be placed in local newspaper/s, a sign/s erected on site and plans/documents detailing the application made available for inspection at the Local Government offices.

7.4 Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Local Government staff will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

8.0 DEFINITION

For the purposes of this policy Workforce Accommodation shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	2 – Commercial & Industrial
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP2.4

3.1 TREE FARMS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.1 – Tree Farms.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.16 To achieve a consistent, efficient, and equitable system for assessing and approving Tree Farm applications.
- 3.17 To enable the establishment of Tree Farms in appropriate locations.
- 3.18 To enable Tree Farms in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits.
- 3.19 To ensure Tree Farm development is not undertaken upon land that is considered to be of high agricultural value.
- 3.20 Consider impacts on local road network infrastructure, and to protect surface gravel deposits for the maintenance and construction of these road networks.
- 3.21 Suitable gravel deposits must be made available to the Shire when deemed necessary by the Shire for adjoining road networks.
- 3.22 Recognise that gravel acquisition for adjoining road networks is essential.
- 3.23 To minimise the potential for any loss of population or agricultural land through the use of whole farms and encourage Tree Farms that are ancillary to an existing agricultural land use (i.e. broadacre cropping or grazing).
- 3.24 Manage fire risk/management issues for all applications.
- 3.25 Consider the visual impact of Tree Farms in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty.
- 3.26 Encourage operators, managers, government and non-government agencies, investors, and landowners to work in partnership wherever possible.
- 3.27 Encourage operators to abide by the Industry Code of Practice, relevant legislation, Western Australia's Strategy for Plantations and Farm Forestry and this policy.
- 3.28 Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for a Tree Farm (more commonly referred to as 'Agroforestry' or 'Carbon Farming' or 'Plantations').

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications shall include the following information:

- 5.1.a Planning application form duly signed by the owner(s) of the property and payment of the relevant fee.

Note: An application may be made upon land that is not in the ownership of the applicant where the application form is signed by the owner(s) of the land as specified upon the Certificate of Title and the applicant(s).

An application can cover multiple Tree Farm plantings, which may be on different titles under separate ownership, provided they are under the management of one Applicant (the form is required to be signed by the relevant landowners of each title).

- 5.1.b Site plan showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses), surface gravel deposits and other relevant information, such as hazards and significant features (drawn to scale and to a professional standard).

Note: Proposed new buildings and structures relating to a Tree Farm development may be subject to additional/other applications and approvals of the Local Government and other agencies.

Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.

- 5.1.c A species list (including approximate density and number to be planted) for the proposal.

- 5.1.d Management Plan that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia' (Forest Industries Federation WA, 2014) and 'Guidelines for Plantation Fire Protection' (Department of Fire & Emergency Services, 2011) and/or subsequent superseding documents.

- 5.1.e Information pertaining to the projected volume of water usage.

Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.

- 5.1.f A visual impact assessment may be required where the development site is in close proximity and/or viewing distance from townsite boundaries, roads of regional or local significance, or areas deemed by the Local Government to have a high level of scenic or heritage value.

- 5.1.g Provide estimated harvest time(s) (where applicable). It will be a condition of any development approval that a Harvest/Transport Plan be submitted to Council for separate approval 12 months prior to the commencement of harvesting that details expected transport routes, and proposed machinery requirements.

Note: The Local Government recognises the future locations of processing facilities in or near the Mid-West region is currently unknown, and it is therefore difficult to prepare a transport plan prior to commencement of tree crop development. Nevertheless, the Local Government will require an understanding of expected harvest and transport routes through the Local Government at the application stage, with the requirement a transport plan/strategy to be prepared and submitted twelve (12) months prior to the commencement of harvesting depending on scale and nature of harvest.

Where the Shire considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

6.0 POLICY STATEMENT

- 6.1 Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant landuse with Tree Farms as an ancillary and complementary use.
- 6.2 This policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded. As a general rule the Local Government will assess if a plantation area is 'ancillary' having regard for:
- the area of each lot.

- the proportion or percentage of the plantation area on a lot by lot basis. Generally a 50% maximum planting area is encouraged, although each application will be assessed on its merits on a 'case by case' basis.
 - the extent of existing remnant vegetation areas.
 - whether a significant portion of each lot can continue to be used for agriculture.
- 6.3 The Local Government will be able to clearly identify whether agriculture remains as the primary use, given that detailed site plans are lodged for all applications and show the extent of planting areas.
- 6.4 This policy aims to actively encourage the integration of tree planting with agricultural farms. Whilst there are other factors contributing towards reductions of rural population, the Local Government wishes to ensure that new land uses do not exacerbate an existing ongoing problem.
- 6.5 The Local Government will not generally support the planting of whole lots or farms for tree planting due to the potential for the displacement of agricultural pursuits and loss of agricultural land.
- 6.6 The Local Government may require as a condition of approval a Management Plan to be prepared, or modified, to its satisfaction, before planting commences, and the applicant's subsequent adherence to the requirements therein.
- 6.7 Management Plans shall include ongoing commitments relating (but not limited) to the following:
- Pest Control (inclusive of weeds and animals) that displays due regard for the 'Code of Practice for Timber Plantations in Western Australia'.
 - Water Management Plan that outlines estimated water requirements, available water sources, their capacity and access points, water impact management and monitoring.
 - Fire Management (inclusive of access, perimeter and internal fire breaks/barriers, water supplies, separation distances between plantings and setbacks from on-site and off-site dwellings) that displays due regard for the requirements of the Department of Fire and Emergency Services 'Guidelines for Plantation Fire Protection' (2011).
- Note: It is an expectation that the minimum width of perimeter fire breaks/barriers shall be 30m, and that tree planting areas exceeding 200ha shall have 30m minimum width fire breaks/barriers between them (i.e. internal breaks between planting cells), and strategies be outlined regarding their maintenance.*

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Tree Farm shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP3.1

3.2 INTENSIVE AGRICULTURE

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 3.2



1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 3.2 – Intensive Agriculture.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.29 To provide clarity and direction with regard to the approval of intensive agriculture uses in consideration of potential conflict issues with other land uses.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications for Intensive Agriculture (more commonly referred to as 'Aquaculture' 'Floriculture', 'Horticulture', 'Market Gardens', 'Orchards', 'Turf Farms' or 'Viticulture').

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 Applications for development are expected to include written submission demonstrating:
- an acceptable water supply exists on the property.
 - the proposed Intensive Agriculture use/development will not adversely affect a known drinking water source.
 - the proposed Intensive Agriculture use will not impact on any neighbouring agricultural practice or be detrimental to the subject land, surrounding locality or environment by way of land degradation or erosion, noise, dust, odour, spray drift, effluent disposal or leaching, waste water disposal or runoff etc.
 - how it will satisfy bushfire requirements and other hazards.

Note: The Shire may seek advice from the Department of Water and Environment Regulation to assist in determining the application, with specific reference to ground and surface water impacts. Should the Department of Water and Environment Regulation raise significant concerns or objections to the proposal the application may ultimately be refused by the Local Government. Applicants are therefore encouraged to consult with the Department of Water and Environment Regulation prior to lodging their application and include relevant information arising from this consultation within their lodged application.

Proposed new buildings and structures relating to an Intensive Agriculture development may be subject to additional/other applications and approvals of the Local Government and other agencies. Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Water and Environment Regulation to obtain the relevant approvals.

6.0 POLICY STATEMENT

- 6.1 Intensive Agriculture will generally be supported where the Local Government is satisfied that the following minimum criteria and standards can be achieved:

Intensive Agriculture Use	Min. Lot Size	Min. Boundary Setback	Min. Setback from Neighbouring Residence	Min. Setback from Dam or Watercourse	Min. Vegetation Screening & Buffers
Horticulture	20ha	40m	200m	100m	5m

Viticulture	30ha	40m	200m	100m	5m
Floriculture	10ha	15m	100m	100m	5m
Aquaculture	10ha	15m	100m	100m	-
Turf Farm	20ha	15m	100m	100m	-

Note: Depending on the nature of the proposed intensive agriculture use, local wind, topography and vegetation conditions, setbacks may need to be varied to those specified above. When determining such setbacks the Local Government will consider existing characteristics and potential land-uses on adjoining and nearby properties.

- 6.2 The Local Government will generally only support the establishment of buildings for an Intensive Agriculture use where they are clustered with other buildings on the site and are located well away from hills, mesa tops, and ridge-lines.
- 6.3 The Local Government will generally not support the damming of a watercourse or valley area for the purpose of servicing a proposed Intensive Agriculture use/development unless subject to the following:
- 6.3.a a separate application for planning consent for the proposed dam has been submitted detailing
- the overall area and holding capacity of the dam.
 - a profile of the dam wall including the provision of an overflow so as not to prohibit or substantially restrict the flow of water downstream.
 - the location of the dam in relation to property boundaries and existing residential development.
- 6.3.b the Department of Water & Environment Regulation has given its endorsement for the proposed dam.
- 6.4 The Local Government will generally only support direct retailing of produce from the property subject to the following:
- 6.4.a Separate application for planning consent for a Produce Stall, Home Store or Market has been submitted (or specifically referenced within the overall submitted application) detailing:
- location and form of building
 - vehicular access
 - disabled access (may be required in some instances)
 - provision for on-site car parking
 - provision of landscaping
 - hours of operation
- 6.4.b The retailing is incidental to an approved Intensive Agriculture use/development.
- 6.4.c Access to the property is by an 8m gravel standard road.
- 6.4.d The proposed development will not result in unacceptable environmental impacts as a result of noise, odour, light spill, or visual intrusion, contamination.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Intensive Agriculture shall be 'Agriculture-Intensive' as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	3 – Environment, Natural Resources & Waste
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP3.2

4.1 DEVELOPMENT ADJACENT TO THE PROPOSED OAKAJEE TO NARNGULU INFRASTRUCTURE CORRIDOR AND THE OAKAJEE TO TALLERING PEAK RAIL CORRIDOR



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 4.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 4.1 – Development adjacent to the proposed Oakajee to Narngulu Infrastructure Corridor and the Oakajee to Talling Peak Rail Corridor.

2.0 INTRODUCTION

Oakajee was selected by the Western Australian State Government in 1992 as a site for future strategic industry and a port. From 1997 to 2009 the State Government acquired and rezoned approximately 6,400ha of land for the purpose of securing the industrial estate and port site and the surrounding buffer area.

Corridors linking the Oakajee Industrial Estate to the wider regional road, rail and services network and mine sites have been identified through State Government planning studies and these corridors are of state significance and will assist in delivering wide-ranging economic and social benefits to the community.

However, the corridors have yet to be secured and in the interim this Local Planning Policy has been prepared to guide assessment of development to give due regard for the proposed alignments. Further, it is recognised that road and rail noise can have an adverse impact on amenity, and this Local Planning Policy seeks to ensure that the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise are given due regard in relation to the assessment of development in proximity to the proposed corridors.

3.0 OBJECTIVES

- 3.1 To protect the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor from incompatible development.
- 3.2 To protect the community from unreasonable levels of transport noise associated with the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to development proposed within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor.

5.0 APPLICATION REQUIREMENTS

Applications for development within 200m of the of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor are expected to demonstrate due regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4 - Road and Rail Noise and the accompanying Road and Rail Noise Guidelines.

6.0 POLICY STATEMENT

- 6.1 Applications for development within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor will be assessed with regard for the policy objectives and measures in determining setback distances as outlined in State Planning Policy 5.4-Road and Rail Noise.
- 6.2 The Shire will request that subdivision/amalgamation applications relating to properties adjoining the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor have condition that a notification be placed on the certificate(s) of title that states that the lot is affected by the alignment of the proposed corridor, and (where applicable) that land may be required in the future for the construction of the corridor, and the lot may in the future be affected by transport noise.

7.0 CONSULTATION

- 7.1 Upon receipt of a development application within 200m of the proposed Oakajee to Narngulu Infrastructure Corridor and the proposed Oakajee to Talling Peak Rail Corridor the Shire shall invite comment upon the application from the following:
- Department of Jobs, Tourism, Science & Innovation.
 - Environmental Protection Authority.
 - Department of Water and Environment Regulation.
 - Department of Planning, Lands and Heritage.
 - Main Roads WA (in relation to applications concerning the Oakajee to Narngulu Infrastructure Corridor, but not the proposed Oakajee to Talling Peak Rail Corridor).
 - key proponents as identified by the Shire (e.g. parties in current negotiation with the State Government to develop a port or industry at Oakajee).
- 7.2 The development application, and any received submissions, shall be presented to a meeting of Council for its consideration.

8.0 DEFINITION

- 8.1 For the purposes of this policy, the **proposed Oakajee to Narngulu Infrastructure Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Department of Planning, Lands & Heritage's Oakajee Narngulu Infrastructure Corridor Draft Alignment Definition Report (2014), or a State Government adopted superseding study/report (refer to **Figure 1** of this Local Planning Policy).
- 8.2 For the purposes of this policy, the **proposed Oakajee to Talling Peak Rail Corridor** shall be considered to be the alignment (located within the Shire of Chapman Valley) as identified in the Oakajee Rail Development (Oakajee Port and Rail Pty Ltd) Report and Recommendations of the Environmental Protection Authority (2011), or a State Government adopted superseding study/report (refer to **Figure 2** of this Local Planning Policy).
- 8.3 For the purposes of this policy **Incompatible Development** means a land use or development which may be considered to be sensitive to or impacted by transport noise.

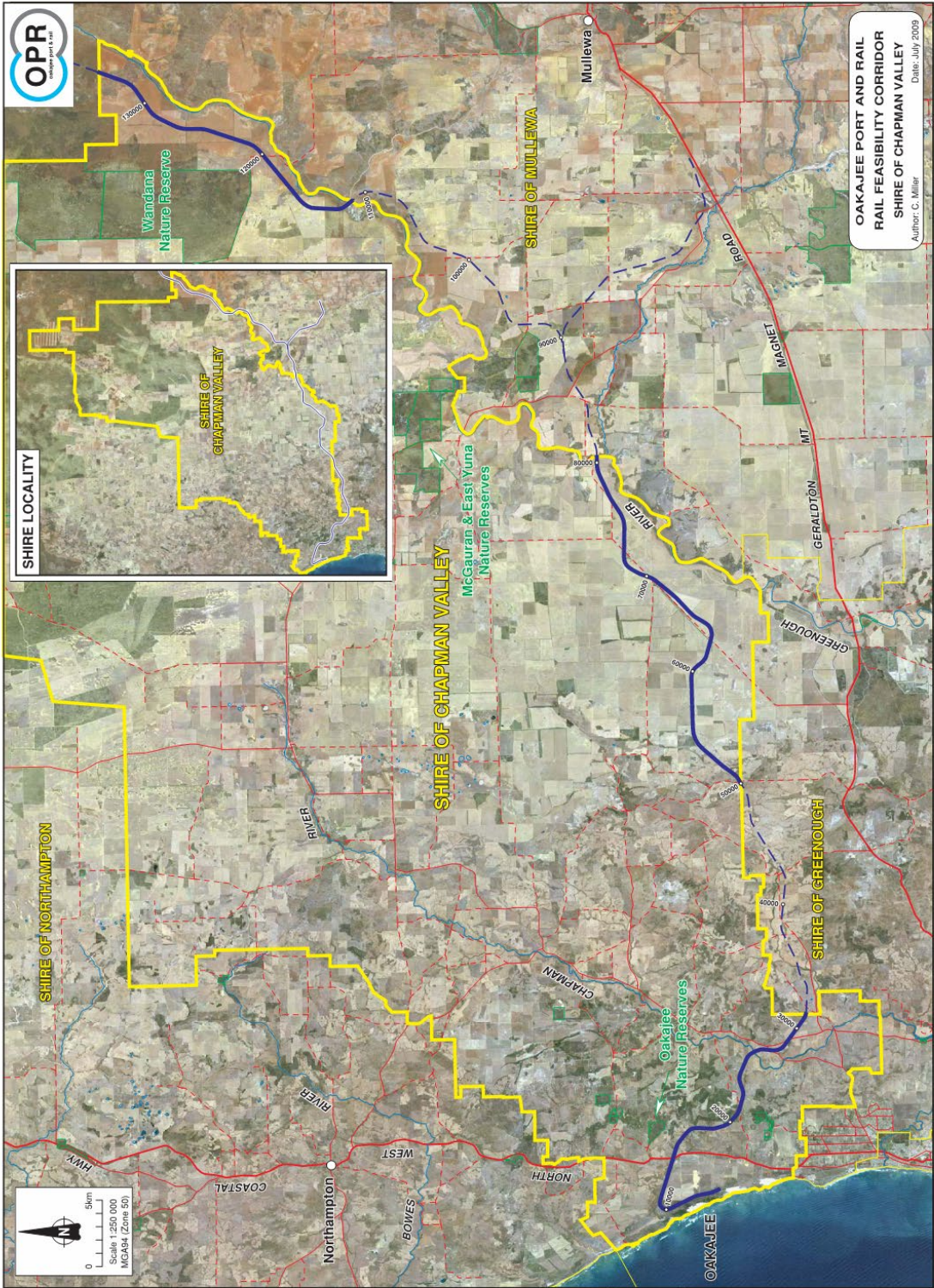
9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	4 – Transport and Infrastructure
Public Consultation	No
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP4.1

Figure 1 – Proposed Oakajee to Narngulu Infrastructure Corridor



Figure 2 – Proposed Oakajee to Tallering Peak Rail Corridor (Shire of Chapman Valley)



5.1 BUILDING ENVELOPES



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 5.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 5.1 – Building Envelopes.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.30 To provide guidance with respect to the amendment of a building envelope (relocation, expansion) that will not lead to unacceptable impacts on surrounding properties.
- 3.31 To provide criteria by which the amendment of a building envelope should be considered to assist in protecting the integrity of the application of building envelopes.
- 3.32 To provide guidance in relation to the information required to be submitted as part of an application for the amendment of a building envelope.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to applications seeking to amend, relocate, remove or develop outside a Building Envelope.

5.0 APPLICATION REQUIREMENTS

In submitting an application for planning consent to amend, relocate or site development outside of a designated building envelope on a particular lot the proponent shall:

- 5.1 Demonstrate due regard for the requirements as outlined in Section 40 of the Shire of Chapman Valley Local Planning Scheme.
- 5.2 Provide justification, relevant building plans (sketch floor plan and elevations, and schedule of materials and colours), and information addressing visual amenity, privacy and screening, vegetation loss, access, and proximity to natural features.
- 5.3 Mark the revised/amended building area on-site to clearly delineate the change or new location for assessment purposes.

6.0 POLICY STATEMENT

- 6.1 In considering an application to relax the development standards pursuant to Section 40 of its Local Planning Scheme, the Local Government will give particular consideration to:
 - 6.1.a justification for the proposed amendment.
 - 6.1.b the secondary nature of the development should the application be to site a building/s outside of the envelope (e.g. horse stables, bore sheds).
 - 6.1.c unacceptable visual clutter, especially in elevated areas of high landscape quality or visually exposed locations, such as the edge of hill or mesa tops within prominent parts of the Moresby Range.
 - 6.1.d unnecessary clearing of remnant native vegetation.

- 6.1.e visual obtrusiveness and/or impact on an adjoining property by way overlooking, noise, odour or light spill.
 - 6.1.f suitability for landscape screening using effective screening vegetation and the availability of a proven water supply for this purpose.
 - 6.1.g use of materials and colours to assist in softening any perceived visual impact.
 - 6.1.h compliance with the land-use, setback, building height, development exclusion, vegetation protection, bushfire requirements and other pertinent provisions of the Local Planning Scheme and associated Planning Policies.
- 6.2 Building envelopes are generally imposed at the time of rezoning or subdivision to provide an area in which buildings upon a property will be clustered and provides an understanding for surrounding landowners of the potential location of future built form. Whilst this Policy provides guidelines for an application to be submitted to amend a building envelope it should not be construed that approval will be granted with each application assessed on its individual merits.

7.0 CONSULTATION

An application for the relocation, removal or expansion of a building envelope may be advertised to surrounding landowners prior to being placed before a meeting of Council for consideration.

8.0 DEFINITION

For the purposes of this policy Building Envelope shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations* 2015 and as referenced in the Shire of Chapman Valley Local Planning Scheme.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	5 – Design Guidelines & Precinct Plans
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP5.1

6.1 CONSULTATION

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 6.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy 6.1 – Consultation.

2.0 INTRODUCTION

The Local Government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the Local Government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.33 To provide a method by which proposals can be classified according to their likely impact.
- 3.34 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.
- 3.35 To detail the requirements for consultation based on the level of impact of the proposal.
- 3.36 To outline the process the Council will use when undertaking consultation and considering submissions.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

The over-arching principle of this policy is that the Local Government (where appropriate or required) will advise and consult with the community about initiatives involving proposed new or extended land uses and developments, in an endeavour to ensure openness and accountability in the decision making processes and to gauge public opinion.

The need to engage the community will be based firstly on any legislative requirement and then the degree to which the proposal impacts upon the site itself, the land immediately surrounding the site, the locality within which the site is situated or, in some cases, the whole Local Government.

In relation to complex issues, the Local Government will exercise flexibility in determining the level of consultation that is required and the best means by which maximum public feedback may be obtained.

The Local Government will predominantly consult with owners of land and, where appropriate, will also consult with occupiers of the land.

5.0 APPLICATION REQUIREMENTS

Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the R-Codes and the relevant design principles as outlined in the R-Codes.

6.0 POLICY STATEMENT

The method of consultation used will relate to the legislative requirements and (in the opinion of the Local Government) the likely extent of the impact on the community or the interest likely to be generated by the community with respect to the proposed land use or development. In any event the Local Government has the discretion to publicly advertise any town planning proposal.

7.0 CONSULTATION

7.1 Consultation level requirement by Development Proposal Type

The below matrix is the basis upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the Local Government shall use its discretion to establish the consultation process required.

Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

Development Proposal Type	Consultation Level
Design Guidelines	D
Local Planning Policies	D
Management Plans (local)	C
Outline Development Plans	C
Planning Applications (permitted uses)	A
Planning Applications (discretionary)	B
<ul style="list-style-type: none"> likely to impact on surrounding owners; or not likely to impact on surrounding owners 	A
Planning Applications (discretionary after advertising)	C
<ul style="list-style-type: none"> impacts are confined to adjoining properties and the immediate vicinity of the proposal; or impacts affect the broader locality in addition to adjoining properties 	D
Residential Design Codes Performance Criteria Assessment	B
Structure Plans - General	D
Structure Plans - Oakajee	E
Strategic Plans / Documents:	E
<ul style="list-style-type: none"> impacting on the Shire in general; or impacting on specific sectors / areas of the community 	D
Subdivision Referrals	A
Local Planning Scheme Amendments	D
Local Planning Scheme Review	E
Townsite Plans / Strategies	D

7.2 Level A – No Consultation

No consultation will occur where the proposal:

- 7.2.a Is determined by the Chief Executive Officer as having no predictable detrimental impact on the character or amenity of the immediate or general locality.
- 7.2.b Is determined by the Local Government as not being required or is precluded under relevant legislation.
- 7.2.c Has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

7.3 Level B – Consultation with owners of adjoining land

- 7.3.a Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.
- 7.3.b Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.
- 7.3.c The Local Government may undertake one or more of the following:
 - Consult with the owners of properties determined as being potentially affected by a development proposal in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
 - Where an affected land owner is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-

objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

7.4 Level C – Consultation with owners of nearby land

7.4.a Where a proposed land use or development is determined by the Local Government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other surrounding land, the owners of those properties within the catchment specified below will be consulted.

7.4.b The Local Government may undertake one or more of the following:

- The owners of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days for the lodgement of any submissions.
- Dependent upon the level of impact in the area, the Local Government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period, with an additional fee to be levied on the applicant pursuant to the Local Government's schedule of fees and charges.

7.5 Level D – Consultation with owners of land in the locality

7.5.a Where a proposed land use or development is determined by the Local Government as having the potential to impact upon the use or enjoyment of land within an area or a settlement, but not extending to the whole of the municipality or specific interest groups within that area, the community within the affected area will only be consulted.

7.5.b The Local Government may undertake one or more of the following:

- publish a notice of the proposal in a newspaper circulating in the area.
- arrange for a sign or signs to be placed in a prominent position(s) on the site.
- consult the owners of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by the Local Government that the proposal will not have any significant impact on certain portions of the area.
- consult with the owners of land beyond the foregoing areas where, in the opinion of the Local Government, there will be an impact along key transportation facilities, tourist routes or view-sheds. and/or
- consult as necessary with other affected government agencies or statutory authorities as the case requires.

7.5.c Drawing attention to the form of the development proposal and inviting comment within a period not being less than 14 days or, where appropriate, such longer period as may be necessary to comply with relevant legislation (Schedule 2 Part 2 Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a minimum of 21 days in the case of Local Planning Policies).

7.6 Level E – State Wide Consultation

Where proposals or projects are of State, regional or shire wide significance the community will be consulted in a manner as determined by the Local Government. In relation to complex issues, the Local Government may exercise flexibility to determine the level of consultation that is required and the best means by which maximum public feedback may be obtained.

7.7 Submissions

7.7.a The Local Government will only accept submissions where:

- it has been signed by the respondent and contact details, including address for correspondence, is provided.
- comments on the development are provided in eligible written English.

7.7.b A petition will only be considered where it:

- is addressed to the Chief Executive Officer.
- is made entirely by electors of the Local Government.
- states the request/reason(s) on each and every page of the petition.
- contains the names, addresses and signatures of the electors making the request, and the date each elector signed.

- states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

7.7.c All submissions received will be summarised for reporting to Council with:

- submissions treated in confidentiality (unless otherwise prescribed by the relevant legislation), although Councillors may request a copy of any/all submissions.
- matters taken into account from submissions being based on valid planning grounds, including, but not limited to:
 - considerations outlined in the relevant Local Planning Scheme, Local Government policy and/or strategy.
 - potential for detrimental impact on the enjoyment of nearby properties from such causes as the effect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments.
 - impact of the proposal on streetscape and the amenity of the locality.
 - heritage values or significance.
 - adequacy of access, egress, parking and manoeuvring including disabled access.
 - traffic generation and probable effect on safety and traffic movement.
 - removal of, or increased threat to, natural vegetation.
 - the assessed fire hazard appropriate to the land and the proposed new land use and development.
 - any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk.
 - potential loss of any community service or benefit.
 - adequacy of community and public utility services.
 - any other matter relevant to orderly and proper planning.

7.7.d The Local Government upon determination the application may either:

- send to each respondent a letter.
 - acknowledging receipt of the submission.
 - advising of the determination of the development proposal concerned, providing reasons for that determination. and
 - advising the name and position of the officer of the Local Government from whom further information can be obtained.
- place an advertisement in the local paper providing public advice as to the outcome of the matter.

7.8 Delegation

Authority is delegated to the Chief Executive Officer for the following:

- to accept submissions received shortly after the formal comment period.
- determine the level of consultation required for each application.

8.0 DEFINITION

For the purposes of this policy the following definitions are provided:

“Adjoining” means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

“Affected Person” means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

“Nearby Land” means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring Local Government.

“Notify” means written communication by the Local Government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

“Relevant Information” means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

“Respondent” means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the Local Government.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	6 – Planning Procedures
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP6.1

7.1 COMMERCIAL VEHICLES



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.1

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.1 – Commercial Vehicles.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.37 To ensure that the parking of such a vehicle will not adversely affect the amenity of the locality nor have any adverse effect upon the occupiers or users of properties adjacent or in the locality.
- 3.38 To set out the criteria against which an application will be assessed and standards that should be observed such that commercial vehicles can be parked in residential and rural residential zones without compromising the objectives of those zones.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to the parking of a commercial vehicle upon land zoned 'Residential', 'Rural Townsite', 'Rural Residential' and 'Rural Smallholding'.

5.0 APPLICATION REQUIREMENTS

- 5.1 Applications for development are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5.2 An application made to the Shire is also required to include:
 - written submission that provides details as to the purpose of the vehicle (what commercial/industrial activity the vehicle is used for), the length, width, height and carrying capacity of the vehicle and envisaged departure and arrival times.
 - photograph(s) of the commercial vehicle proposed to be parked at the property.

6.0 POLICY STATEMENT

6.1 Parking Location

- 6.1.a The commercial vehicle must be parked entirely within the subject property, and should be contained behind the building setback line. Parking must meet with the crossover, turning and manoeuvrability requirements of the R-Codes.
- 6.1.b Preferably the commercial vehicle should be parked to the rear of the residence and screened from view of the street and from neighbouring properties.
- 6.1.c Only one (1) commercial vehicle will be permitted to be parked on a property, unless it can be demonstrated that an additional commercial vehicle can be parked on the property in compliance with the objectives of this policy.
- 6.1.d Access to the property on which the commercial vehicle is to be parked is to be via a crossover which has been constructed to the specifications of the Local Government. The parking of the commercial vehicle should not preclude domestic vehicles from parking at the property.

6.2 Use of the commercial vehicle

- 6.2.a The local government is unlikely to support the parking of a commercial vehicle that is, or has been, used for the commercial transportation of animals, disposal of liquid wastes, or other dangerous, hazardous or contaminated substances (which either requires a special permit for their transportation, or which if spilled or discharges from the vehicle would either cause pollution or pose a danger or threat to the health or inhabitants of the locality).
- 6.2.b Applications are only considered on the principle that the parking of the commercial vehicle is incidental to the predominant residential use of the property and therefore the parking of commercial vehicles on vacant land, or where no residence exists, are considered to be a land use application in themselves and contrary to the objectives of this policy.
- 6.2.c Where planning consent has been granted for a Rural Tourism Development, Intensive Agriculture, Rural Industry or Rural Pursuit, and in some instances a Cottage Industry on 'Rural Smallholding' zoned land, the parking of a vehicle associated with these activities may be considered provided it can be demonstrated that there will be no undue impact on the environment or the amenity of the surrounding locality.

6.3 Amenity

- 6.3.a The parking of a commercial vehicle should not adversely impact upon the amenity of the locality. Amenity is considered to relate to what can be reasonably expected in the subject residential/rural residential environment. Amenity can be affected by the undue generation of noise, fumes, odours and the like. Visual amenity is another component which relates to the manner in which the property is viewed from the street or adjacent properties.
- 6.3.b Minor maintenance of a commercial vehicle whilst parked at a property will only be considered where it can be demonstrated to the satisfaction of the Local Government that such maintenance will not impact on the amenity of the locality, and can be suitably managed to ensure all wastes are disposed of appropriately.
- 6.3.c Activities such as spray painting, panel beating or mechanical repairs that have the potential to adversely impact upon the amenity of the locality by the emission of noise, odours, by-products or otherwise, will not be permitted to be undertaken on a commercial vehicle parked in a Residential, Rural Townsite or Rural Residential zone.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme before being placed before a meeting of Council for determination.

8.0 DEFINITION

For the purposes of this policy Commercial Vehicle shall be as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.1

7.2 EVENT APPLICATION



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.2

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.2 – Event Application.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.39 Encourage events that enhance a wide variety of opportunities to residents and visitors.
- 3.40 Protect the health and safety of persons attending events.
- 3.41 Provide an efficient and timely approval process and response.
- 3.42 Ensure compliance with regulatory requirements and standards.
- 3.43 Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This policy applies to all major events in the Shire of Chapman Valley.

5.0 APPLICATION REQUIREMENTS

Applications for an event are to include at a minimum:

- 5.1 Completed Shire Event Application Form.
- 5.2 Event Checklist which is to be read in conjunction with the Event Application Form.
- 5.3 Applicants to identify approvals and forms as required for the event and attached a copy when submitting application to the Shire.
- 5.4 Event Site Plan and other plans as required or requested.
- 5.5 Copy of Liability Insurance.

6.0 POLICY STATEMENT

The following issues will be considered by the Shire in the assessment and approval process of event applications:

- 6.1 The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility.
- 6.2 The amenity of the event.
- 6.3 The ability of the facility to accommodate the event at the proposed time (taking into consideration weather and the condition of the land, if on a community reserve or public open space).

- 6.4 The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue).
- 6.5 The availability of the venue at the required time(s) and on the required day(s).
- 6.6 The period of time for which the event will operate and the proposed times of operation.
- 6.7 Conflict or potential conflict with other events in that location or a surrounding location.
- 6.8 The estimated number of participants associated with the special event in relation to the carrying capacity of the facility.
- 6.9 The benefits to the community.
- 6.10 Reputation of the operator.

Any other factors that may be considered necessary in relation to a particular event.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme. At the conclusion of the advertising period should a written, author-identified objection(s) be received, all submissions and the application may be placed before a meeting of Council for consideration. Should no written, author-identified objection(s) be received the application may be determined under delegated authority.

8.0 DEFINITION

For the purposes of this policy 'Event' means an occurrence proposed to be held within the Shire of Chapman Valley on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- Concerts
- Vehicle Rally
- One off sporting events
- Shows and fairs
- Festivals
- Exhibitions

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.2

Shire of Chapman Valley



Event Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

DISCLAIMER

This package details the requirements of the Shire of Chapman Valley only.
Additional information and/or approvals may be required from other agencies.
It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

(Event Application - Local Planning Policy 7.2)

January 2020

Shire of Chapman Valley
Local Planning Scheme No.3

FORM OF APPLICATION FOR PLANNING APPROVAL

OWNER DETAILS:

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name(s): _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: _____

Street Name: _____ Locality/Suburb: _____

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

Event Details

Event Name:

Date:

Event set up date:

Event start time/date:

Event finish time/date:

Completion of Event clean up date:

Proposed venue details: (e.g. name of reserve, building or public open space)

.....
.....
.....
.....

Event description: (e.g. sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

.....
.....
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

.....
.....
.....

Primary purpose of event: (eg. fundraiser for community group)

.....
.....
.....

Will alcohol be available/consumed on site? (*tick*) Yes ☐ No ☐

Will food be available? (*tick*) Yes ☐ No ☐

Details of any tents, marquees, stages etc. to be used for the event:

.....
.....
.....

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

.....
.....
.....

Will the event have implications for local residents, (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....
.....
.....

Parking Arrangements: (where, how directed etc.)

.....
.....
.....

Details of rubbish removal and site cleaning:

.....
.....
.....

Expected Attendance

Maximum number of people expected at any given time:

Anticipated total number for entire event:

Target audience: (eg. youth, adult, family etc.)

Have you ever conducted this event before and if so, when/where was it held?

.....
.....
.....
.....

Have you determined whether a risk assessment is required? (*tick*) Yes ☐ No ☐

Event Facilities

Power supply details:

.....
.....

Water supply details:

.....
.....

Number of toilets available:

Male: Closets: Hand Wash Basins: Urinals:

Female: Closets: Hand Wash Basins:

Disabled: Closets: Hand Wash Basins:

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION
TO ASSIST WITH THE APPROVAL PROCESS**

Site Plan

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Entertainment Areas
Stages
Food stalls
Car Parking areas
Site signage
Lighting

Seating
First aid post(s)
Emergency exits
Muster Points
Fenced off areas

Vehicle access points (include street names)
Fire Equipment
Location of marquees, tents etc.

Sale or consumption of alcohol areas
Any other facilities relevant to your event

North



Acknowledgement

I, _____ as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.3 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

Signature: _____ **Date:** _____

Print Name: _____

Important Notes:

- *You may not proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- *You must ensure the event adequately caters for the needs of people with disabilities.*
- *You may be required at the request of the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*

INFORMATION AND GUIDE FOR APPLICANTS

1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Chapman Valley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite carparking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- walkways
- external lighting (if applicable)
- emergency access and routes and muster points
- fire equipment
- over night camping areas (if applicable)

3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Chapman Valley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Chapman Valley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

Additional a Risk Management Plan may also be required – this matter should be discussed with the Shire's Risk Management Co-ordinator.

4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes.

5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

6. RISK MANAGEMENT PLAN

The event organiser may be required to provide a risk management plan to the Shire's Planning and Development Department prior to the event- - Further information on this matter can be obtained from the Shire's Risk Management Co-ordinator.

7. LEGISLATIVE REQUIREMENTS

Application for the event must be lodged on the Form 1 – Application for Planning Consent contained in this package.

Under the *Health (Public Building) Regulations 1992*, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the *Health (Food Hygiene) Regulations 1993*. Applications to sell food at the event should be lodged with the Shire's Health Department at least 4 weeks prior to the event.

Under the *Environmental Protection (Noise) Regulations 1997*, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

8. ALCOHOL AND LIQUOR LICENSING

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Chapman Valley at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

9. PROVISION OF FIRST AID

The event organiser should provide First Aid facilities relevant to the size of the event.

10. EMERGENCY SERVICES

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles as required.

11. NOTIFICATION OF ROAD CLOSURES

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads WA if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the *Traffic Act* requires approval and these forms/approvals need to be sourced from Police, at least 6 weeks prior to the event to allow for separate processing.

12. WATER & POWER

It is the responsibility of the event organiser to ensure a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

13. FIREWORKS

Approval is required from the Department of Mines, the Police and the Shire of Chapman Valley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

14. Parking

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

15. FENCING

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires Building Department prior to the event.

16. CONSULTATION WITH OTHER GROUND USERS

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

17. CONSULTATION WITH COMMUNITY

All neighbouring landowners should be consulted to avoid any from of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may reflect in the decision of the Shire Council.

18. RIGHT OF APPEAL

The applicant/owner has a right of appeal against the Shire's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005*. In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website www.sat.justice.wa.gov.au to obtain the relevant time limitations, appeal process, appeal forms and respective fees.

7.3 SEA CONTAINERS



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.3

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.3 – Sea Containers.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.
- 3.2 Establish guidelines for the placement of sea containers or other similar relocatable storage units on land within the municipality.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

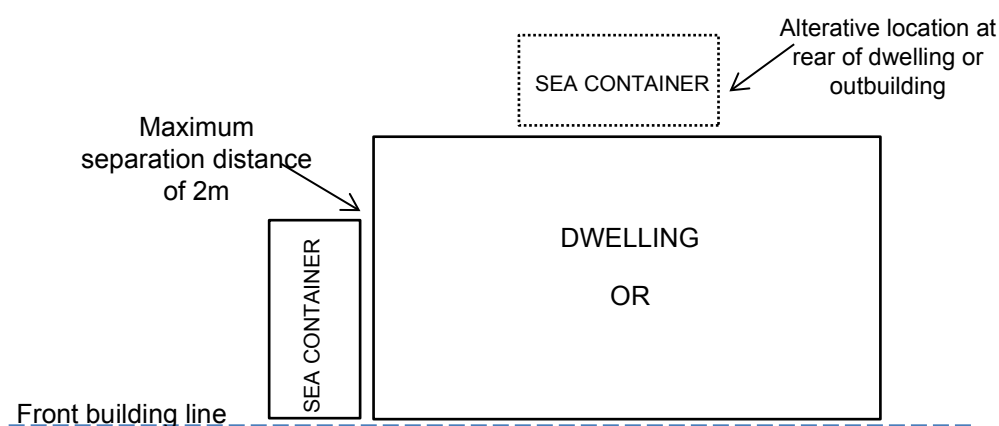
The placement of a sea container upon a property constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sea container are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sea container and information upon proposed improvements to the visual appearance of the sea container (e.g. repainting, external cladding, roofworks, extension works, landscaping, time period for undertaking of works etc.).

6.0 POLICY STATEMENT

- 6.1 A sea container proposed to be permanently sited upon a property is required to comply with the following criteria:
 - 6.1.a A maximum of one (1) sea container on a lot (excepting Industrial or Rural zoned land).
 - 6.1.b The sea container is to be sited behind the front building line of an existing or under construction built development upon the property and must not impinge on any boundary setbacks as required by the Local Planning Scheme.
 - 6.1.c The sea container is to be positioned at a maximum separation distance of 2m.
 - 6.1.d The sea container is to be used for general storage purposes only associated with the predominant use of the land and shall NOT be used for habitation, commercial or industrial purposes.
 - 6.1.e The sea container is required to be painted or clad in materials the same colour as the existing structure up against which the sea container is positioned.



- 6.2 A sea container proposed to be temporarily sited upon a property is only required to comply with Clauses 6.1.a, 6.1.b and 6.1.d (but not Clauses 6.1.c and 6.1.e) providing the sea container is removed within 12 months of its initial siting upon property and a current building permit has been issued for that property.
- 6.3 The permanent placement of a sea container or other similar relocatable storage unit will not be permitted on land zoned residential.
- 6.4 A sea container is considered in the calculation of the total aggregate outbuilding area as permitted under the Shire's 'Outbuildings' Local Planning Policy.
- 6.5 Should the sea container not meet the requirements of Clauses 6.1 and 6.2 of this policy a planning application is required to be lodged.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Shire staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Shire staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

8.0 DEFINITION

For the purposes of this policy a 'Sea Container' shall include a shipping container (both '20 foot' (6.1m in length, 2.4m in width, and 2.6m in height) and '40 foot' (12.2m in length, 2.4m in width and 2.6m in height) in dimension) or any other re-locatable 'box type' storage container or unit. A sea container modified for the purpose of human habitation is not addressed in this policy but subject to the separate necessary applications and approvals for a dwelling.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.3

7.4 SIGNAGE



SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.4

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.4 – Signage.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.1 To control signs in order to safeguard the visual amenity of the district.
- 3.2 To ensure signs do not compromise safety issues regarding thoroughfares.
- 3.3 To set out standards which apply to different types of signs and the considerations the local government should have in determining applications.
- 3.4 To specify what types of signs do not require the development approval of the local government.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

The placement of a sign constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

5.0 APPLICATION REQUIREMENTS

Applications seeking approval to site a sign are expected to demonstrate due regard for the accompanying information requirements as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* and also provide written submission detailing the reason(s) for seeking to site a sign and information upon ongoing maintenance of sign.

6.0 POLICY STATEMENT

6.1 Exemptions

- 6.1.a Any sign which is classified as exempt under Shire of Chapman Valley Local Planning Scheme.
- 6.1.b All local government road signage.
- 6.1.c Any sign which is the subject of an existing approval made prior to the date of effect of this Policy
- 6.1.d Any advertisement affixed to or painted on a commercial premise window by the occupier of the business and relating to the activity carried on in the premise.
- 6.1.e Any sign within a building.
- 6.1.f Any name and/or number fixed to the facade on a residential building or group of buildings, such as home units, which has a single line of letters not exceeding 300mm in height.
- 6.1.g Any newspaper poster.
- 6.1.h A rural producer sign
- 6.1.i A freestanding sign which neither exceeds 500mm in height nor 0.5m² in area provided that the sign is placed or erected on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- 6.1.j Election signage (required to be removed within 7 days of the close of polls on the voting day)

6.2 Standards

All signs or advertising devices (including an exempted sign) erected or displayed in the Shire shall:

- 6.2.a be constructed and erected to the satisfaction of the Local Government.
- 6.2.b be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed.
- 6.2.c comply with the regulation 297 of the Road Traffic Code 2000.
- 6.2.d be maintained in good order and clean condition to the satisfaction of the Local Government.
- 6.2.e be directly associated with the approved use of the property on which it is displayed (other than a service or tourist direction sign).
- 6.2.f not be erected or displayed in a position that in the opinion of the Local Government:
 - obstructs the passage of or creates a hazard for vehicles or pedestrians.
 - adversely affects the visual appearance or local amenity of the area.
 - significantly obstructs or impedes all or part of a view deemed to be of significance to the local area.

6.3 Relationship & Design

All signs, unless otherwise determined by the Local Government, shall directly relate to the property they are positioned on and be designed to complement the existing surroundings, including buildings, landscape features and other signage structures. In this regard the Local Government will generally not support remote advertising or advance warning signs (other than a direction, service or tourist sign) so as to avoid proliferation of signage to the detriment of the amenity of the Shire.

6.4 Bills & Fly Posting

Bill posting shall only take place in the form of an advertisement affixed to, or painted on a commercial premise window or any sign within a building by the occupier of the premise. Fly posting is not permitted within the Shire, unless otherwise approved by the Local Government under special circumstances.

6.5 Hoardings

The erection and display of a commercial hoarding is not permitted at any place or location within the Shire, unless otherwise approved by the Local Government under special circumstances.

6.6 Crown Land under the care and control of Local Government

Unless otherwise permitted in this Policy, or approved by the Local Government under special circumstances, an advertising sign or hoarding is not permitted on thoroughfares and reserves under the care and control of the Local Government. However, where approval is given for the erection or display of a sign on a thoroughfare or reserve under the care and control of the Local Government, the owner of the sign shall:

- 6.6.a indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.
- 6.6.b In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be \$1million.
- 6.6.c A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

6.7 Requirements for particular signs

6.7.a Development Signs

A development sign shall be removed from the site within two (2) years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

6.7.b Freestanding Signs

Freestanding or portable signs shall generally:

- not exceed 1m in height or width.
- not exceed an area of 1m².
- not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
- be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

No more than one (1) portable sign shall be erected in relation to the one (1) building or business.

6.7.c Horizontal Signs

A horizontal sign shall:

- be fixed parallel to the wall of the building to which it is attached.
- not project more than 150mm from the wall to which it is attached.
- conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

6.7.d Illuminated Signs

An illuminated sign shall:

- have any boxing or casing in which it is enclosed constructed of incombustible material.
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage.
- have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs.
- be maintained to operate as an illuminated sign.
- not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.
- not emit a flashing light.

6.7.e Information Panels

The Local Government may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

6.7.f Pylon Signs

A pylon sign shall:

- not have any part more than 6m above the level of the ground immediately below it.
- not exceed 4m² in area unless approved by the Local Government.

- be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions.
- not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Local Government may authorise the erection of the sign at a distance less than 2m.
- not have any part less than 6m from another sign erected on the same lot.

Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Local Government may require all the pylon signs to be incorporated into one sign in which case:

- all of the constituent or infill signs are of an equal size.
- one constituent or infill sign is provided for each business, shop or unit on the lot.

6.7.g Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

6.7.h Rural Producer Signs

A rural producer sign shall:

- not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected.
- be erected within the boundaries of the property.
- not exceed 2m² in area.

6.7.i Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- not exceed 0.8m² each side.
- be located wholly within the boundaries of the site, unless otherwise approved by the Local Government.
- be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

6.7.j Service and Tourist Direction Signs

The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

The Local Government is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Local Government retains ownership of the signs and the right to relocate, modify or remove them as necessary.

6.7.k Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by the Local Government), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Local Government.

6.7.l Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Local Government, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

6.7.m Verandah Signs

A sign fixed to the fascia of a verandah shall:

- shall not exceed 600mm in depth.
- shall not project beyond the fascia.

A sign under a verandah shall:

- not exceed 2.5m in length or 400mm in depth.
- be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets.
- be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

6.7.n Vertical Signs

A vertical sign shall:

- not project more than 50mm from the face of the building to which it is attached.
- not be within 600mm of either end of the wall to which it is attached.
- be of a height of at least twice its width.
- not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets.
- not exceed 750mm in width exclusive of the back projection.
- not exceed 2m² in total area on premises being a shop or office or both.

6.8 Unlawful Signage

Where a sign has been erected, placed or displayed without Local Government approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following shall apply:

- 6.8.a The sign shall be removed by the owner upon a notice being served by the Local Government, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.
- 6.8.b Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Local Government.
- 6.8.c If removed by the Local Government, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:
- the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Local Government's Schedule of Fees to be paid at the Shire Administration Offices.
 - upon expiration of this time the Local Government may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action.
 - The Local Government may continue with enforcement action/prosecution in relation to 6.8.b above and in accordance with the provisions of the Act.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Local Government staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

8.0 DEFINITION

<i>"Act"</i>	means the <i>Planning and Development Act 2005</i> ;
<i>"advertisement"</i>	has the same meaning as "sign";
<i>"advertising device"</i>	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
<i>"bill"</i>	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
<i>"business"</i>	includes the conduct of a profession, trade or occupation;
<i>"business direction sign"</i>	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
<i>"CEO"</i>	means the Chief Executive Officer of the Local Government;
<i>"Council"</i>	means the Council of the Shire of Chapman Valley;
<i>"depth"</i>	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign.
<i>"development sign"</i>	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

<i>“district”</i>	means the district of the Shire;
<i>“electoral sign”</i>	means a sign containing an advertisement relating to an election or to a referendum;
<i>“exempt sign”</i>	means a sign referred to in Statement 1 of this Policy;
<i>“fascia sign”</i>	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
<i>“fly posting”</i>	means advertising through the placement of posters on fences, walls, trees and like structures;
<i>“freestanding sign”</i>	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;
<i>“hoarding”</i>	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> ;
<i>“horizontal sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
<i>“illuminated sign”</i>	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
<i>“institutional sign”</i>	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
<i>“Local Planning Scheme”</i>	means an existing Local Planning Scheme of the Local Government made under the Act;
<i>“planning consent”</i>	means the approval granted by Local Government for the erection or display of a sign pursuant to the Local Planning Scheme;
<i>“premises”</i>	means land and, unless the context otherwise requires, the buildings upon that land;
<i>“public thoroughfare”</i>	includes a street, road, footpath , carriageway and all other parts of a road reserve;
<i>“pylon sign”</i>	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
<i>“MRWA”</i>	means Main Roads WA;
<i>“reserve”</i>	includes land vested in, or under the care, control and management of the Local Government;
<i>“roof sign”</i>	means a sign erected on or above the roof of a building;
<i>“rural producer sign”</i>	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
<i>“sale sign”</i>	means a sign displayed on premises advertising the sale, letting or auction of the premises;
<i>“service direction sign”</i>	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
<i>“service station sign”</i>	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
<i>“Shire”</i>	means the Shire of Chapman Valley;
<i>“sign”</i>	includes any advertising device or other sign type defined in this Local Law;
<i>“sign infill”</i>	means a panel which can be fitted into a pylon sign framework;
<i>“Surveyor”</i>	means the Building Surveyor of the Local Government;

<i>“tourist direction sign”</i>	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
<i>“verandah”</i>	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
<i>“verandah sign”</i>	includes any sign, above or below a verandah fascia;
<i>“vertical sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
<i>“window sign”</i>	means any sign fixed to or painted on the glazed area of a window of a building.

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6.6.a indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.

6.6.b In respect of that sign, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a cross liabilities clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be \$1million.

6.6.c A copy of the above indemnification and insurance cover shall be forwarded to the Shire prior to the erection or display of a sign.

6.7 Requirements for particular signs

6.7.a Development Signs

A development sign shall be removed from the site within two (2) years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

6.7.b Freestanding Signs

Freestanding or portable signs shall generally:

- not exceed 1m in height or width.
- not exceed an area of 1m².
- not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
- be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;

No more than one (1) portable sign shall be erected in relation to the one (1) building or business.

6.7.c Horizontal Signs

A horizontal sign shall:

- be fixed parallel to the wall of the building to which it is attached.
- not project more than 150mm from the wall to which it is attached.
- conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

6.7.d Illuminated Signs

An illuminated sign shall:

- have any boxing or casing in which it is enclosed constructed of incombustible material.
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage.
- have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs.
- be maintained to operate as an illuminated sign.
- not have a light of such intensity as to cause annoyance to the public or be a traffic hazard.
- not emit a flashing light.

6.7.e Information Panels

The Local Government may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

6.7.f Pylon Signs

A pylon sign shall:

- not have any part more than 6m above the level of the ground immediately below it.
- not exceed 4m² in area unless approved by the Local Government.
- be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions.
- not be within 2m of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Local Government may authorise the erection of the sign at a distance less than 2m.
- not have any part less than 6m from another sign erected on the same lot.

Where pylon signs are to be erected on a lot on which a premise is erected or to be erected, the Local Government may require all the pylon signs to be incorporated into one sign in which case:

- all of the constituent or infill signs are of an equal size.

- one constituent or infill sign is provided for each business, shop or unit on the lot.

6.7.g Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

6.7.h Rural Producer Signs

A rural producer sign shall:

- not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected.
- be erected within the boundaries of the property.
- not exceed 2m² in area.

6.7.i Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- not exceed 0.8m² each side.
- be located wholly within the boundaries of the site, unless otherwise approved by the Local Government.
- be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

6.7.j Service and Tourist Direction Signs

The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

The Local Government is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (such as Chapman Valley Road and the North West Coastal Highway). In all cases the Local Government retains ownership of the signs and the right to relocate, modify or remove them as necessary.

6.7.k Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by the Local Government), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Local Government.

6.7.l Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Local Government, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

6.7.m Verandah Signs

A sign fixed to the fascia of a verandah shall:

- shall not exceed 600mm in depth.
- shall not project beyond the fascia.

A sign under a verandah shall:

- not exceed 2.5m in length or 400mm in depth.
- be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets.
- be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

6.7.n Vertical Signs

A vertical sign shall:

- not project more than 50mm from the face of the building to which it is attached.
- not be within 600mm of either end of the wall to which it is attached.
- be of a height of at least twice its width.
- not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets.
- not exceed 750mm in width exclusive of the back projection.
- not exceed 2m² in total area on premises being a shop or office or both.

6.8 Unlawful Signage

Where a sign has been erected, placed or displayed without Local Government approval and/or is contrary to the provisions of the Local Planning Scheme and/or this policy, the following shall apply:

- 6.8.a The sign shall be removed by the owner upon a notice being served by the Local Government, with an appeal right for a period twenty eight (28) days from a notice being served being afford to the owner of the sign under the Act.
- 6.8.b Failure to remove the sign, or lodge an appeal, within the twenty eight (28) day period will constitute an offence under the Act, with the possibility of enforcement action being taken by the Local Government.
- 6.8.c If removed by the Local Government, the sign will be impounded at the Shire of Chapman Valley Depot in Nabawa for a maximum period of two (2) months, where:
 - the sign may be collected by the owner upon payment of an impoundment fee in accordance with the Local Government's Schedule of Fees to be paid at the Shire Administration Offices.

- upon expiration of this time the Local Government may initiate proceedings to dispose of the sign and recover all costs from the owner in relation to this action.
- The Local Government may continue with enforcement action/prosecution in relation to 6.8.b above and in accordance with the provisions of the Act.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this Policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the Policy or in the opinion of Local Government staff require further consideration, the matter may be advertised in accordance with the Local Planning Scheme and may be placed before a meeting of Council for consideration.

8.0 DEFINITION

<i>“Act”</i>	means the <i>Planning and Development Act 2005</i> ;
<i>“advertisement”</i>	has the same meaning as “sign”;
<i>“advertising device”</i>	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
<i>“bill”</i>	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
<i>“business”</i>	includes the conduct of a profession, trade or occupation;
<i>“business direction sign”</i>	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
<i>“CEO”</i>	means the Chief Executive Officer of the Local Government;
<i>“Council”</i>	means the Council of the Shire of Chapman Valley;
<i>“depth”</i>	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign.
<i>“development sign”</i>	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;
<i>“district”</i>	means the district of the Shire;
<i>“electoral sign”</i>	means a sign containing an advertisement relating to an election or to a referendum;
<i>“exempt sign”</i>	means a sign referred to in Statement 1 of this Policy;
<i>“fascia sign”</i>	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
<i>“fly posting”</i>	means advertising through the placement of posters on fences, walls, trees and like structures;
<i>“freestanding sign”</i>	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

<i>“hoarding”</i>	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> ;
<i>“horizontal sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
<i>“illuminated sign”</i>	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
<i>“institutional sign”</i>	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
<i>“Local Planning Scheme”</i>	means an existing Local Planning Scheme of the Local Government made under the Act;
<i>“planning consent”</i>	means the approval granted by Local Government for the erection or display of a sign pursuant to the Local Planning Scheme;
<i>“premises”</i>	means land and, unless the context otherwise requires, the buildings upon that land;
<i>“public thoroughfare”</i>	includes a street, road, footpath , carriageway and all other parts of a road reserve;
<i>“pylon sign”</i>	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
<i>“MRWA”</i>	means Main Roads WA;
<i>“reserve”</i>	includes land vested in, or under the care, control and management of the Local Government;
<i>“roof sign”</i>	means a sign erected on or above the roof of a building;
<i>“rural producer sign”</i>	means a sign erected on land zoned rural under a Local Planning Scheme indicating the products grown, reared or produced on the property;
<i>“sale sign”</i>	means a sign displayed on premises advertising the sale, letting or auction of the premises;
<i>“service direction sign”</i>	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
<i>“service station sign”</i>	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
<i>“Shire”</i>	means the Shire of Chapman Valley;
<i>“sign”</i>	includes any advertising device or other sign type defined in this Local Law;
<i>“sign infill”</i>	means a panel which can be fitted into a pylon sign framework;
<i>“Surveyor”</i>	means the Building Surveyor of the Local Government;
<i>“tourist direction sign”</i>	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.
<i>“verandah”</i>	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
<i>“verandah sign”</i>	includes any sign, above or below a verandah fascia;
<i>“vertical sign”</i>	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
<i>“window sign”</i>	means any sign fixed to or painted on the glazed area of a window of a building.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
Adoption Date	20/5/20
Minute Reference	05/20-08
Next Review Date	-
Reference Number (Internal purposes)	SoCVLPP7.4

7.5 SUBDIVISION STANDARDS

SHIRE OF CHAPMAN VALLEY LOCAL PLANNING POLICY 7.5



1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 7.5 – Subdivision Standards.

2.0 INTRODUCTION

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

3.0 OBJECTIVES

- 3.44 To ensure a consistently high standard of subdivisions and subdivisional roads.
- 3.45 To ensure that subdividers and developers are treated in an equitable manner.
- 3.46 To maintain adequate fire control and protection measures.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

Civil engineering works associated with subdivision approval and development applications.

5.0 APPLICATION REQUIREMENTS

Subdivision and development undertaken within the Shire of Chapman Valley Local Government area is required to comply with the following documents and guidelines:

- Local Government Guidelines for Subdivisional Development.
- City of Greater Geraldton Land Development Specifications.
- Planning for Bushfire Protection Guidelines.

6.0 POLICY STATEMENT

6.1 Inspections

The period of notice required for the Local Government to carry out an inspection shall be 72 hours, unless otherwise agreed to by the relevant officer and/or Chief Executive Officer.

6.2 Subdivisional Roads

The Shire will generally require for subdivision of land consisting of 4 lots or more the construction of internal subdivision roads to a bitumen seal standard and a contribution to the upgrading of the local road network calculated proportionately to the increased volume of traffic likely to be generated by the subdivision.

7.0 CONSULTATION

Should the application be considered to meet the requirements of this policy the application may be dealt with under delegated authority by Local Government staff. However should the application not be considered to meet the requirements of the policy or in the opinion of Local Government staff require further consideration, the matter may be placed before a meeting of Council for consideration.

8.0 DEFINITION

Refer to the Local Government Guidelines for Subdivisional Development.

9.0 REFERENCE & ADOPTION

Responsible Business Unit	Planning
LPP Category	7 – Miscellaneous
Public Consultation	As required
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SHIRE OF

Chapman Valley

love the rural life!

Works & Services Policy, Procedures & Guidelines Manual 2020

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Originated date: Adopted by Council on 18th July 2018 – Minute Reference: 07/18-10

Review Date: 18th March 2020 – Minute Reference: 03/20-13

Version: 2

Amendments

Title new / removed policy	Replacing Policy	Date
Annual Review	Minute Reference: 07/18-10	18 th July 2018
Review IMP-025 Road Hierarchy	Minute Reference: 08/18-3	15 th August 2018
Annual Review	Minute Reference: 07/19-4	17 th July 2019
Annual Review	Minute Reference: 03/20-13	18 th March 2020

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Key Documents, Policies / Procedures

These are Shire specific policies, procedures and guidelines relevant to the Works & Services section of the organisation and form part of this manual to act a reference tool.

1800.2 Procedures

CMP-001 Animal Welfare Act- General Inspectors

MANAGEMENT PROCEDURE No.	CMP-001
MANAGEMENT PROCEDURE	ANIMAL WELFARE ACT – GENERAL
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.10
RELEVANT DELEGATIONS	

OBJECTIVES:

Appointment of Animal Welfare General Inspectors for the Shire of Chapman Valley

MANAGEMENT PROCEDURE STATEMENT/S:

Council endorses the appointment of the Rangers as General Inspectors within the Shire of Chapman Valley boundaries in accordance with the Animal Welfare Act 2002 with authorisation to use the Council owned vehicles and resources to perform these duties.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

CMP-002 Stock on Local Roads

MANAGEMENT PROCEDURE No.	CMP-002
MANAGEMENT PROCEDURE	STOCK ON LOCAL ROADS
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.20
RELEVANT DELEGATIONS	

OBJECTIVES:

Main Roads (WA) (MRWA) will provide guidance on reasonable precautions ~~that should to~~ be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main RoadsMRWA requirements.

The Shire-local government will ~~provide follow~~ MRWA guidance on reasonable precautions ~~that should to~~ be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main RoadsMRWA & the local government requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

MANAGEMENT PROCEDURE STATEMENT/S:

~~1.0 Application and Approval Guidelines~~

~~1.1 Definitions Unless otherwise indicated in the text of this Guideline:~~

~~AS means Australian Standards~~

~~Local road means a road under the control of a Local Government.~~

~~Main Roads means the Main Roads of Western Australia.~~

~~RTC 2000 means The Road Traffic Code 2000~~

~~State road means a road under the control of Main Roads~~

~~Traffic signs means a sign as recognised in the Australian Standards or Main Roads Signs Index~~

~~2.01.0 Background~~Stock Movements on Road Reserves

~~The purpose of this Operational Procedure is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline the Shire's requirements for provision of stock underpasses on local roads.~~

The person in charge of moving stock across or along a road does not need formal permission from the Shire ~~except for the following statutory requirements:~~local government. However, they will need to comply with the policy, procedures, technical advice and guidelines stipulated by MRWA. This information can be obtained from the MRWA website (www.mainroads.wa.gov.au)

- ~~For roads with declared Control of Access the consent of Main Roads is required. (Main Roads Act 1930, Section 28A (4)), and~~
- ~~For roads within a town the permission of the Director General is required. (RTC 2000 Regulation 277).~~

A person driving stock on roads shall:

- ~~Not leave stock unattended (RTC 2000 Regulation 275), and~~
- ~~Provide reasonable warning and not cause unreasonable delay to approaching traffic (RTC 2000 Regulation 27).~~

~~The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (Regulations 297 & 276), and to display an orange flashing warning light on a vehicle (Regulation 289).~~

~~3.0 — Application — Precautions for Taking Stock onto Local Road~~

~~General~~

~~The RTC 2000 requires the person in charge of stock on a road to:~~

- ~~• Take all reasonable precautions to warn approaching traffic of the presence of the stock, and~~
- ~~• Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.~~

~~Reasonable Warning~~

~~Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the Technical Guideline (Section 3).~~

~~Unreasonable Delay~~

~~The following circumstances are considered to be cause for unreasonable delay:~~

- ~~• The duration of road closure is greater than 5 minutes; and for multiple crossing movements, all queued vehicles are not cleared before the commencement of the next crossing movement,~~
- ~~• The stock movement is on a dual carriageway road,~~
- ~~• The crossing is closer than 1 km to a stock underpass servicing the same landowners, or~~
- ~~• The road's annual average daily traffic volume is greater than 500 vehicles per day.~~

~~Costs~~

The person in charge of the stock is responsible ~~of for~~ the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

~~Roads with High Traffic Volumes~~

~~Where a road's annual average daily traffic volume is greater than 500 vehicles per day, a stock underpass is the preferred method of moving stock across the road.~~

4.02.0 Stock Underpasses under Local Roads

~~General~~

A stockowner may install an underpass under a local road subject to compliance with the requirements of ~~these MRWA and/or local government conditions/~~guidelines. There are conditions on the design, construction, and maintenance.

~~Costs~~

There is no fee ~~for the Shire~~required from the local government to process an application. The applicant shall be responsible for all costs associated with the design, construction, ~~and~~ maintenance and ongoing whole of life costs of the underpass structure.

~~Design and Construction~~

For sections of the underpass ~~that are~~ within and at the boundary of the road reserve, the design shall be approved by the ~~Shire-local government~~ and the construction shall be undertaken by the ~~Shire-local government~~ or ~~a Shirelocal government's~~ approved consultants and ~~/~~ or contractors.

Maintenance

The ~~applicant-landowner~~ shall be responsible for the ongoing whole of life maintenance of ~~maintain~~ the underpass. The maintenance of the underpass ~~by the applicant~~ includes removal of fouling and repair of any damage to the road infrastructure within the road reserve. A Restrictive Covenant/Notification will placed on the title of the land owned by parties benefiting from the use of the underpass, which identifies the maintenance obligations in relation to the underpass being the responsibility of the landowner and must meet with the requirements of the relevant party (either the local government or MRWA dependent upon the road responsibility status) in the event the land is sold or transferred at any time in the future.

5.03.0 Approval – Stock Underpass

Applications

A person wishing to install a stock underpass must submit an application to the ~~Shire~~local government.

Approval

Approval of an application shall include a condition ~~that for~~ a Stock Underpass Agreement be signed by both the applicant and the ~~Shire-local government~~ before commencement of any work in the road reserve and shall indicate the extent, if any, of the ~~local government's~~Shire's contribution to funding the underpass.

TECHNICAL GUIDELINES

6.14.0 General

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all ~~signing-signage~~ into disrepute and may result in motorists disregarding important warnings. ~~Signs-When not in use signs should must~~ be covered ~~such that so~~ they are not visible in all light conditions.

6.2 — Stock Crossings

Stock Crossings with Sight Distance Greater Than 300 Metres

~~Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1.~~

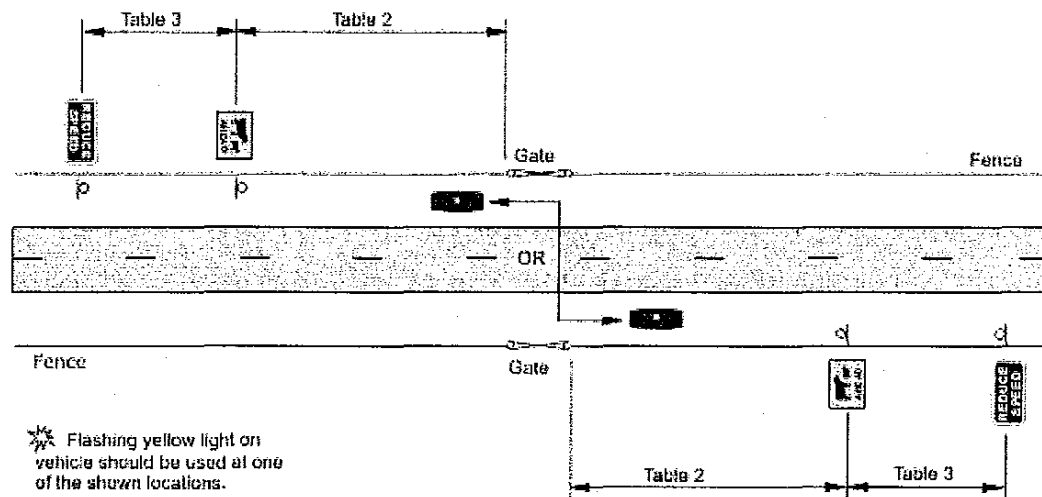


~~Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.~~

POSTED SPEED LIMIT KM/HR	MINIMUM SPACING DISTANCE METRES
60	120
70	140
80	160
90	180
100	200
110/STATE LIMIT	220

Stock Crossings with Sight Distance Less Than 300 Metres

~~The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.~~



~~FIGURE 2—Signing at Stock Crossings with sight distance less than 300m~~

POSTED SPEED LIMIT KM/HR	MINIMUM SPACING DISTANCE METRES
60	30
70	35
80	40
90	45
100	50
110/STATE LIMIT	55

~~Table 3—Placement of REDUCE SPEED Signs.~~

~~Use of Stock Crossing during Night-Time, Periods of Poor Visibility or Hazardous Locations~~

~~Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night-time, periods of poor visibility or in a hazardous location, the following actions should be taken:~~

~~Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (See also Sections 3.4 and 3.5);~~

~~Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips;~~

~~Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve, and~~

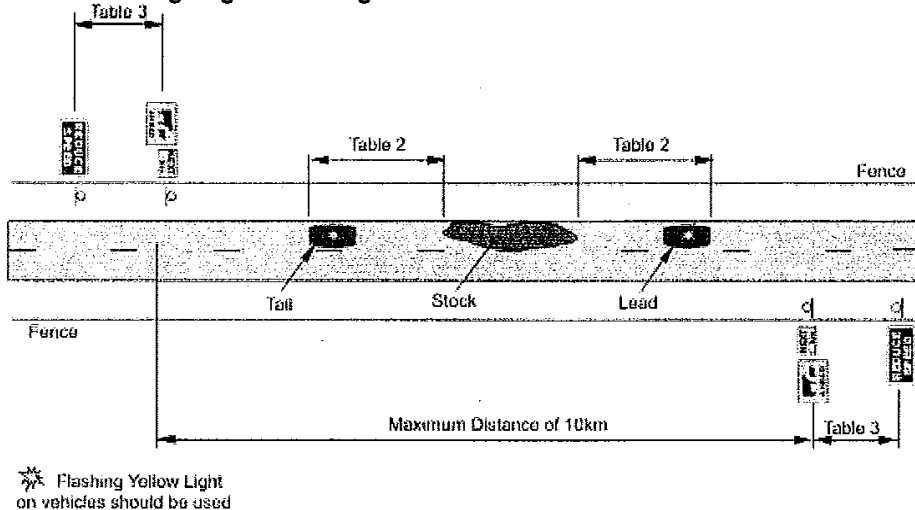
~~The sign STOCK AHEAD PREPARE TO STOP (MR_WAW_6) should be considered for use. With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.~~

~~Droving of Stock along a Road~~

~~Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 3. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.~~

NOTE: ~~On gravel roads no orange flashing light is required.~~

FIGURE 3 - Signing for droving of stock



~~NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.~~

~~Signs~~

~~The conditions of the following publications have been described in this guideline:~~

~~Main Roads Signs Index and relevant guidelines,~~

~~Occupational Safety and Health Regulations 1996 Act, and~~

~~Relevant Australian Standards.~~

~~Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.~~

~~Signs should be erected in accordance with these guidelines and Main Roads Standard Drawings 9548—0106 and 8720—0762. All signs shall be rigid. The class of retro reflective material used shall be Class1.~~

~~Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:~~

~~They are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and~~

~~Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.~~

~~The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1.~~

~~Signs are a specified treatment in this guideline, and typical signs are listed in Table 4.~~






"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)	
"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm	
"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm	
"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm	
"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions	

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock

Vehicle Mounted Warning Device

~~The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing orange warning light.~~

Stock Underpasses

~~Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:~~

~~1200 x 1200 mm Sheep movements;~~

~~1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or~~

~~1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.~~

~~Fencing details for the underpass to prevent stock from entering the road is available from Main Roads.~~

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	03/07-7
Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18; 03/17-32

CMP-005 Use of Plant – Fire Fighting

MANAGEMENT PROCEDURE No.	CMP-005
MANAGEMENT PROCEDURE	USE OF PLANT – FIRE FIGHTING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.60
RELEVANT DELEGATIONS	

OBJECTIVES:

To stipulate the authority for the use of Shire Plant & Equipment in the event of a bush fire

MANAGEMENT PROCEDURE STATEMENT/S:

The Chief Executive Officer or if unable to be contacted, staff in the priority order listed below, can authorise use of Shire's Plant and Machinery for firefighting purposes within or outside the Shire boundaries: -

- Deputy Chief Executive Officer
- Manager Works & Services
- Shire President
- Deputy Shire President

Shire Plant must be driven by Shire employees who will be paid by the Shire during normal working hours, but Plant is also available out of normal working hours on the condition the Shire employee(s) operate Plant as volunteers without payment. However, if an employee wishes to claim payment for hours worked outside normal hours, rather than providing this service on a voluntary basis, they are to be paid in accordance with their Award for the time worked. In such a situation the Shire is to negotiate with DFES compensation for additional costs incurred. Recompense of the additional cost incurred by the Shire to negotiate with DFES prior to committing the employee to work the overtime outside of normal hours.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32
	SC07/15-2

CMP-017 Collection of Native Seeds

MANAGEMENT PROCEDURE No.	CMP-017
MANAGEMENT PROCEDURE	COLLECTION OF NATIVE SEED
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	4.130
LEGISLATION	BIODIVERSITY CONSERVATION REGULATIONS 2018 (REGULATION 60)
RELEVANT DELEGATIONS	

OBJECTIVES:

To ensure that the person making application to collect native seeds has necessary qualifications and licenses

MANAGEMENT PROCEDURE STATEMENT:

This Operational Procedure provides the eligibility criteria for permission to collect native seeds from road reserves within and under the management of the Shire.

To be eligible to collect native seeds from Road Reserves within the Shire it must be carried out subject to the following:

- All persons collecting native seed are licensed in accordance with the relevant legislation and will abide by the conditions of this License.
- Permission is for a 12-month period and to be reviewed annually.
- The letter of approval only allows for collection by the applicants' staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitation.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- All legislative requirements are fully complied with (e.g. Environmental Protection (Clearing of Native Vegetation) Regulations 2004 & Biodiversity Conservation Regulations 2018).
- Australian Standard Traffic Management signage is erected in accordance with legislation for picking undertaken on a road reserve.
- The CEO has the delegated authority under section 5.42 of the Local Government Act 1995 to approve applications for Individuals/Groups/Companies/Government Departments to collect native seeds from the road reserves within and under the management of the Shire of Chapman Valley.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13

CMP-027 Disposal of Abandoned Vehicles

MANAGEMENT PROCEDURE No.	CMP-027
MANAGEMENT PROCEDURE	DISPOSAL OF ABANDONED VEHICLES
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	6.110
RELEVANT DELEGATIONS	1011

OBJECTIVES:

To provide guidance to officers responsible for the disposal of abandoned vehicles in the custody of the Shire and to delegate authority to the Chief Executive Officer to undertake the disposition process on behalf of the Shire. (*Local Government Act (1995) section 3.40 to 3.47*)

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire impounds vehicles, which are abandoned in the district or are placed in positions which cause obstructions.

After all statutory processes have been followed the Shire may then dispose of the vehicles in order to defray the costs of this operation.

Following compliance with all statutory provisions relating to the impounding of abandoned vehicles and their custody, the Shire will dispose of such vehicles in the most efficient and economic manner.

The vehicles are to be advertised for sale to the highest bidder in a suitable newspaper. Bids for the purchase of vehicles are to be treated as though they were tenders for the purposes of reception, storage, opening and recording of offers.

The highest bid for any vehicle shall be accepted.

Bidders are to arrange removal of the vehicle from the Shire premises (or where it impounded) at a mutually agreed date and time at the bidder's expense.

Any vehicles that have not been disposed of after advertising as above may be disposed of by any appropriate means.

Authority to administer this Operational Procedure and accept bids for abandoned vehicles and arrange for their disposal is delegated to the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	02/14-30
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

CMP-029 Decontamination of Agricultural Vehicles within Townsites

MANAGEMENT PROCEDURE No.	CMP-029
MANAGEMENT PROCEDURE	DECONTAMINATION OF AGRICULTURAL SPRAYING VEHICLES WITHIN TOWNSITES
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	7.10
RELEVANT DELEGATIONS	

OBJECTIVES:

To set conditions for the decontamination of agricultural spraying vehicles within townsites including Western Region localities (e.g. Parkfalls Estate, Dolby Creek Estate, Harbour Lights Estate, Coffee Pot Estate, Buller and Waggrakine)

MANAGEMENT PROCEDURE STATEMENT:

This Operational Procedure applies to all registered agricultural spraying operators and private operators (farmers) in the townsites of the Chapman Valley Shire:

The scope of registered pesticides covers the control of plants (herbicides), insects (pesticides), and fungi (fungicides).

If an operator requires decontaminating a vehicle within a townsite, there are two options available which may be used only at a registered premises or other site approved premises or other site approved by the Shire i.e.

1. Hand washed, using a damp cloth. There should be no run-off or ground contamination from this option. Any liquid used for washing is deemed pesticides reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011 (No running water).
2. A pest control vehicle may be washed down using running water if it is on an impervious bunded area, with an impervious lined sump and protected from rain (roofed). Any liquid from the wash down is deemed pesticide reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13

CMP-037 Permit – Landowners Spraying of Shire Controlled Reserves/Land

MANAGEMENT PROCEDURE No.	CMP-037
MANAGEMENT PROCEDURE	PERMIT - LANDOWNERS SPRAYING OF SHIRE CONTROLLED RESERVES/LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.30
RELEVANT DELEGATIONS	

OBJECTIVES:

To allow landowners to spray Shire controlled reserves and land under the Permit System.

MANAGEMENT PROCEDURE STATEMENT:

Refer to CMP-072 for other conditions and guidelines.

This Permit authorise the applicant to carry out contract spraying on Shire controlled reserves/land.

The conditions of such permission are:

- (1) Applicant must ensure full compliance with all legislation relevant to clearing native vegetation.
- (2) Applicant must only use chemical authorised by suppliers including mix, strength and levels.
- (3) Instructions and guidelines of the manufacturer/suppliers for chemical use are to be adhered to at all times.
- (4) Method(s) of application must be to the Shire's satisfaction (if required).
- (5) Chemical spraying application must take into consideration wind speed and direction to avoid spray drift.
- (6) Contractor is to avoid natural/manmade watercourses that could be polluted due to chemical over sprays.
- (7) Advice must be given to all neighbouring lands owners prior to spraying of chemicals to be used, method of application, along with date and time spraying will be carried out.
- (8) Contractor is to ensure no damage is incurred upon any rare flora or fauna in the area of spray. Such areas are to be identified prior to spraying commencing.
- (9) Contractor is to ensure road signs are erected warning that spraying is in process. Standard of signage will be that set by the Shire. Contractor must work between these warning signs at all times.
- (10) Contractor is to attach a flashing light to the cab of vehicle being used for spray application and have this light and the vehicle hazard lights flashing at all times spraying is being carried out.
- (11) Contractor is to ensure they (or their employees) comply with the requirements of the Occupational Health Safety Act 1984 and Health Act 1911 and associated Regulations for the handling, spraying and storage of chemicals.

- (12) The Shire will not accept any liability for claim resulting from the contractor carrying such works on Shire controlled reserves/land for loss/damage incurred upon the contractor or any third party.
- (13) Contractor is to produce documentation to the Shire confirming they have an appropriate Public Liability Insurance Policy prior to permission being granted for them to carry out such works on the Shire's behalf.

This Operational Procedure must be current during the request time of contract works being carried out.

This Operational Procedure must confirm that there are no exclusions arising out of the application of chemicals on Shire controlled reserves/land.

Applicants must apply for a Permit from the Chief Executive Officer who is authorised to approve/disapprove any application.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13
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CMP-038 Declared Plants – Spraying Unit

MANAGEMENT PROCEDURE No.	CMP-038
MANAGEMENT PROCEDURE	DECLARED PLANTS - SPRAYING UNIT
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.50
RELEVANT DELEGATIONS	

OBJECTIVES:

Control use of Shire owned plant and equipment.

MANAGEMENT PROCEDURE STATEMENT:

The Shire will refrain from carrying out declared or other nuisance plant spraying on private property and will not hire out spraying unit for private use.

ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13

CMP-061 Litter

MANAGEMENT PROCEDURE No.	CMP-061
MANAGEMENT PROCEDURE	LITTER
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	15.190
RELEVANT DELEGATIONS	

OBJECTIVES:

Set guidelines for dealing with instances of littering.

MANAGEMENT PROCEDURE STATEMENT/S:

Where ownership or identification can be established for rubbish and litter deposited on roadsides or reserves within the Shire, immediate infringement be carried out unless the offender agrees to clean up litter immediately. Prosecution will be implemented at the discretion of the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land

MANAGEMENT PROCEDURE No.	CMP-072
MANAGEMENT PROCEDURE	VOLUNTARY CARE & MAINTENANCE WORKS ON SHIRE CONTROLLED/OWNED LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

OBJECTIVES:

Refer to CMP-037 for other conditions and guidelines.

The verge (nature strip) is the area between the edge of the road and the private property boundary. Street verges are public domain and important for the installation of necessary services such as drainage, power and communication lines, it is important to have rules to manage the safety, access and appearance.

Shire controlled verges are owned by the Crown but managed by the Shire. The purpose of a street verge is to:

- provide a buffer between the road and private property where common public facilities may be placed; and
- provide a section of land where essential services such as power, gas and telecommunications can be placed.

This Management Procedure aims to establish clear and concise conditions and guidelines for volunteers to undertake care and maintenance works on land under the control and or ownership of the Shire.

This Management Procedure needs to be read in conjunction with the Shire of Chapman Valley's Activities in Thoroughfares and Public Places and Trading Local Law. In the event there is any contradiction between the Local Law and Procedure the Local Law will take precedence.

MANAGEMENT PROCEDURE STATEMENT:

Volunteers undertaking care and maintenance works on land under the control and/or ownership of the Shire are to adhere to the following conditions:

1. Work on Road Verges and Reserves

- (i) All activities and work being undertaken by volunteers on land under the control/ownership of the Shire must not adversely affect the public use of such land.

Pedestrians and other public users of land under the control/ownership of the shire will always have primary use of the land and all activities and work being undertaken by volunteers on this land is to cease immediately when such public use is occurring;

- (ii) Unless otherwise approved by the Chief Executive Officer, spraying of chemicals is strictly prohibited to ensure there is no spray-drift onto adjacent land;
- (iii) Burning materials is strictly prohibited;

- (iv) Use of Ride On, Self-Propelled, push mowers, slashers, brush-cutters, etc. is permitted under the condition all mowed material is always discharged away from the road running surface. Such use is permitted subject to the volunteer staying a safe distance away from the road running surface at all times;
- (v) Use of all machinery during total fire ban periods is strictly prohibited;
- (vi) Manual weeding, edging, etc. is permitted subject to the volunteer staying a safe distance away from the road running surface;
- (vii) Disturbing the horizontal and/or vertical alignment of the road verge, table drains, culverts, footpaths, etc. is strictly prohibited and any such disturbance, which requires reinstatement will be undertaken by the Shire at the volunteer's costs;
- (viii) Any damage to property crossover(s) (permanent or temporary) incurred by the volunteer whilst undertaking works on Shire controlled/owned land is to be rectified by the volunteer, to the Shire's satisfaction and at the volunteers' cost;
- (ix) Any damage to all other private property (e.g. fences, signs, buildings, plant & equipment, flora, fauna, vehicles, etc.) whether on private or public land incurred by the volunteer whilst undertaking works on Shire controlled/owned land is responsibility of the volunteer;
- (x) No structure, item of plant or machinery is to be left on the Shire controlled/owned land under any circumstance. If such items are left on the land the Shire has the right to impound these items and seek recompense from the owner of the items and/or the volunteer(s) involved;
- (xi) Declared rare and protected flora is not to be disturbed under any condition. The volunteer(s) undertaking work on Shire controlled/owned land will be responsible to ensure there is no such disturbance and will be liable for any fines and charges as stipulated in legislation if such disturbance occurs;

It is imperative the volunteers enquire into the existence of declared rare and protected flora before proceeding with any works on the land;

- (xii) The volunteer must not disturb any roadside furnishings (e.g. signs, guidepost, etc.). Any such disturbance must be reported to the Shire immediately. The Shire will arrange reinstatement of the item(s) and may seek recompense of cost associated with this work from the volunteer(s);
- (xiii) Fire hydrants cannot be disturbed under any circumstances. This includes, yet is not limited to:
 - a) Damage to the hydrant lid;
 - b) Covering the hydrant lid with any material;
 - c) Damage or relocation of any signage or indicators associated with the hydrant.
- xiv) All rubbish deposited on the land under the control/ownership of the Shire resulting from works undertaken by the volunteer(s) is to be removed by the volunteer(s). If such removal does not occur to the satisfaction of the Shire this work can be undertaken by the Shire and cost recovered from the volunteer(s);
- xv) Controlled grazing of Shire road reserves is strictly prohibited. Such an activity on other controlled/owned Shire land may be considered upon application, yet no guarantee is given on approval;

2. Work on Medium Strips on Road Reserves

Due to safety and liability issues work on medium strips on Shire controlled road reserves is strictly prohibited.

3. Public Works

The Shire will always retain the right to carry out public works on land under the Shire's control/ownership and is not liable to replace or restore any verge treatment and, in particular, any plant or any acceptable material or other hard surface or sprinklers, pipes or other reticulation equipment, etc.

4. Firebreaks

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit from the Shire. Some areas of the Shire do not permit firebreaks as a fire control measure; therefore, permission for firebreaks on thoroughfares in these areas will not be granted;

5. Public Liability Insurance

The Shire has cover for Public Liability protection, which provides cover for the Shire in relation to all sums for which the Shire shall become legally liable to pay by way of compensation in respect of:

~ Public Liability

- a) Personal Injury
- b) Damage to Property

~ Products Liability

~ Professional Indemnity

(The above are defined in the protection wording)

Shire volunteers conducting authorised Shire activities are deemed to be protected under this policy, subject to the wording limits, extensions and exclusions.

If a volunteer is approached by a third party in relation to personal injury or damage to property, for which they believe the Shire (or the volunteer) to be responsible, the volunteer must direct the person to their responsible manager.

Under no circumstances does the Shire give permission for the volunteer to admit liability or attempt to resolve the issue.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	02/16-15
Reviewed/Amended – Council Resolution:	07/19-4; 03/20-13

IMP-001 Equipment & Machinery

MANAGEMENT PROCEDURE No.	IMP-001
MANAGEMENT PROCEDURE	EQUIPMENT & MACHINERY
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.10
RELEVANT DELEGATIONS	

OBJECTIVES:

Stipulate staff responsibilities in association with the use of Shire plant and equipment.

MANAGEMENT PROCEDURE STATEMENT/S:

STAFF RESPONSIBILITY

If certain items of equipment are assigned to a staff member, that person is required to carry out the daily servicing of the equipment as set out in the manufacturer's handbook.

It is the employee's responsibility to inform the supervisor if they have any limitations that may affect the safe operation of any piece of plant or equipment.

The employee must ensure that any plant and equipment that they operate is in a safe and mechanically sound condition. The employee is to carry out an inspection of each item of plant immediately prior to its use to ensure that oil levels, pressures, coolant level, battery charging rates, etc are correct.

This Operational Procedure is to include all drivers and operators of plant, equipment and shire vehicles.

All defects or irregularities are to be reported to the Works Supervisor and/or the employee is to complete a defect report. If the Works Supervisor and the mechanic consider that there is a safety risk or that permanent damage will result from using an item of plant, the Works Supervisor may direct that the plant be stood down until repairs are made.

The employee is required to assist with the care and maintenance of plant, especially the larger items used daily. No new parts are to be fitted or adjustments made without the knowledge and agreement of the Works Supervisor.

The employee is not to operate any items of plant or equipment unless they have been certified by the Works Supervisor as competent to operate that equipment. The employee's competency and abilities to operate plant and equipment will be kept on record.

The interiors of shire vehicles and plant must be kept clean and free from all loose objects. These can become lethal hazards in the event of an accident.

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MAINTENANCE OF PLANT AND EQUIPMENT DAILY CHECK

- all oils
- water
- lights
- tyres
- battery
- ensure defects are reported

MAINTENANCE OF PLANT & EQUIPMENT AS SPECIFIED IN MAINTENANCE MANUAL

- grease all lube fittings
- check wheel studs and nuts
- check all V belts
- check radiator hoses
- check and clean air cleaner
- clean out cab
- any other items specified

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18; 03/17-32

IMP-003 Plant Maintenance Report

MANAGEMENT PROCEDURE No.	IMP-003
MANAGEMENT PROCEDURE	PLANT MAINTENANCE REPORT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.40
RELEVANT DELEGATIONS	

OBJECTIVES:

To provide Councillors & Staff with a report on the maintenance requirements of plant & equipment

MANAGEMENT PROCEDURE STATEMENT/S:

The Manager Works & Services shall report to each Ordinary Council meeting detailing maintenance performed, breakdowns, action taken to rectify, and other items requiring the Shire's attention.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-004 Tools

MANAGEMENT PROCEDURE No.	IMP-004
MANAGEMENT PROCEDURE	TOOLS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.50
RELEVANT DELEGATIONS	

OBJECTIVES:

To identify ownership of shire tools & equipment

MANAGEMENT PROCEDURE STATEMENT/S:

All tools and equipment purchased to be either engraved or stencilled and be marked with the identification tag (e.g. "Shire of Chapman Valley", "CVSC", SoCV).

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18; 03/17-32

IMP-005 Staff Use of Plant

MANAGEMENT PROCEDURE No.	IMP-005
MANAGEMENT PROCEDURE	STAFF USE OF PLANT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.80
RELEVANT DELEGATIONS	

OBJECTIVES:

To offer assistance to employees to use Shire plant for private works

This is not applicable to tools & equipment and is for plant only as determined by the Chief Executive Officer and is to be read in conjunction with IMP-007 & IMP-019

MANAGEMENT PROCEDURE STATEMENT/S:

In recognition of its interest in the welfare of its employees the Council authorises the Chief Executive Officer to allow after hours personal usage of plant to employees subject to the following:

- Usage will be permitted within the Shire boundary area only, to those employees who are conversant with the operating capabilities of the plant they propose to use and is not to be utilised for obtaining any personal financial gain from a third party.
- Where the use, or intended use, of plant is likely to conflict with usage by the Shire of that plant, then permission will not be given.
- Unless specific justification can be provided to show otherwise, usage of Shire plant is restricted to certain items of machinery, as determined by the Chief Executive Officer.
- Hire rates will be the private works rate(s) set by the Shire, less the labour and administration costs.
- A private works application must be completed.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-006 Sale of Used Grader Blades

MANAGEMENT PROCEDURE No.	IMP-006
MANAGEMENT PROCEDURE	SALE OF USED GRADER BLADES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.200
RELEVANT DELEGATIONS	

OBJECTIVES:

To allow second-hand/used grader blades to be a source of income for the staff social club

MANAGEMENT PROCEDURE STATEMENT/S:

Second hand grader blades are donated to the Shire Staff Social Group at no cost for them to dispose as they see fit and all funds obtained for the sale of these items be allowed to remain with the Shire Staff Social Group.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-007 Use of Shire Tools & Equipment

MANAGEMENT PROCEDURE No.	IMP-007
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	USE OF SHIRE TOOLS & EQUIPMENT MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.210
RELEVANT DELEGATIONS	

OBJECTIVES:

To control the use of Shire owned Tools and Equipment. This needs to be read in conjunction with IMP-005.

MANAGEMENT PROCEDURE STATEMENT/S:

It is illegal for an employee (or any other person) to utilise public owned assets for their own personal purposes, therefore obtaining some form of benefit of a public asset.

Tools and equipment that belong to the Shire must only be used under authorisation and for the purpose of repair, maintenance, upgrade, etc. of Shire owned property and assets.

Each individual supervisor is responsible for tools and equipment under their control and has been instructed to ensure this policy is adhered to.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-008 Crossovers

MANAGEMENT PROCEDURE No.	IMP-008
MANAGEMENT PROCEDURE	CROSSOVERS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.10
RELEVANT DELEGATIONS	

OBJECTIVES:

To set conditions and guidelines associated with the installation of crossovers

MANAGEMENT PROCEDURE STATEMENTS:

INDUSTRIAL AND COMMERCIAL

Industrial and Commercial crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The crossovers shall be a minimum 150mm compacted gravel and bitumen sealed standard off sealed roads and compacted gravel off gravel roads. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 150mm - 25MP test or equivalent.

RESIDENTIAL

Residential crossovers width at property boundaries shall be at a standard of 3 metres for a distance of 2.1 metres from the property boundary, and then tapered to a standard of 6.5 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier with the cost of additional widths, if required up to a maximum of 6.5 metres and/or additional crossovers, being paid in full by the owner/occupier.

The minimum standard crossover shall be a 150mm compacted gravel standard or bitumen sealed standard off sealed roads and compacted gravel off gravel roads with culvert(s) and end-walls installation being to a standard as determined by the Shire. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MP compression test or equivalent.

RURAL, RURAL SMALLHOLDING AND RURAL RESIDENTIAL CROSSOVER POLICY

Rural, Rural Smallholding and Rural Residential crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The minimum standard crossovers shall be 150mm compacted gravel off sealed or unsealed roads, with culvert(s) and end-walls installation being to a standard as determined by the Shire.

In the event a property owner requires a bitumen crossover the bitumen shall be sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second.

All cost for a crossover type greater than the 125mm compacted gravel minimum standard is to be met in total by the property owner.

DRAINAGE

All draining (e.g. culverts, end walls, etc.) will be at a standard set by the Chief Executive Officer and will take into consideration to specific circumstance of each individual crossover application

CONTRIBUTION

Contractor Installation

- i) An application must be submitted using the Shire's standard form and prior approval must be obtain before any works commence;
- ii) Shire Staff will undertake inspections of the proposed work and during installation. The Shire contribution will only be paid if the crossing installation is fully compliant with the standards set by the Shire;
- iii) Any non-compliance will result in a request being made of the owner/occupier to undertake remedial works to ensure crossover is brought up the standards set by the Shire. If the owner/occupier refuses to undertake remedial works as requested the Shire will either remove the crossover and reinstate the land or undertake the remedial works. In both case the cost of the works undertake will be charged to the owner/occupier at the Shire Private Works Rates and if necessary legal action taken to recover such costs if not paid.

Shire Installation

Except in the case of a Government authority or department where a proper work authority shall be sufficient, where the Shire has agreed to undertake the construction work it will require prepayment by the owner/occupier for their 50% contribution as calculated by the Shire. This contribution must be paid in advance by the owner/occupier before any works are to commence.

Where a second crossover is to be installed it is to be so in accordance with the aforementioned standards crossing specifications and the total cost is to be met by the owner/occupier.

MAINTENANCE

Maintenance of all crossovers shall be the responsibility of the owner/occupier.

LEVEL

The general level of crossover at the fence line is to be a minimum of 75mm above the back of the kerb (if existing) to the centre crown of the road.

The maximum level below the centre crown of the road is to be 300mm. However, if the property has a large rise or fall from the roadway and if there is no constructed footpath a level must be obtained from the Shire before proceedings.

If there is a constructed footpath the level is to match the footpath.

KERBING

Where road kerbing is of a non-mountable or semi mountable barrier type the kerbing shall be removed as necessary and neatly joined to the flush kerbing with insitu concrete.

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The existing insitu barrier kerbing shall be cut with a concrete cutting saw. The existing precast barrier kerbing shall be removed without damage to pavement or remaining kerbing.

Reinstatement must be made to kerbing, concrete, paving or bitumen road surface damage during the crossing construction.

Where the road kerbing is of mountable extruded concrete type such kerbing is not to be removed and the crossing constructed is to finish level, matching the extruded kerbing.

CROSSOVER LOCATION

Vehicle crossovers, including wings, shall not be constructed closer than 6 metres from the property line intersection point at corner sites, unless otherwise determined by the Chief Executive Officer. Crossovers must be constructed at right angles to the road. In cul-de-sacs and other mitigating circumstances approval may be given for a variation to this requirement upon landowner application.

OTHER

The area shall be cleaned of debris, bitumen, concrete products, etc. on completion of the work.

The public shall be protected by erection of adequate signs, barriers, flashing warning lamps, temporary bridges or any other necessary safety items.

Any requirements placed on the construction or location of a crossover by the Shire must be complied with.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 08/15-6; 07/19-4

IMP-011 Pipes Across Roads

MANAGEMENT PROCEDURE No.	IMP-011
MANAGEMENT PROCEDURE	PIPES ACROSS ROADS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.90
RELEVANT DELEGATIONS	2012

OBJECTIVES:

To set guidelines and condition for placing pipes under Shire roads

MANAGEMENT PROCEDURE STATEMENT/S:

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which pipes will be allowed to be placed beneath roadways, are as follows:

1. Pipe shall be a minimum of 450 mm below the surface of a road.
2. The applicant or subsequent owner to be responsible for the cost of repair or replacement when the pipe has been damaged during the carrying out of roadworks.
3. The applicant or subsequent owner shall remove the pipe when directed to do so by the Shire.
4. Written application must be lodged with the Shire requesting authorisation and providing a map of where pipes will cross the road prior to any works beings commenced.
5. Works shall be carried out in accordance with the Shire's requirements and at the owner's costs.
6. The road surface is to be reinstated to the Shire's satisfaction and at the owners cost.
7. The Shire encourage boring under road reserves rather than excavation.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18; 03/17-32

IMP-012 Gates Across Road Reserves

MANAGEMENT PROCEDURE No.	IMP-012
MANAGEMENT PROCEDURE	GATES ACROSS ROAD RESERVES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.100
RELEVANT DELEGATIONS	2011

OBJECTIVES:

To set guidelines and condition for placing gates across Shire roads

MANAGEMENT PROCEDURE STATEMENTS:

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which gates will be allowed across roadways, are as follows:

1. The structure is to be maintained in a condition satisfactory to the Shire.
2. The structure is to be removed by the applicant or subsequent owner when directed to do so by the Shire.
3. Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

IMP-013 Fence Line Clearing

MANAGEMENT PROCEDURE No.	IMP-013
MANAGEMENT PROCEDURE	FENCE LINE CLEARING
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.120
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and condition for landowners clearing fence line on land adjoin Shire roads

MANAGEMENT PROCEDURE STATEMENT/S:

Where a property owner clears his fence line, all material is to be placed inside their own property for disposal.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-014 Drains & Culverts

MANAGEMENT PROCEDURE No.	IMP-014
MANAGEMENT PROCEDURE	DRAINS AND CULVERTS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.140
RELEVANT DELEGATIONS	

OBJECTIVES:

Set timing for the ongoing maintenance of Shire drains & culverts

MANAGEMENT PROCEDURE STATEMENT/S:

All major drains and culverts to be cleaned out by the Shire on an annual basis (the beginning of each year) to prevent any build-up of rubbish in the drain, thus preventing any restriction in water flow.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-015 Finishing Off Work Areas

MANAGEMENT PROCEDURE No.	IMP-015
MANAGEMENT PROCEDURE	FINISHING OFF WORK AREAS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.170
RELEVANT DELEGATIONS	

OBJECTIVES:

To ensure works are finished off in a satisfactory manner.

MANAGEMENT PROCEDURE STATEMENT/S:

Shire staff be instructed to remove all debris from work areas and ensure areas are left in neat and tidy condition prior to leaving.

The procedure of tidying up a work area is considered part of the works project being carried out.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-016 Code of Practice for Working in the Vicinity of Services

MANAGEMENT PROCEDURE No.	IMP-016
MANAGEMENT PROCEDURE	CODE OF PRACTICE FOR WORKING IN THE VICINITY OF SERVICES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.180
RELEVANT DELEGATIONS	

OBJECTIVES:

To advise staff of the Code associated with working in the vicinity services.

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire has a legal “Duty of Care” to observe when working in the vicinity of Service Lines.

The process for discharging this Duty of Care in relation to such Lines is to be in accordance with the “Utility Providers Code of Practice for WA”.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

IMP-017 Road Work Funding Allocation Process

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18; 03/17-32

IMP-019 Private Works

MANAGEMENT PROCEDURE No.	IMP-019
MANAGEMENT PROCEDURE	PRIVATE WORKS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.70
RELEVANT DELEGATIONS	2008

OBJECTIVES:

To provide direction regarding the use of Shire resources for the completion of Private Works

This does not include Tools & Equipment (See Procedure IMP-007)

This Procedure also needs to be read in conjunction with Procedures IMP-005.

MANAGEMENT PROCEDURE STATEMENTS:

The philosophy of the Shire in relation to Private Works is the Shire approves of staff competing for commercial Private Works on the basis of the following:

1. The Shire recognises that, from time to time, residents may require assistance in the form of the provision of equipment and operators to assist in undertaking Private Works. In order to ensure that the Shire's own workload is not adversely affected, the following general conditions will be applied to the provision of Private Works.
2. Where practical, all Private Works are to be performed during overtime hours and charged at the overtime rates to avoid interruption to the Shire's works program.
3. Prior to the commencement of the Private Works, the client is to agree:
 - (a) to pay for all works done;
 - (b) to make immediate payment upon service of the account; and
 - (c) no further Private Works are to be undertaken for a client until previous accounts for works have been paid.
4. Upon completion of the works, the client is to agree the works have been completed to their satisfaction, and that the record of hours worked is correct.
5. The client is to pay for all travel time to and from the job from the Shire's operating base at that time. Operating costs shall include wages (at overtime rate), public works overheads, plant operation costs, on costs, administration and depreciation.
6. A minimum of one (1) hour hire for all plant hired for Private Works will be charged in accordance with the Schedule of Fees and Charges adopted as part of the budget each financial year.
7. No plant is to be hired without the Shire's operator, except sundry plant.
8. The Chief Executive Officer may submit quotes and complete for "commercial" type works, that is, works other than those of a small or residential nature. Works are not to be quoted for or completed for unless Shire's plant is in the area doing other programmed works or will shortly be shift to the area to perform programmed works unless the work is sufficiently large enough to warrant the Shire shifting the plant to the townsite.

9. The philosophy of the Shire in relation to Private Works is the Shire approve of staff competing for commercial Private Works on the basis of the following:

- a) That the Roadworks Program set by Council at its Budget Meeting is not unduly affected to appoint that there is a large number of carry over projects into the next financial year. The Shire historically has several projects carried over from one year to the next however, these projects are to be jobs comprising of predominately wages, overheads and plant operations costs e.g. gravel sheeting.

It is generally understood the programmed jobs that attract outside funding e.g.. Regional Road Group or Black Spot funding are completed as a priority in any given year.

- b) That Private Works undertaken must not be at a loss to the Shire.
- c) It is understood that by undertaking Private Works, those employees on wages have the opportunity to gain extra financial reward as the majority of private works involves working overtime.
- d) It is the responsibility of the CEO to maintain a “balanced” approach between taking on Private Works projects and maintaining the Shire’s existing infrastructure.
- e) The Shire expects the existing road network is maintained and does not suffer as a direct result of undertaking Private Works projects
- f) Shire staff need to be aware of the sensitivities of competing in areas that are not the Shire’s specialty e.g. Dams. It is acknowledged the Shire does have the knowledge, ability, machinery and skills to undertake private works which involve road construction and subdivisions for example.

Reports of Private Works

All private works undertaken by Shire Staff are to be listed in the Works Supervisor's information report for presentation at the Ordinary Council Meeting.

Plant Hire (Restrictions)

All Private Works hire of Shire plant is to be within the Shire boundaries unless prior approval has been obtained from the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads

MANAGEMENT PROCEDURE No.	IMP-020
MANAGEMENT PROCEDURE	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.40; IP-001
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD
RELEVANT DELEGATIONS	

OBJECTIVES:

To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as *Significant Roads*.

MANAGEMENT PROCEDURE STATEMENT:

Roads under the control of the Shire of Chapman Valley recognised as being significant roads by the Mid-West Regional Road Group are: -

Rd No.	Road Name	RAV Category
19	Balla Whelarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station (<i>between Durawah & Station Valentine Rd Junctions</i>), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

ADDITIONAL EXPLANATORY NOTES:

The above list of *Significant Roads* are the only roads eligible for funding through the Mid-West Regional Road Group Program.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10; 07/19-4

IMP-022 Heavy Haulage Vehicle Permits

MANAGEMENT PROCEDURE No.	IMP-022
MANAGEMENT PROCEDURE	HEAVY HAULAGE VEHICLE PERMITS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.110; IP-003
LEGISLATION	ROAD TRAFFIC ACT, 1974 – HEAVY VEHICLE
RELEVANT DELEGATIONS	2012

OBJECTIVES:

To identify a heavy haulage route for roads under the control of the Shire of Chapman Valley.

POLICY STATEMENT/S:

The Shire adopt the current approved Main Roads WA's Restricted Access Vehicle (RAV) roads and conditions associated with approved roads within the Shire of Chapman Valley.

Procedures for the establishment of a new or amendment to an existing Heavy Haulage Route:

- Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- HVS to forward application to Shire of Chapman Valley for comments.
- Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- Shire staff put recommendation to MRWA to reject or progress the application.
- MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- MRWA HVS reviews the route assessment then approves or rejects route and advised Shire of Chapman Valley accordingly.

Once a route has been approved it remains relevant to all operators who then make direct application to MRWA for a permit (not to the Shire).

Refer to the current Main Roads WA's Restricted Access Vehicle (RAV), website (links below) for the approved list of roads within the Management Procedure;

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/notices/Pages/pmtc.aspx>
<https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	04/04-23
Reviewed – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/16-11; 07/18-10

IMP-023 Gravel Acquisitions

MANAGEMENT PROCEDURE No.	IMP-023
MANAGEMENT PROCEDURE	GRAVEL ACQUISITIONS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.150.1; IP-004
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 3.27
RELEVANT DELEGATIONS	

OBJECTIVES:

LEGISLATION

Section 3.27 of the Local Government Act 1995 states: -

Particular things Local Governments can do on land that is not Local Government property –

1. A Local Government may, in performing its general functions, do any of the things prescribed in Schedule 3.2 even though the land in which it is done is not Local Government property and Local Government does not have consent to do it;
2. Schedule 3.2 may be amended by Regulation; and
3. If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as a site or curtilage of a building or has been developed in any other way, or is cultivated.

Schedule 3.2: -

Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.

Schedule 3.36 applies: -

Deposit and leave on land adjoining the thoroughfare any timber, earth, stone, sand, gravel and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the Local Governments opinion, require.

Section 3.22 applies: -

1. If a person who is –
 - a) The owner or occupier of land granted in fee simple; or
 - b) The occupier of land held under lease or on conditional terms of purchase from the crown, except for pastoral or timber purposes, has sustained damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in Sub Section (5) or in Schedule 3.1 or 3.2.

PROCEDURE STATEMENT/S:

ACQUISITION GUIDELINES

Following are the procedures Shire Staff will undertake when attempting to secure road building materials from private land: -

- a) The Chief Executive Officer and/or Works Supervisor shall approach landowners and request acquisition from their property by way of right of entry to search for materials.
- b) If suitable materials are located a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.
- c) Payment for road building materials acquired from the landowner will be in accordance with the Shire's schedule of payments, which form part of this policy.
- d) Should agreement for the removal of road building 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 Council prior to commencement.
- e) Once gravel has been pushed it legally becomes the property of the Shire and will be paid for in accordance with the measurements undertaken by the Manager of Works & Services at the time gravel is removed from the property.

COMPENSATION

Compensation for all road building materials taken will be in the form of a cash payment at the following rates:

\$1.50 per Cubic Metre	Exclusive of GST
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PRIVATE WORKS

The Shire will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, is prepared to undertake private works for the landowner in accordance with the private works rate set by the Shire and at a time best suited for the Shire.

Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private work activities.

BORROW PIT REHABILITATION

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

The Shire will rehabilitate borrow pits as an ongoing procedure over several years, if necessary, as the road building material is acquired to spread the cost across a number of years and diminish the burden upon ratepayers.

The Shire endorses the following method of rehabilitation: -

- 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 stock piled vegetation (if any).

OTHER PROPERTY REHABILITATION

[G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2021\3 - Mar 2021\CEO\Att 10.3.2\(g\) - Works & Services Policy & Procedures.docx](G:\040 Governance\411 Council Documents\Agendas\Ordinary Meetings of Council\2021\3 - Mar 2021\CEO\Att 10.3.2(g) - Works & Services Policy & Procedures.docx)<G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2021 REVIEW\Works & Services Policy, Procedures & Guidelines Manual.docx>

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 (yet not limited to) 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 formerly 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 and any damage to fences, gates, access roads, etc., is to be repaired at the cost to the Shire.

DELEGATED AUTHORITY

The Shire of Chapman Valley delegates authority to the Chief Executive Officer to implement Shire's Gravel Acquisition Procedure.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Reviewed – Council Resolution:	04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10

ABN 46 173 809 199

**~~GRAVEL ACQUISITION – MANAGEMENT PROCEDURE IMP-023~~
~~AGREEMENT BETWEEN THE SHIRE OF CHAPMAN VALLEY AND LANDOWNER FOR THE~~
~~ACQUISITION OF ROAD BUILDING MATERIALS~~**

NAME:		
ADDRESS:		
PHONE:		
MATERIALS REQUIRED:		
ESTIMATED VOLUME:		
FROM LOCATIONS:		
COMPENSATION REQUIRED:	Yes/No	
REGISTERED FOR GST:	Yes/No	
PAYMENT: If Registered for GST, the landowner must issue the Shire of Chapman Valley with a Tax Invoice, on receipt of an official purchase order which will detail the quantity removed and price per m ³ . If not registered for GST, tax will be withheld from payment at the statutory rate. The Shire will immediately pay the landowner on receipt of the tax invoice.	Gravel compensation rate is \$1.50 m ³ (GST exclusive).	\$
ADDITIONAL REHABILITATION CONDITIONS AGREED TO (OTHER THAN THOSE LISTED IN THE SHIRE MANAGEMENT PROCEDURE):		

~~Landowners Consent~~

~~I/we hereby give consent to the Shire of Chapman Valley to remove road-making materials as detailed above in accordance with the Shire's Management Procedure and conditions outlined.~~

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[G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2021 REVIEW\Works & Services Policy, Procedures & Guidelines Manual.docx](#)

Signature _____ Date _____ / _____ /

Signature _____ Date _____ / _____ /

Acceptance

~~The Shire of Chapman Valley hereby undertakes to ensure that the requirements as noted in this form and in Council's management Procedure are adhered to.~~

Signature _____ Date _____ / _____ /

~~CHIEF EXECUTIVE OFFICER/ WORKS SUPERVISOR~~

~~M:\Forms\Work Supervisor\Gravel Acquisition.doc~~

IMP-024 Roadside Vegetation Policy – Road Construction

MANAGEMENT PROCEDURE No.	IMP-024
MANAGEMENT PROCEDURE	ROADSIDE VEGETATION POLICY – ROAD CONSTRUCTION
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.160; IP-005
LEGISLATION	ENVIRONMENTAL PROTECTION (CLEARING OF NATIVE VEGETATION) REGULATIONS 2004 AND THE SHIRE'S ACTIVITIES IN THOROUGHFARES AND TRADING IN LOCAL LAW)
RELEVANT DELEGATIONS	

OBJECTIVES:

To set Policy on vegetation activities within the road reserves under the control of the Shire.

It must be understood the Activities in Thoroughfares & Trading Local Law will always take precedence over Policy & procedure if there is any contradiction.

POLICY STATEMENT/S:

(This Policy must be read in conjunction with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and the Shire's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law)

Trees and scrub shall be removed as necessary for cuts, fills and general drainage works. However, every care shall be taken to preserve trees and scrub wherever possible.

Roadworks

1. Trees and scrub shall be removed and kept clear to the top of the back cut of the table drain.
2. Some selective clearing may be done on the inside of curves of restricted radii to improve visibility.
3. Heavy weed growths on road shoulders may be slashed or treated with chemicals.
4. Fire hazards resulting from heavy weed growths on natural treeless areas and where no wildflowers grow may be slashed if adjacent to cropped areas upon notification of the Shire.
5. Townsite streets and footpaths may be treated with chemicals.
6. Roadside vegetation clearance during road works is to avoid pushing vegetation against fences.
7. Any clearing on road reserves must be in accordance with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004

General

1. Reinstatement of trees with introduced varieties may be considered for rural areas damaged during construction.
2. In townsite areas trees shall be planted on opposite side of the roadway to existing power lines. Trees growing to a maximum height of 4-5 metres are to be planted wherever possible.
3. Chemicals shall be used on declared pest plants.
- 4(a) If a landowner is having problems with native vegetation growing through their fence they are permitted to prune a branch or limb causing the problem. All other vegetation clearance on a reserve is to be in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws.
- 4(b) The Chapman Valley Shire agree to make available, free of charge, Shire plant and operator during normal working hours to any landowner who wishes to either clear a fence line or rip land in preparation for revegetation under the following conditions: -

- (i) The road is considered by the Shire to be of such a narrow width that any future roadwork enhancements will result in the clearance of a majority of vegetation from this road reserve.
- (ii) That the landowner is prepared to set his fence back a recommended minimum of 20 metres from the roads centre and revegetate this section of land; or
If the fence is to remain where it is, the landowner is prepared to revegetate a corridor inside his fence line of a recommended minimum of 20 metres from the roads centre.
- (iii) Such work will be carried out at the Shire's convenience and where practicable be incorporated into the roadwork's program for this location or when plant is within close proximity to the location in question.
- (iv) Such work will be carried out within Shire budgeting constraints for road works during that particular financial year.
- (v) All land will remain in the ownership of the original landowner when a fence set-back procedure is undertaken unless otherwise negotiated by the Shire and the Landowner where there will be no change to existing land title.
The original boundary fence line is to be delineated to ensure it can easily be identified where Shire and landowner responsibilities are.
- 4(c) The landholder shall not be entitled to remove any trees or scrub from the road reserve under either of these options.
- 5. Maintenance of the road reserve trees or scrub shall be the responsibility of the Shire.
- 6. Landowners clearing vegetation in accordance with this policy, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws are to ensure all vegetation is push onto their adjacent private property and not left on the reserve.

Tree Planting

In reference to the Shire's Activities in Thoroughfares & Trading Local Law the following conditions apply (other than were specified in the Shire's Development Guidelines)

- 1. No tree planting will be permitted on twenty-metre-wide road reserves.
- 2. On road reserves greater than twenty metres no vegetation is to be planted within 9 metres of the outside of the road pavement. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 3. On road reserves greater than twenty metres no vegetation must be planted within five metres of the top of the back cut of the table drain. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 4. Trees must not be planted under power lines.
- 5. Trees planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the trees become a hazard or interfere with future road works.
- 6. Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.

The entire Road Verges Policy shall be administered at the discretion of the Chief Executive Officer.

Planting of Vegetation by Developers within the Shire of Chapman Valley

The Shire allow for the planting of vegetation within the road reserve by the developer, on the understanding that:

- (a) The vegetation must not be planted under any power lines;
- (b) The vegetation must to be maintained by the developer for at least two years from the planting, which includes the attendance of watering and pruning (if required);
- (c) The vegetation is not to be planted in locations that will potentially interfere with line of sight from road intersection or driveway, with determination of this matter delegated to the Chief Executive Officer;

- (d) The Shire will not replace any vegetation on verges, medium strips, etc. after the two (2) year developer maintenance period other than in the following areas;
- (i) Shire adopted Streetscape Plans, Development Plans, etc.;
- (ii) Town Sites of Nanson, Nabawa & Yuna.
- (e) Local residents and landowners are encouraged to maintain their own verges under the condition they are aware of the necessary safety and liability issues associated with the practice of activities on thoroughfares and public places.
- (f) Vegetation planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the vegetation become a hazard or interfere with future road works.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	12/03-5
Reviewed – Council Resolution:	04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10

IMP-025 Road Hierarchy

POLICY NO	IMP-025
POLICY	ROAD HIERARCHY
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.200; IP-006
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
RELEVANT DELEGATIONS	

OBJECTIVES:

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

POLICY STATEMENT/S:

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

A - MAIN ARTERIAL ROADS

Rd No.	Road Name	RAV Category
19	Balla Whelarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station (<i>between Durawah & Station Valentine Rd Junctions</i>), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

B - MAIN FEEDER ROADS

Rd No.	Road Name	RAV Category
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	6
51	Nolba Stock Route	6
4	Wandana	6
5	Wandin	6
95	White Peak	-

C - MINOR FEEDER ROADS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	4
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	-	50	Cannon Whelarra	6
125	Coffee Pot Drive	-	47	Coonawa	6
70	David	-	18	East Dartmoor	6
151	Eliza Shaw Drive	-	135	Green Drive	-
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	-	94	Kerr Dartmoor	6
126	Mills Place	-	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station (other than section between Durawah & Station Valentine Rds Junctions (See Category A)	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	4			

D – MAJOR ROAD ACCESS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	-
40	Burton Williamson	6	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	6
35	Durawah Northern Gully	6	24	Forrester Brooks	6
100	East Terrace	-	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	-
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	6	127	Ridley	-
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	-

E – MINOR ACCESS ROADS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
136	Ahern Place	-	75	Angels	-
115	Badgegong	-	134	Baston Close	-
72	Beatty Hasleby	-	162	Brown Lane	-
	Bawden Lane	-		Beaufort Close	-
149	Bunter Way	-	112	Burges	-
80	Butcher Knife	-	178	Cahill Rise	-
43	Caratti	-	147	Carey	-
163	Cargeeg	-	154	Carol	-
113	Cooper St (Nanson)	-	177	Copperhill Junction	-
154	Cogley	-	159	CV Access (Nabawa)	-
61	Crabbe	4	140	Dillistone	4
143	Dixon Place	-	138	Dolby Place	-
173	Dune Vista	-	100	East Terrace	-
153	East Terrace Acc	-	71	Eastough Yetna	-
58	Fairview Farm	-	91	Farrells Back	-
160	Flavel	-	56	Fong	-
32	Forrester	-	124	Goodletts	-
105	Gould	-	73	Gray Dindiloa	6
148	Hackett	-	170	Harmony Place	-
36	Hayward	6	78	Heelan Maloney	-
79	Heelan Mellish	-	156	Hester	-
172	Hilltop Loop	-	63	Hipper	-
86	Hotel	-	64	Jacky Jupp	4
158	James Eastough Close	-	179	Joon Vista	-
139	Kennedy	-	144	Lacey	-
101	Lauder	-	89	Lewis	-
76	Lorimer	-	122	Marrah Spur	-
25	McGauran	4	59	McKay	-
26	McNaught Mazzuchelli	6	164	Merino Fairway	-
110	Mills	-	54	Morcom	6
171	Mumbellarra Drive	-	111	Murphy	-
38	Thompson-Reidy	6	120	Norman's Well	-
87	Norris	-	65	O'Donnell	-
84	Old Nabawa Northampton	3	107	Old Nolba	-
175	Patten Place	-	165	Parmelia Boulevard	-
166	Pitchford Crest	-	120	Post Office	-
66	Protheroe	4	167	Redcliffe	-
109	Reynolds	-	146	Rewell	-
141	Royce	-	85	Post Office	-
152	River	-	129	Richards	-
106	Snell	-	142	Smith	-
57	State Farm	6	168	Stirling	-
145	Wells	-	117	Warr	6
62	Whitehurst –Tetlow	-	176	Westlake Place	-
118	Williamson	6	169	Wittenoom Circle	-

104	Yarra	-			
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ADDITIONAL EXPLANATORY NOTES:

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

SHIRE OF CHAPMAN VALLEY
ROAD HIERARCHY
ROAD TYPE & CRITERIA
(see *Attachment A* for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
Primary Criteria						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at Attachment C .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads. These roads will also have: <ul style="list-style-type: none"> Significant commercial agricultural activity to road and feeder roads; Significant collector road for PD & A Category roads 	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire. These are medium order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activities; Access to a specific facility; Local traffic only. 	Connect predominantly to other Shire Roads as access routes only. Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads These are lower order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activity than Category C roads; Local traffic only. 	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads. Includes unformed roads/tracks within a road reserve used by the public
Secondary Criteria						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories & Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy & Procedures Manual</i> (See Extract from MWRRG Policy Manual at Attachment B)	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)

8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate. Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs. In accordance with MRWA guidelines and where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

DEFINITIONS/ACRONYMS

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

NOTES

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
 - have high traffic volumes;
 - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
 - require kerbing for traffic control and or drainage;
 - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
 - require underground drainage because surface drainage is impractical;
 - involve high cost of service alterations during reconstruction;
 - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;¹
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

¹ Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

ATTACHMENT A

DESCRIPTION & FUNCTION OF ROAD HIERARCHY CATEGORIES

Road Category	Description	Function
Main Roads WA Responsibility		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
Shire of Chapman Valley Responsibility		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at Attachment C .
B	Main Feeder Roads	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads. These roads will also have: <ul style="list-style-type: none"> Significant commercial agricultural activity to road and feeder roads; Significant collector road for PD & A Category roads
C	Minor Feeder Roads	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire. These are medium order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activities; Access to a specific facility; Local traffic only.
D	Major Access Roads	Connect predominantly to other Shire Roads as access routes only. Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads These are lower order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activity than Category C roads; Local traffic only.
E	Minor Access Roads	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads. Includes unformed roads/tracks within a road reserve used by the public

ATTACHMENT B

MWRRG ROAD TYPE CRITERIA

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction ¹			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
Existing Road ²			<5.6m	5.6-7.0m	>7.0m	
AADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

¹ Seal widths are the minimum for new construction of the relevant Road Type

² Width range for the purpose of determining Road Type for existing roads

MID WEST REGIONAL ROAD GROUP
REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA

1. Freight & Community Access

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

2. Tourism/Recreation

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

3. Road Function

Whether the road services predominantly through traffic or local traffic.

DEFINITIONS

Regional Route: Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

Inter-Regional Route: Shall be defined as a road that provides the main connection between this region, other regions in the State and interstate.

Major Route: A road which provides both regional and inter-regional access.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	11/03-6
Reviewed – Council Resolution:	12/02-15; 05/15-23; 06/15-18; 04/16-14; 03/17-22; 07/18-10; 08/18-3; 03/19-11; 08/19-8; 03/20-3



MINUTES

ROADS INFRASTRUCTURE COMMITTEE

23rd FEBRUARY 2021

9:00am

Bill Hemsley Park Community Centre (Verandah Area)
&
Council Chambers
Nabawa

Committee Members gathered at the Bill Hemsley Park Community Centre (Verandah Area) at 9:00am at which time some discussion and site inspections were undertaken. Members and Staff then travelled to the Council Chamber, Nabawa to formally convene the meeting.

Committee Purpose & Delegations

Undertake an annual review the following:

- Road Works Program
- Road Hierarchy
- Heavy Haulage Vehicle Permit Roads
- Any other works infrastructure item referred to the Committee by Council
- Review the plant replacement program

Delegation – Nil

The Road Infrastructure Committee is comprised of:

All Councillors

Chief Executive Officer	(Observer)
Deputy CEO	(Observer)
Manager Works & Services	(Observer)
Works Leading Hand	(Observer)

DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana", is positioned above the name and title of the Chief Executive Officer.

Maurice Battilana
CHIEF EXECUTIVE OFFICER

ROAD INFRASTRUCTURE COMMITTEE MEETING

10:52am – 23rd FEBRUARY 2021

COUNCIL CHAMBERS, NABAWA

ORDER OF BUSINESS

1.0 Presiding Member (President)

2.0 Declaration of Opening / Announcements of Visitors

The Presiding Member, Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 10.52am at the Council Chambers, Nabawa.

3.0 Announcements from the Presiding Member (President)

Nil

4.0 Record of Attendance

4.1 Present

Committee Member
Cr Anthony Farrell (President)
Cr Kirrilee Warr (Deputy President)
Cr Peter Humphrey
Cr Nicole Batten
Cr Darrell Forth
Cr Beverley Davidson
Cr Trevor Royce

Officer	Position
Maurice Battilana	Chief Executive Officer
Esky Kelly	Manager of Works & Services
Marty Elks	Leading Hand Maintenance
Dianne Raymond	Manager of Finance & Corporate Services
Simon Lancaster	Deputy CEO

4.2 Apologies

Name
Nil

5.0 Disclosure of Interest

Nil

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."*

Section 5.60B:

*"a person has a **proximity interest** in a matter if the matter concerns –*

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):

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

6.0 Petitions / Deputations / Presentations

Nil

7.0 Confirmation of Minutes from previous meetings

MOVED: Cr Forth SECONDED: Cr Batten

COMMITTEE RECOMMENDATION

Recommend the Minutes Road Infrastructure Committee Meeting held on the 26 February 2020 be confirmed as a true and accurate record of proceedings. *(Supplied under separate cover).*

CARRIED
Voting F7/A0
Minute Reference RIC 03/21-1

8.0 Items to be dealt with En Bloc

Nil

9.0 Agenda Items

- 9.1** Review of Shire Road Hierarchy
- 9.2** Proposed 2021/2022 Road Works Program & Review of Ten-Year Road Works Program
- 9.3** Review Heavy Haulage Vehicle Permit Roads
- 9.4** Review Plant Replacement Program

DISCUSSION ITEM:	9.1
SUBJECT:	REVIEW OF SHIRE ROAD HIERARCHY
PROPONENT:	CHIEF EXECUTIVE OFFICER & MANAGER WORKS & SERVICES
SITE:	WHOLE SHIRE
FILE REFERENCE:	1002
PREVIOUS REFERENCE:	MINUTE REFERENCE 03/20-3
DATE:	23 rd FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.1(a)	Road Hierarchy Procedure (IMP-025)		✓

BACKGROUND

The purpose of this Item is to present the Committee the current endorsed *Road Hierarchy Management Procedure (IMP-025)* for discussion and review.

Council dealt with the Road Hierarchy Procedure (IMP-025) in isolation with the following being resolved the following at the March 2020 OCM:

*“Minute Reference RIC 02/20-2
The Road Infrastructure Committee recommends Council endorses the Road Hierarchy Procedure (IMP-025) as presented without change.”*

Since then the Mid West Regional Road Group has endorsed the following Roads as a Significant Route, therefore this route has been included as part of the Category A (Main Arterial Roads) under the *Road Hierarchy Procedure (IMP-025)*:

- Durawah Road;
- Station Road (between Durawah & Station Valentine Rd Junctions); and
- Station Valentine Road.

COMMENT

The existing *Road Hierarchy Procedure (IMP-025)* has all the roads within the Shire of Chapman Valley the local government is responsible for place into the following categories:

- Main Arterial Roads (Significant Roads and approved by the RRG only);
- Main Feeder Roads;
- Minor Feeder Roads;
- Major Access Roads; and
- Minor Access Roads

A copy of the *Road Hierarchy Procedure (IMP-025)* is provided as **Attachment 9.1(a)** under separate cover.

In addition to the aforementioned Procedure Council has also adopted the following Management Procedure (IMP-017) regarding the *Road Funding Allocation Process*:

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

FINANCIAL IMPLICATIONS

Road Works remains the largest expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised.

Long Term Financial Plan (LTFP):

The intention is the endorsed *Road Hierarchy* will complement the *Road Works Programs*, which will complement the current Long Term Financial Plan (LTFP) and Asset Management Plan (AMP). The LTFP is updated annually to reflect the endorsed Road Works Program.

STRATEGIC IMPLICATIONS

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. As previously mentioned, the Shire's Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads and approved by the RRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

It is also important the process stipulated in *Corporate Management Procedure IMP-017* to amend the Road Hierarchy is adhered to. This will ensure the integrity of the *Road Hierarchy* list and therefore the integrity of how Council allocates its resources to road works within the Shire.

Strategic Community Plan/Corporate Business Plan:

1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
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CONSULTATION

The Chief Executive Officer consulted with the Manager Works & Services and Works Leading Hand when reviewing the Road Hierarchy presented to Council.

RISK ASSESSMENT

There is a risk the integrity of the Road Hierarchy may be compromised if the conditions listed in *Management Procedure IMP-017* to amend the Road Hierarchy are not adhered to. However, this risk is considered **insignificant**:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority

MOVED: Cr Forth SECONDED: Cr Batten

COMMITTEE RECOMMENDATION (Option 1)

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 9.1(a)** without change.

CARRIED
Voting F7/A0
Minute Reference RIC 03/21-2

STAFF RECOMMENDATION (Option 2) Lapsed

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 9.1(a)** with the following Changes:

DISCUSSION ITEM:	9.2
SUBJECT:	PROPOSED 2021/2022 ROAD WORKS PROGRAM & REVIEW OF TEN YEAR ROAD WORKS PROGRAM
PROPONENT:	CHIEF EXECUTIVE OFFICER and MANAGER WORKS & SERVICES
SITE:	WHOLE SHIRE
FILE REFERENCE:	1002
PREVIOUS REFERENCE:	MINUTE REFERENCE 03/20-3
DATE:	23rd FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.2(a)	Proposed 10 Year Road Works Program		✓
9.2(b)	Current 10 Year Road Works Program		✓

BACKGROUND

The purpose of this Item is to present Councillors with a proposed 2021/2022 & Ten-Year Road Works Programs for consideration.

Determination from the Road Infrastructure Committee will form a recommendation to Council for consideration and endorsement for allocation of funding and resources to the forthcoming Draft Budget.

COMMENT

Council resolved the following at the March 2020 OCM:

Council receive the Road Infrastructure Committee Minutes and endorse the recommendations within i.e.

"Minute Reference RIC 02/20-5

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2020/21 to 2029/2030 as presented with the following changes and this Program be used as a basis for resource allocation into the Draft 2020/2021 Budget:

1. *McCagh Rd – 250m Seal Extension.*
2. *Wandin & Wandana Rd (Own Resource Reseals) – Bring forward to Years 1,2 & 3.*
3. *BHPCC Overflow Carpark as a separate budget line item (not part of RW Program)"*

The following item(s) have been requested for discussions:

Requested by	Item	Staff Comments	Estimated Cost
CV Agric Society (in 2020)	McCagh Rd Extend seal 250m	The request from the CVAS is to extend the existing seal approx.. 250m to reduce dust over the Showgrounds. <i>(Note: Request resubmitted from previous year.)</i>	\$35,00 (To be confirmed) Based on average Unit Rate per KM only.
Cr Humphrey	Parkfalls Estate Roads/Shoulder Standard	As requested at the December 2020 OCM staff have obtained quotes to investigation standard of gravel roadworks within the Estate.	Quotes range from approx.. \$10,000 to \$30,000 for test works.

Cr Humphrey	Emails	<p>From: Maurice Battilana Sent: Friday, 22 January 2021 8:34 AM To: Cr Peter Humphrey <crhumphrey@chapmanvalley.wa.gov.au>; Cr Anthony Farrell <crfarrell@chapmanvalley.wa.gov.au>; Cr Beverley Davidson <crdavidson@chapmanvalley.wa.gov.au>; Cr Darrell Forth <crforth@ShireofChapmanValley.onmicrosoft.com>; Cr Kirrilee Warr <crwarr@chapmanvalley.wa.gov.au>; Cr Nicole Batten <crbatten@ShireofChapmanValley.onmicrosoft.com>; Cr Trevor Royce <crroyce@chapmanvalley.wa.gov.au>; Darrell Forth (dforth61@gmail.com) <dforth61@gmail.com>; Trevor Royce (Private) <tvroyce@bigpond.com> Cc: Esky Kelly <works@chapmanvalley.wa.gov.au>; Simon Lancaster <dceo@chapmanvalley.wa.gov.au>; Anthony Abbott <building@chapmanvalley.wa.gov.au>; Marty Elks <lhworks@chapmanvalley.wa.gov.au> Subject: RE: Road Infrastructure & Building Committee Meetings</p> <p>Hi Peter</p> <p>Thanks for the response. I couple of issues you raised I have responded to below:</p> <p><u>Committee Meeting Venue</u> The Road Infrastructure meetings have historically been held at the Nabawa offices as this is the administrative centre of the Shire and I have had no indication this needed to be changed. However; if there is a consensus from Councillors to hold the meeting at the BHPCC then I have no issues with this.</p> <p>Councillors – Can you please indicate (by a REPLY ALL email) if your preference to hold the meeting is Nabawa Offices or BHPCC.</p> <p><u>Roadworks Program</u> The current Ten Year Roadworks Program is reviewed at part of the Road Infrastructure Committee’s annual role, which is again presented to Council for review and consideration of the Committee’s recommendation. It is again reviewed as part of the Budget Workshops and then at the time Council endorses the Annual Budgets. Therefore there is ample opportunity for Elected members and Staff to review the Program and set the direction for the forthcoming budget and the next ten years.</p> <p>In addition to this review process the Committee & Council also reviews the Road Hierarchy list annually, which is considered at the time the Road Program is reviewed and set.</p> <p>Many years ago Council adopted a Corporate Management Procedure (IMP-017 see below) which set the review process to remove the situation of the “squeaky wheel approach” to road works projects. Again this Procedure is reviewed annually as part of the full review of all Policies/Procedures and included as part of the Road Infrastructure Committee Agenda.</p> <p>I will list you email as part of the Committee Agenda and you can present this to the Committee on the day.</p>	Not Costed
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MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

Kindest regards

Maurice Battilana | CHIEF EXECUTIVE OFFICER



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From: Cr Peter Humphrey

<crhumphrey@chapmanvalley.wa.gov.au>

Sent: Thursday, 21 January 2021 2:37 PM

To: Maurice Battilana <ceo@chapmanvalley.wa.gov.au>; Cr Anthony Farrell <crfarrell@chapmanvalley.wa.gov.au>; Cr Beverley Davidson <crdavidson@chapmanvalley.wa.gov.au>; Cr Darrell Forth <crforth@ShireofChapmanValley.onmicrosoft.com>; Cr Kirilee Warr <crwarr@chapmanvalley.wa.gov.au>; Cr Nicole Batten <crbatten@ShireofChapmanValley.onmicrosoft.com>; Cr Trevor Royce <crroyce@chapmanvalley.wa.gov.au>; Darrell Forth (dforth61@gmail.com) <dforth61@gmail.com>; Trevor Royce (Private) <tvroyce@bigpond.com>

Cc: Esky Kelly <works@chapmanvalley.wa.gov.au>; Simon Lancaster <dceo@chapmanvalley.wa.gov.au>; Anthony Abbott <building@chapmanvalley.wa.gov.au>; Marty Elks <lhworks@chapmanvalley.wa.gov.au>

Subject: RE: Road Infrastructure & Building Committee Meetings

Hi Maurice

At the moment any of the dates mentioned will suit so I will go with the general consensus.

		<p>In relation to the agenda I believe that with the changing dynamics within the shire we should consider completely reviewing our Road Infrastructure / maintenance program and determine what best serves the needs of the ratepayers. This would mean changing the focus from the current plan and alter the priorities to what best suits our ever evolving population.</p> <p>With this thought in mind, and I'm sure councilors can all identify areas of concern of their own, but for me I would like to put forward that we visit several areas of Eliza Shaw Drive, the intersection of Eliza Shaw Drive and Redcliffe Concourse, Hester Avenue, Brown Lane and sections of the horse trails that run within the Parkfalls Estate.</p> <p>In relation to the Building Committee it was over twelve months ago when some councilors mentioned the need to consider future uses for the BHP meeting room since the PRA dissolved. I don't believe that it has been mentioned since so could it please be placed on the agenda.</p> <p>I noted that both of these meetings have been scheduled for council chambers but I am of the belief that most councilors and shire staff might be spending considerable time in Geraldton at this time of year so if no other roads of concern are identified maybe the location of the meeting/s could be changed to BHP.</p> <p>Thankyou</p> <p>Regards</p> <p>Peter</p>	
Cr Royce	Coronation Beach Rd Review Reseal Priority List	Staff reviewed priority list and recommend an adjustment accordingly	\$280,800 (To Be Confirmed). Based on the average unit rate of \$5/square meter to reseal a road.
Cr Farrell	Cannon Whelara Rd – Realign S-Bends	<p>The opportunity exist with the current landowner verbally agreeing to cede the land to realign an S-Bend on the Cannon Whelara Rd.</p> <p>This is not listed as a project in the Shire's current Ten-Year RW Program yet should be considered now the opportunity exists.</p>	Estimate Costs to realign the S-Bend has not been undertaken as yet. Estimates will be undertaken if this project is endorsed for future Budget consideration
Cr Warr	<ul style="list-style-type: none"> • Murphy Yetna • Nanson Howatharra • Nolba • Nolba Stock Route • Urch 	<p><u>Email Dated 02/02/21</u></p> <p>As a heads up some other roads I have been contacted about from rate payers include, Murphy Yetna, Nanson Howatharra, Nolba, Nolba Stock Route, and Urch. It may be prudent to visit these roads as well before we commence deliberation.</p>	Inspections requested

Proposed 2021/2022 Road Works Program

It is hoped all road projects scheduled for 2020/2021 should be completed; however, there is invariably slippages in the program of works estimated timeline, the recommended 2021/2022 Roadworks Program will always attempt to adhere to Council priorities i.e.

- *Priority 1 – Grant funded projects*
- *Priority 2 – Own resource projects (carried over & new)*
- *Priority 3 – Maintenance works*

It must be understood in reality road work maintenance issues at times will take precedence over other road works projects (e.g. own resource projects).

The Regional Road Group (RRG) projects have been approved by the Mid-West Regional Road Group and formal notification has been received from Main Roads WA advising of the projects the Shire will be funded for in 2021/2022. Therefore, these particular projects cannot be adjusted.

Mid West Regional Road Group (MWRRG) grant applications are lodged with Main Roads WA (MRWA) by the 31st August each year. The Shire of Chapman Valley submission in accordance with Council's approved Ten Year Road Works Program with the approved projects, estimated costs and score for 2021/2022 being as follows:

Road	Works Description	Score	Total Project Cost Estimate	MWRRG Grant	Shire Minimum Contrib
Valentine	3.00km x 7.2m seal continuation	102.40	\$449,000	\$299,667	\$149,333
Dartmoor	4.00km x 7.2m seal continuation	98.72	\$450,000	\$300,000	\$150,000
East Nabawa (West)	3.00km x 7.2m seal continuation	95.80	\$450,000	\$300,000	\$150,000
East Nabawa (East)	2.65km x 7.2m seal continuation & drainage	90.94	\$450,000	\$300,000	\$150,000
Northampton Nabawa	3.00km Drainage, Shoulder Upgrades & reseal	90.89	\$450,000	\$300,000	\$150,000
Estimated Totals			\$2,249,000	\$1,499,667	\$749,333

The MWRRG Policies and Procedures include the following restrictions:

- \$300,000 - Maximum allowable grant fund per individual project;
- 20% of Total Pool - Maximum total grant funds for an individual LGA in one year.

Based on the 2021/2022 total pool amount of \$7,507,465 the 20% maximum per LGA in 20/21 was \$1,501,493. Therefore the Shire of Chapman Valleys approved projects for 2021/2022 come within this threshold limitation (i.e. approved grant of \$1,499,667).

Below is a comparison of RRG grants received over past years:

14/15	\$573,333
15/16	\$371,000
16/17	\$1,083,334
17/18	\$1,162,000
18/19	\$1,170,666
19/20	\$1,140,333
20/21	\$1,200,000
21/22	\$1,499,667

It needs to be understood the Shire's ability to attract similar MWRRG Grant Funds in future years is expected to diminish due to the recommendations to amend the grant fund allocation guidelines to provide more opportunity to those LGAs currently not being able to receive grants other than the minimum (i.e. \$140,000).

Roads to Recovery Grant (R2R) Funding received over the past five years is as follows:

16-17	17-18	18-19	19/20	20/21	Total Past Five Years	Average Past Five Years
\$734,746	\$240,000	\$235,444	\$328,620	\$328,620	\$1,867,430	\$373,486

The R2R Funding Program will continue for a further four years after 20/21 (i.e. the current Program ends in 2023/2024) at the anticipated current rate of \$328,620 per financial year.

The *Proposed 10 Year Road Works Program (2021/2022 to 2030/2031)* reflects the anticipated MWRRG & R2R grant funding. However, it must be understood this funding could vary as MWRRG grant funds are annually contestable and R2R grant funds are not guaranteed beyond 2023/2024.

Ten (10) Year Road Works Program

Attached is the ***Current 10 Year Road Works Program (2020/2021 to 2029/2030)*** (***Attachment 9.2(b)***) with the ***Proposed 10 Year Road Works Program*** adding the year 2030/2031 (***Attachment 9.2(a)***).

The CEO, Manager Works & Service (Esky Kelly) and the Works Leading Hand (Marty Elks) have reviewed the Program.

The *Proposed 10 Year Road Works Program* continues to reflect the following:

1. The opportunity to attract MWRRG grant funds for recognised Significant Roads within the Shire of Chapman Valley may diminish over the period of the ten-year program.
2. The opportunity to attract MWRRG grant funds for recognised Significant Roads within the Shire of Chapman Valley may gradually revert to reseal project, which are basically 100% external costs (materials & contract) and will not assist with supporting the Shire own internal costs (i.e. labour, plant, etc.).
3. As the MWRRG grant funds projects drop off, less external funds will be available and more internal own resource road works projects will be undertaken (e.g. Gravel Sheetting on roads not recognised as MWRRG Significant Roads).
4. The previously endorsed list of gravel sheetting roads from the Shire's own resources has not been altered in order of priority from the current program.
5. The previously endorsed list of reseal program from grants and the Shire's own resources has been altered to reflect the reseals of Wandana and Wandin Roads as part of the LRCIP Grant funding in 2020/2021, otherwise the balance of the program remains in the order of priority from the current program.
6. There has been an effort to spread the effect of less MWRRG grants across the whole 10-year period, rather than the alternative of a sudden loss of grant funds from this source.
7. The issue of external funds (e.g. grants, contributions) covering the contract and materials costs for the annual road works program also needed to be address. An average contract & materials component has been calculated using historical data for the type of works; however, this can fluctuate when a more detailed cost analysis is undertaken for each specific project.

Therefore, based on the historical data, the *Proposed 10 Year Road Works Program* has been continued to calculate the differential between Contracts & Materials – v – Grant/Contributions received. Again, the proposed program has attempted to ease the effect of grants being a source to fully cover contracts & materials and to supplement the Shire internal resource costs (labour, plant, etc.).

8. As in the previous program the current & proposed ten-year programs is the annual amount of \$275,000 listed as *"Additional Employee Costs & Contract/Materials Contingency"*. This pool of funds is made up of the following components:
 - i. \$75,000 – Casuals and Guaranteed & Additional overtime paid to road works crew as required; and
 - ii. \$200,000 – External contingency used to hire external contractors and purchase materials as required.

The proposed ten-year program continues to quarantine the \$75,000 for casuals and guaranteed & additional overtime components every year, yet uses the \$200,000 contracts/materials contingency as a balancing aid across the

program. Therefore, it will be noted how this figure continues to fluctuate across the ten-year period.

9. The concept of placing funds into the Roadworks Reserve Fund to assist with funding the proposed program of works in years the later years of the Program has been retained.

POLICY IMPLICATIONS

The following Management Procedures are relevant to this item:

MANAGEMENT PROCEDURE No.	IMP-020
MANAGEMENT PROCEDURE	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.40; IP-001
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD GROUPS
RELEVANT DELEGATIONS	

OBJECTIVES:

To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as Significant Roads.

MANAGEMENT PROCEDURE STATEMENT:

Roads under the control of the Shire of Chapman Valley recognised as being significant roads by the Mid-West Regional Road Group are: -

Rd No.	Road Name
19	Balla Whelarra
130	Chapman Valley
34	Coronation Beach
8	Dartmoor
21	Dartmoor Lake Nerramyne
12	East Bowes
1; 15 & 14	<input type="checkbox"/> Durawah; <input type="checkbox"/> Station (between Durawah & Station Valentine Rd Junctions), <input type="checkbox"/> Station Valentine
150	East Chapman
16	East Nabawa
10	Nanson Howatharra
7	Narra Tarra
131	Northampton – Nabawa
132	Yuna – Tenindewa
13	Valentine

ADDITIONAL EXPLANATORY NOTES:

The above list of Significant Roads are the only roads eligible for funding through the Mid-West Regional Road Group Program.

In addition to the aforementioned Management Procedure Council has also adopted the following Management Procedure (IMP-017) in regard to the Road Funding Allocation Process:

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

FINANCIAL IMPLICATIONS

Road Works is the largest expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximised.

Long Term Financial Plan (LTFP):

The Proposed Road Works Program has been structured in a way to maintain the Shire's Own Resources contribution towards the overall program irrespective of the grants received. This will complement the estimated expenditure allocation in the current LTFP.

STRATEGIC IMPLICATIONS

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for. The Shires Road Hierarchy identifies the priority roads into the following categories:

- A. Main Arterial Roads (Significant Roads approved by the MWRRG only);
- B. Main Feeder Roads;
- C. Minor Feeder Roads;
- D. Major Access Roads; and
- E. Minor Access Roads

The Road Hierarchy list will be reviewed as part of the Road Infrastructure Committees purpose and is listed for discussion at Agenda Item 9.1.

Strategic Community Plan/Corporate Business Plan:

1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
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CONSULTATION

The Chief Executive Officer conferred with the Consultant Engineer, Manager Works & Services and Works Leading Hand when developing the *Proposed Ten-Year Road Works Programs* presented to Council.

RISK ASSESSMENT

There is a risk Council may not be able to successfully allocate enough of its own resources to appease the requirements of the Roads to Recovery (R2R) legislation due to the high level of other grant funds obtained. This will be closely monitored over the life of the R2R program.

I consider the risk associated with the Road Works Program as being **Moderate**, bearing in mind the risk is project specific, not in total across all the Road Works Program i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

VOTING REQUIREMENTS

Simple Majority

Suspend Standing Orders 11.23am

MOVED: Cr Forth

SECONDED: Cr Warr

CARRIED

Voting F7/A0

Minute Reference RIC 03/21-3

Discussion was undertaken on the item

Reinstate Standing Orders 12.27pm

MOVED: Cr Warr

SECONDED: Cr Royce

CARRIED

Voting F7/A0

Minute Reference RIC 03/21-4

STAFF RECOMMENDATION (Option 1) Lapsed

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2021/22 to 2030/2031* as presented at **Attachment 9.2(a)** without change and this Program be used as a basis for resource allocation into the Draft 2021/2022 Budget.

MOVED: Cr Royce

SECONDED: Cr Davidson

COMMITTEE RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorse the *10 Year Road Works Program 2021/22 to 2030/2031* as presented at **Attachment 9.2(a)** with the following changes and this Program be used as a basis for resource allocation into the Draft 2021/2022 Budget:

1. Extend seal on McCagh Road to Golf Club entrance;
2. Remove Parkfalls Estate Shoulder works from future Program of works;

3. Ensure own resource projects from previous year not completed are prioritised in 2021/2022 budget;
4. Budget consideration for additional roadworks staff member
5. Concept Forum discussion on investigating improvement options Parkfalls Estate bridle paths; and
6. Traffic Counters to be placed on Nolba Road, Olsen Road, Nabawa Yetna Road; however grant project roads to take priority.

CARRIED

Voting F7/A0

Minute Reference RIC 03/21-5

DISCUSSION ITEM:	9.3
SUBJECT:	REVIEW HEAVY HAULAGE VEHICLE PERMIT ROADS
PROPONENT:	CHIEF EXECUTIVE OFFICER & MANAGE WORKS & SERVICES
SITE:	WHOLE SHIRE
FILE REFERENCE:	1002
PREVIOUS REFERENCE:	MINUTE REFERENCE: 03/20-3
DATE:	23 rd FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

BACKGROUND

The purpose of this Item is to present the Committee the current endorsed *Heavy Haulage Vehicle Permit (Policy IP-003)* for discussion and review.

Council resolved the following at the March 2020 OCM:

"Minute Reference RIC 02/20-6

The Road Infrastructure Committee recommends Council endorses the Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits as presented without change."

COMMENT

Below is a copy of the current HVS RAV configurations:

2016

Heavy Vehicle Services

Prime Mover, Trailer Combinations

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES				Axis Spacing (m)	Length (m)	Mass (T) Maximum Permitted Mass	RAV Network
Category 1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER	(C) SHORT B-DOUBLE	(A)	≤20	50	Network 1
				(B)	≤19	42.5	
				(C)	≤20	50	
				(D)	≤19	47.5	
Category 2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER	(B) PRIME MOVER TOWING SEMI TRAILER	(C) B-DOUBLE	(A)	≤20	65.5	Network 2
				(B)	≤20	47.5	
				(C)	≤27.5	87.5	
				(D)	≤27.5	87.5	
Category 3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER			(A)	≤27.5	84	Network 3
Category 4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER			(A)	≤27.5	87.5	Network 4
Category 5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) B-DOUBLE TOWING A CONVERTER DOLLY		(A)	>27.5, ≤36.5	84	Network 5
				(B)	>27.5, ≤36.5	84+d	
				(C)	>27.5, ≤36.5	87.5+d	
				(D)	>27.5, ≤36.5	84	
Category 6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	(B) B-TRIPLE		(A)	>27.5, ≤36.5	87.5	Network 6
				(B)	>27.5, ≤36.5	87.5	
				(C)	>27.5, ≤36.5	87.5+d	
Category 7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B-DOUBLE	(B) B-DOUBLE TOWING A DOG TRAILER		(A)	>27.5, ≤36.5	107.5	Network 7
				(B)	>27.5, ≤36.5	107.5	
Category 9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY		(A)	>36.5, ≤53.5	120.5	Network 9
				(B)	>36.5, ≤53.5	84+d	
				(C)	>36.5, ≤53.5	107.5	
				(D)	>36.5, ≤53.5	107.5	
Category 10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 DOG TRAILERS	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS		(A)	>36.5, ≤53.5	127.5	Network 10
				(B)	>36.5, ≤53.5	127.5	
				(C)	>36.5, ≤53.5	127.5	
				(D)	>36.5, ≤53.5	147.5	
	(C) PRIME MOVER, SEMI TRAILER TOWING B-TRIPLE	(D) B-DOUBLE TOWING 2 DOG TRAILERS		(E)	>36.5, ≤53.5	147.5	
				(F)	>36.5, ≤53.5	87.5+d	
	(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS	(F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY					

NOTES

- Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:
 - (i) built to carry livestock or; (ii) carrying a crane to carry livestock or; (iii) carrying vehicles on more than one deck or;
 - (iv) carrying a multi-modal container or; (v) carrying a large indivisible item or; (vi) when operating with an appropriately licensed over height contain side or pantachron trailer.
- Maximum height of Pig Trailer must not exceed 3.5m.

Heavy Vehicle Services
Tel: 138 HVO (486)
Email: hvs@mainroads.wa.gov.au
Website: www.mainroads.wa.gov.au

Truck, Trailer Combinations

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – TRUCK, TRAILER COMBINATIONS EXAMPLES					ADP Spacing Table	Length (m)	Mass (T) (Maximum Permitted Mass)	RAV Network	
Category 1	(A) TRUCK LIVESTOCK OR VEHICLE CARRIER	(B) TRUCK TOWING A PIG TRAILER	(C) TRUCK TOWING A DOG TRAILER	(D) TRUCK TOWING A CAR CARRIER TRAILER	(A) (B) (C) (D)	A A B A	<12.5 ≤20 ≤20 ≤20	27.5 45.5 50 42.5	Network 1
Category 2	(A) TRUCK TOWING A 6 AXLE DOG TRAILER	(B) TRUCK TOWING A CAR CARRIER TRAILER	(C) TRUCK TOWING A 2,3,4 OR 5 AXLE DOG TRAILER		(A) (B) (C)	A A B	≤25 ≤25 ≤25	67.5 42.5 64.0	Network 2
<div>Example of Axle Groups</div> <div>Example of Axle Group with An Optional Axle</div> <div>Optional Axle</div>									
Category 7	(A) TRUCK TOWING 2 X 5 OR 6 AXLE DOG TRAILERS				(A)	A	>27.5, ≤36.5	107.5	Network 7
Category 8	(A) TRUCK TOWING 2 DOG TRAILERS				(A)	A	>27.5, ≤36.5	107.5	Network 8

1. Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.

2. These diagrams are a visual indication of the vehicle only.

3. Operators must refer to the OPERATING CONDITIONS for the full vehicle description.

4. The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:
(i) built to carry livestock or; (ii) carrying a scale to carry livestock or; (iii) carrying vehicles on more than one deck or;
(iv) carrying a multi-modal container or; (v) carrying a large indivisible item or; (vi) when operating with an appropriately balanced over height curtain side or paneltrailer trailer.

5. Maximum height of Pig Trailer must not exceed 3.5m.

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POLICY IMPLICATIONS

Management Procedure IMP-022 being reviewed is shown below:

MANAGEMENT PROCEDURE No.	IMP-022
MANAGEMENT PROCEDURE	HEAVY HAULAGE VEHICLE PERMITS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.110; IP-003
LEGISLATION	ROAD TRAFFIC ACT, 1974 – HEAVY VEHICLE OPERATIONS
RELEVANT DELEGATIONS	2012

OBJECTIVES:

To identify a heavy haulage route for roads under the control of the Shire of Chapman Valley.

POLICY STATEMENT/S:

The Shire adopt the current approved Main Roads WA's Restricted Access Vehicle (RAV) roads and conditions associated with approved roads within the Shire of Chapman Valley.

Procedures for the establishment of a new or amendment to an existing Heavy Haulage Route:

- Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- HVS to forward application to Shire of Chapman Valley for comments.
- Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- Shire staff put recommendation to MRWA to reject or progress the application.
- MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- MRWA HVS reviews the route assessment then approves or rejects route and advised Shire of Chapman Valley

accordingly.

Once a route has been approved it remains relevant to all operators who then make direct application to MRWA for a permit (not to the Shire).

Refer to the current Main Roads WA's Restricted Access Vehicle (RAV), website (links below) for the approved list of roads within the Management Procedure;

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/notices/Pages/pmtc.aspx>

<https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

Refer to relevant Policy/Procedure when exercising this delegation

This Management Procedure also refers to Delegation 2012 which states:

"The Chief Executive Officer is delegated the authority to endorse the Heavy Haulage Vehicle Permits Applications in accordance with Management Procedure (IMP-022) for the determination of variations to the RAV Network within the Shire of Chapman Valley subject to this delegation being restricted to RAV7 level. Any applications beyond this RAV level are to be put to Council for consideration."

In addition to the aforementioned Management Procedure Council has also adopted the following Management Procedure (IMP-017) regarding the Road Funding Allocation Process:

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

OBJECTIVES:

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

MANAGEMENT PROCEDURE STATEMENT/S:

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

FINANCIAL IMPLICATIONS

Road works is the largest income and expenditure component of the Shires operations, which makes it important to ensure the limited resources made available by grants and those allocated by Council to this function are maximized.

Long Term Financial Plan (LTFP):

The Heavy Haulage Vehicle Permit Management Procedure has been structured in a way to ensure each request for an upgrade the RAV rating to any particular road must go through a MRWA approved process.

There appears to be an increasing demand on the Shire road network by larger and heavier vehicles, which will no doubt have an adverse effect on the Shire roads and therefore the resources allocated by Council to roads.

It has also become obvious the Local Government Authority (LGA) is losing control of the level of heavy haulage vehicle using local roads under the control of the LGA. Though MRWA do consult with the LGA on every application made to introduce or upgrade the RAV rating on a local road the LGA cannot stop such applications if MRWA is comfortable the road meets their specification.

STRATEGIC IMPLICATIONS

It is imperative Council carefully considers where resources are allocated in future road works programs to ensure the higher priority roads are catered for.

Strategic Community Plan/Corporate Business Plan:

1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
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CONSULTATION

The Chief Executive Officer conferred with the Manager Works & Services and Works Leading Hand when reviewing the *Heavy Haulage Vehicle Permit Roads Management Procedure* presented to the Committee.

RISK ASSESSMENT

I believe there is a risk associated with the current approach being taken by MRWA Heavy Vehicle Services with RAV applications basically ignoring the wishes of the LGA. The issue of liability remain a vexed question. Is the permit issuer liable (i.e. MRWA) or the LGA who has management of the roads MRWA is permitting RAV vehicles to use LGA controlled road, even against the wishes of the LGA.

I have put this question to the Local Government Insurance Services (LGIS) with no firm response received as yet.

Therefore the Risk Assessment is basically unknown and could range from *Insignificant* to *Catastrophic*:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple Majority – To amend Management Procedure

MOVED: CR Farrell

SECONDED: CR Forth

COMMITTEE RECOMMENDATION (Option 1)

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented without change.

CARRIED

Voting F7/A0

Minute Reference RIC 03/21-6

STAFF RECOMMENDATION (Option 2) Lapsed

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented with the following changes:

AGENDA ITEM:	9.4
SUBJECT:	REVIEW PLANT REPLACEMENT PROGRAM
PROPONENT:	CHIEF EXECUTIVE OFFICER & MANAGE WORKS & SERVICES
SITE:	WHOLE SHIRE
FILE REFERENCE:	1018.00
PREVIOUS REFERENCE:	MINUTE REFERENCE: 03/20-3
DATE:	23rd FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.4(a)	Proposed Plant Replacement Program		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The Shire's *Plant Replacement Program* is reviewed annually to assist with the development of the Annual Budget for the forthcoming year. This review is also to consider the effect of the Long Term Financial Plan (LTFP) which has plant replacement as an aspect to its overall costs estimates within the Plan.

Council resolved the following at the March 2020 OCM:

"Minute Reference RIC 02/20-9

The Road Infrastructure Committee recommends Council endorses the Proposed Plant Replacement Program as presented with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget

1. *Amend Forklift to new 2½ tonne all terrain*
2. *Radar Speed Trailer – Minimum 50% Grant Reliant"*

The Plant Replacement Program was presented to the 20/21 Budget Workshops and again at the Special Meeting of Council where the 20/21 Budget was formally adopted. The Program was adjusted to reflect the decisions and determinations at these meetings.

COMMENT

As previously reported, the most recent fair value review of the Shire's Plant & Equipment indicated Council's standard of plant is high in comparison to similar type and sized local government authorities. Though such an outcome is welcomed it is important Council is mindful of not letting the life and standard of key items of plant and equipment to extend to the point this effects the organisations operational needs.

Staff have also approached the CEO enquiring into the following plant items being presented to Council for consideration with no changes being recommended.

The Manager Works & Services has again requested the inclusion of a **Tiny Robot Surveyor** to assist with the survey works required to mark out road surface prior to applying seal. This may also be used to line mark ovals. Estimated cost of \$20,000.

Below is an extract from the website of the organisation selling this item of equipment:

Tiny Surveyor is a robotic pre-marker tool that will save you time, increase safety and enable you to mark out road lines automatically. With the ability to interface to any GNSS or total station for precise height measurements, the Tiny Surveyor is a versatile and reliable tool that works for eight hours on a single charge.

Upload your design file via USB to the app and watch as the Tiny Surveyor completes the marking work for you. The Samsung tablet enables you to stay in control at all times and its high weatherproof rating ensures the Tiny Surveyor can work in even the toughest environments.

Key Benefits:

- *Up to 10 times faster than marking out on foot*
- *Increase safety by following the robot from a car*
- *Reliable, repeatable 2-3cm accuracy*
- *Works as hard as you do with 8 hour battery*
- *Versatile to accommodate different spray can sizes*
- *Compact, portable design makes for easy transportation*
- *Use with your existing GNSS and optical survey equipment*
- *Works with a variety of standard file formats*

The link below is to a YouTube of the device:

<https://www.youtube.com/watch?v=ZeTJBxgSjEs>

This item has not been added to the Draft Plant Replacement Program as it was felt this needed to again be presented to Council by the Manager Works & Services to determine its value.

STATUTORY ENVIRONMENT

Not relevant

POLICY IMPLICATIONS

No Policy or Management Procedure affected.

FINANCIAL IMPLICATIONS

It is important Council annually review its *Plant Replacement Program* to ensure an informed decision-making process is evident when allocating resources update the Asset Management Plan, which is integrated with updates to the Long Term Financial Plan and the Annual Draft Budgets for the change-over/upgrading of Council's plant & equipment.

Long Term Financial Plan (LTFP):

Any amendment to the Plant Replacement Program will affect the LTFP and any decision to do so will flow on as part of the review of the LTFP.

STRATEGIC IMPLICATIONS

It is strategically sound for Council to have a robust and realistic Plant Replacement Program.

Strategic Community Plan/Corporate Business Plan:

1.3	Maintain and enhance safety and security for the community	Review safe roads and infrastructure	Continue annual review of Road Hierarchy, Road Works Program, Plant Replacement Program
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CONSULTATION

The Chief Executive Officer consulted with the Manager Works & Services and Works Leading Hand when developing the Proposed Plant Replacement Program presented to Council.

Changes to the current Plant Replacement Program are indicated on the Proposed Plan provided at **Attachment 9.4(a)**.

RISK ASSESSMENT

There is a risk with the *Current & Proposed Plant Replacement Programs* extending the optimum life of plant before changeovers are scheduled resulting in the maintenance component of Council plant operating costs increasing.

However, I believe the current risk is **minor** at this stage, specifically now Council has employed a Plant Mechanic into the organisation i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION (Option 1) Lapsed

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment 9.4(a)** without change and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget.

- OR -

MOVED: CR Batten

SECONDED: CR Warr

COMMITTEE RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment 9.4(a)** with the following changes and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget:

1. Add Tiny Surveyor Robot 2021/2022 budget consideration; and
2. Add Transportable Display Trailer 2021/2022 budget consideration.

CARRIED
Voting F7/A0
Minute Reference RIC 03/21-7

9.0 Information Items

Nil

10.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

Nil

11.0 Closure

The Chair thanked the Committee members and staff for their attendance and declared the meeting closed at 1.02pm

POLICY NO	IMP-025
POLICY	ROAD HIERARCHY
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.200; IP-006
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
RELEVANT DELEGATIONS	

OBJECTIVES:

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

POLICY STATEMENT/S:

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

A - MAIN ARTERIAL ROADS

Rd No.	Road Name	RAV Category
19	Balla Whelarra	7
130	Chapman Valley	4
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station (<i>between Durawah & Station Valentine Rd Junctions</i>), ~ Station Valentine	6
150	East Chapman	7
16	East Nabawa	7
10	Nanson Howatharra	4 (NWCH to Nabawa Yetna section only. Balance of road is RAV 1)
7	Narra Tarra	4
131	Northampton – Nabawa	6 (not over Bridge at Nabawa)
132	Yuna – Tenindewa	6,7
13	Valentine	6,7

B - MAIN FEEDER ROADS

Rd No.	Road Name	RAV Category
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	7
51	Nolba Stock Route	6
4	Wandana	6
5	Wandin	6,7
95	White Peak	1

C - MINOR FEEDER ROADS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	7
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	1	50	Cannon Whelarra	6
125	Coffee Pot Drive	1	47	Coonawa	6
70	David	1	18	East Dartmoor	6
151	Eliza Shaw Drive	1	135	Green Drive	1
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	1	94	Kerr Dartmoor	6
126	Mills Place	1	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station (other than section between Durawah & Station Valentine Rds Junctions (See Category A)	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	7			

D – MAJOR ROAD ACCESS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	1
40	Burton Williamson	7	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	4,6
35	Durawah Northern Gully	4,6	24	Forrester Brooks	4,6
100	East Terrace	1	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	1
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	7	127	Ridley	1
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	1

E – MINOR ACCESS ROADS

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
136	Ahern Place	4	75	Angels	4
115	Badgegong	7	134	Baston Close	1
72	Beatty Hasleby	1	162	Brown Lane	1
	Bawden Lane	1		Beaufort Close	1
149	Bunter Way	1	112	Burges	1
80	Butcher Knife	1	178	Cahill Rise	1
43	Caratti	1	147	Carey	1
163	Cargeeg	1	154	Carol	1
113	Cooper St (Nanson)	1	177	Copperhill Junction	1
154	Cogley	1	159	CV Access (Nabawa)	1
61	Crabbe	4	140	Dillistone	4
143	Dixon Place	1	138	Dolby Place	1
173	Dune Vista	1	100	East Terrace	1
153	East Terrace Acc	1	71	Eastough Yetna	1
58	Fairview Farm	1	91	Farrells Back	1
160	Flavel	1	56	Fong	1
32	Forrester	4	124	Goodletts	1
105	Gould	4	73	Gray Dindiloa	6
148	Hackett	1	170	Harmony Place	1
36	Hayward	6	78	Heelan Maloney	1
79	Heelan Mellish	1	156	Hester	1
172	Hilltop Loop	1	63	Hipper	4
86	Hotel	4	64	Jacky Jupp	4
158	James Eastough Close	1	179	Joon Vista	1
139	Kennedy	1	144	Lacey	1
101	Lauder	1	89	Lewis	1
76	Lorimer	4	122	Marrah Spur	1
25	McGauran	4	59	McKay	4
26	McNaught Mazzuchelli	6	164	Merino Fairway	1
110	Mills	1	54	Morcom	6
171	Mumbelarra Drive	1	111	Murphy	1
38	Thompson-Reidy	6	120	Norman's Well	4
87	Norris	1	65	O'Donnell	1
84	Old Nabawa Northampton	4	107	Old Nolba	1
175	Patten Place	1	165	Parmelia Boulevard	1
166	Pitchford Crest	1	120	Post Office	1
66	Protheroe	4	167	Redcliffe	1
109	Reynolds	1	146	Rewell	1
141	Royce	1	85	Post Office	1
152	River	1	129	Richards	1
106	Snell	1	142	Smith	1
57	State Farm	6	168	Stirling	1
145	Wells	1	117	Warr	6
62	Whitehurst –Tetlow	1	176	Westlake Place	1
118	Williamson	6	169	Wittenoom Circle	1
104	Yarra	1			

ADDITIONAL EXPLANATORY NOTES:

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

SHIRE OF CHAPMAN VALLEY
ROAD HIERARCHY
ROAD TYPE & CRITERIA
(see *Attachment A* for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
Primary Criteria						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at Attachment C .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads. These roads will also have: <ul style="list-style-type: none"> Significant commercial agricultural activity to road and feeder roads; Significant collector road for PD & A Category roads 	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire. These are medium order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activities; Access to a specific facility; Local traffic only. 	Connect predominantly to other Shire Roads as access routes only. Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads These are lower order local government roads which provide for: <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activity than Category C roads; Local traffic only. 	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads. Includes unformed roads/tracks within a road reserve used by the public
Secondary Criteria						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories & Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy & Procedures Manual</i> (See Extract from MWRRG Policy Manual at Attachment B)	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)

8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate. Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs. In accordance with MRWA guidelines and where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable. (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

DEFINITIONS/ACRONYMS

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

NOTES

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
 - have high traffic volumes;
 - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
 - require kerbing for traffic control and or drainage;
 - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
 - require underground drainage because surface drainage is impractical;
 - involve high cost of service alterations during reconstruction;
 - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;¹
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

¹ Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

ATTACHMENT A

DESCRIPTION & FUNCTION OF ROAD HIERARCHY CATEGORIES

Road Category	Description	Function
Main Roads WA Responsibility		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
Shire of Chapman Valley Responsibility		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at Attachment C .
B	Main Feeder Roads	<p>High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.</p> <p>These roads will also have:</p> <ul style="list-style-type: none"> Significant commercial agricultural activity to road and feeder roads; Significant collector road for PD & A Category roads
C	Minor Feeder Roads	<p>Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.</p> <p>These are medium order local government roads which provide for:</p> <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activities; Access to a specific facility; Local traffic only.
D	Major Access Roads	<p>Connect predominantly to other Shire Roads as access routes only.</p> <p>Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads</p> <p>These are lower order local government roads which provide for:</p> <ul style="list-style-type: none"> lower number of properties servicing commercial agricultural activity than Category C roads; Local traffic only.
E	Minor Access Roads	<p>Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.</p> <p>Includes unformed roads/tracks within a road reserve used by the public</p>

ATTACHMENT B

MWRRG ROAD TYPE CRITERIA

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction ¹			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
Existing Road ²			<5.6m	5.6-7.0m	>7.0m	
AADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

¹ Seal widths are the minimum for new construction of the relevant Road Type

² Width range for the purpose of determining Road Type for existing roads

ATTACHMENT C

MID WEST REGIONAL ROAD GROUP **REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA**

1. Freight & Community Access

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

2. Tourism/Recreation

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

3. Road Function

Whether the road services predominantly through traffic or local traffic.

DEFINITIONS

Regional Route: Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

Inter-Regional Route: Shall be defined as a road that provides the main connection between this

region, other regions in the State and interstate.

Major Route: A road which provides both regional and inter-regional access.

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	11/03-6
Reviewed – Council Resolution:	12/02-15; 05/15-23; 06/15-18; 04/16-14; 03/17-22; 07/18-10; 08/18-3; 03/19-11; 08/19-8; 03/20-3

TEN YEAR ROADWORKS PROGRAM

COMMITTEE ENDORSED - FEBRUARY 2020

Council Resolution: 03/20-3

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program 2020/21 to 2029/2030 as presented with the following changes and this Program be used as a basis for resource allocation into the Draft 2020/2021 Budget:

1. McCagh Rd – 250m Seal Extension.

2. Wandin & Wandana Rd (Own Resource Reseals) – Bring forward to Years 1,2 & 3.

3. BHPCC Overflow Carpark as a separate budget line item (not part of RW Program)seal

Adopted Budget/LRCIP

The Adopted Budget at the and subsequent LRCIP Grant (R1 & R2) have amended the Current Year Road Works Program as follows:

1. LRCIP - Add Parkfalls Estate Shoulder Extension Works

2. LRCIP - Add Wandana Rd Reseal

3. LRCIP - White Peak Rd Reseal

4. Budget Approval - Removal of McCagh Rd Seal Extension

5. Budget Approval - Removal of BHPCC Overflow Carpark

Per KM average cost for work types (Note these can vary due to culvert numbers, lead distance, alignments, location, project size, etc.)				ESTIMATED AVERAGE COST BASED ON CURRENT YEAR COSTS								
					Dist	Est Cost	Aver/Km					
\$65,000	Gravel Sheeting Average			Gravel Sheeting	4.00	\$266,087	\$66,522					
\$150,000	Reconstruct from Gravel to 7.2m Seal			Recnst to 7.2m seal	9.15	\$1,405,258	\$153,580					
\$130,000	Widen from 4m to 7.2m Seal			Widen 4m to 7.2m	NA	\$130,000	\$130,000					
\$75,000	Shoulder Reconstruction			Shoulder Reconst	NA	\$75,000	\$75,000					
\$5	Reseal 14mm per m2											

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
CURRENT YR	2020/21	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Valentine	A		Upgrade to 7.2m Seal	3.00	\$451,639	\$0	\$300,000	\$151,639		
	Dartmoor Rd	A		Upgrade to 7.2m Seal	3.40	\$467,831	\$0	\$300,000	\$155,331		\$12,500
	East Nabawa (West)	A		Upgrade to 7.2m Seal	2.75	\$485,788	\$164,498	\$300,000	\$21,290		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	2.00	\$497,991	\$197,991	\$300,000			
Priority 2 & 3 Works - "Own Resources/Other Grant Projects - Carried Over & New"											
			Continuation of Priority Own Resource Road Works Projects - Non Specific								
			Wandana Rd	Gravel Sheeting	4.00	\$266,087	\$266,087				\$0
			Yuna - Bawden St/YMCC Carpark	Seal	0.00	\$141,588	\$141,588				
			Parkfalls Estate	Drainage Improvements	0.00	\$196,183	\$196,183				
			Wandin Rd	Reseal	5.20	\$117,127	\$117,127				
			Richards Rd	Upgrade to sealed surface	0.23	\$55,558	\$55,558				
			LRCIP Road Works Projects								
			Parkfalls Estate	Shoulder Extensions (subject to variation)	0.00	\$87,462	\$23,950				\$63,512
			Wandana	Reseal	9.00	\$226,765					\$226,765
			White Peak Reseal	Reseal	1.33	\$56,632					\$56,632
			Additional Employee Costs & Contract/Material Contingency			\$275,000	\$275,000				
			Contingency Transferred TO Road Infrastructure Reserve			\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,450	\$16,977			\$107,473	
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$331,069	\$321,606			\$9,463	
						\$3,781,170	\$1,776,565	\$1,200,000	\$328,260	\$116,936	\$359,409
						Total Grants & Contributions			\$2,004,605		
						% of Grants/Contribution to Total Program of Works			53.02%		

ONE	2021/22	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Valentine	A		Upgrade to 7.2m Seal	3.00	\$449,000	\$0	\$299,667	\$149,333		
	Dartmoor	A		Upgrade to 7.2m Seal	4.00	\$450,000	\$0	\$300,000	\$150,000		
	East Nabawa (West)	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$121,073	\$300,000	\$28,927		
	East Nabawa (East)	A		Upgrade to 7.2m Seal	2.65	\$450,000	\$150,000	\$300,000			
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.00	\$450,000	\$150,000	\$300,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
			Continuation of Priority Own Resource Road Works Projects - Non Specific								
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)				Gravel Sheeting (Road(s) TBD)	6.00	\$390,000	\$390,000				\$0
			Additional Employee Costs & Contract/Material Contingency			\$225,000	\$225,000				
			Contingency Transferred TO Road Infrastructure Reserve			\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
		-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,450	\$1,977			\$107,473	\$15,000
		-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$331,069	\$321,606			\$9,463	
						\$3,319,519	\$1,359,656	\$1,499,667	\$328,260	\$116,936	\$15,000
						Total Grants & Contributions			\$1,959,863		
						% of Grants/Contribution to Total Program of Works			59.04%		

ATTACHMENT 9.2(a)

Notes:		
Indicates Variation to Previously endorsed Road Works Program		
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount		
Contract & Materials	SoCV Plant & Labour	
\$248,401	\$203,237	
\$257,307	\$210,524	
\$267,183	\$218,605	
\$273,895	\$224,096	
\$39,913	\$226,174	
\$77,873	\$63,715	
\$107,901	\$88,282	
\$117,127	\$0	
\$30,557	\$25,001	
\$87,462	\$0	
\$226,765	\$0	
\$56,632	\$0	
\$200,000	\$75,000	
\$0	\$0	
\$56,003	\$68,448	
\$19,864	\$311,205	
\$2,066,883	\$1,714,286	Cont/Materials - Grants Differential
\$3,781,170		-\$62,278
Reduction/Increase in Contract & Materials Contingency		\$0
Percentage of Contract & Materials for whole RW Program		
Contract & Materials	SoCV Plant & Labour	
\$246,950	\$202,050	
\$247,500	\$202,500	
\$247,500	\$202,500	
\$247,500	\$202,500	
\$247,500	\$202,500	
\$58,500	\$331,500	
\$150,000	\$75,000	
\$0		
\$56,003	\$68,448	
\$19,864	\$311,205	
\$1,521,317	\$1,798,202	Cont/Materials - Grants Differential
\$3,319,519		\$438,546
Reduction/Increase in Contract & Materials Contingency		-\$50,000
Percentage of Contract & Materials for whole RW Program		

TEN YEAR ROADWORKS PROGRAM

Year		RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources				
								Shire	RRG/SBS	R2R	Direct Grant	Other
TWO	2022/23	RRG Grant Projects		Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works												
		East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$449,000	\$0	\$300,000	\$149,000		
		Valentine	A		Upgrade to 7.2m Seal	4.35	\$652,500	\$172,880	\$300,000	\$179,620		
		Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.50	\$450,000	\$150,000	\$300,000			
		Coronation Beach Rd	A		Reseal/Shoulders	7.80	\$280,800	\$280,800				
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"												
Continuation of Priority Own Resource Road Works Projects - Non Specific												
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)				Gravel Sheeting	12.00		\$780,000	\$780,000				\$0
				Wandana Rd – Reseal	0.00		\$0	\$0				
						Additional Employee Costs & Contract/Material Contingency		\$250,000	\$250,000			
						Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)												
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$1,977			\$107,473	\$15,000
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$321,606			\$9,463	
							\$3,317,819	\$1,957,263	\$900,000	\$328,620	\$116,936	\$15,000
							Total Grants & Contributions		\$1,360,556			
							% of Grants/Contribution to Total Program of Works		41.01%			
THREE	2023-24	RRG Grant Projects		Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works												
		East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$0	\$300,000	\$150,000		
		Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.29	\$450,000	\$28,380	\$300,000	\$121,620		
		Durawah/Stn/Stn Val	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$93,000	\$300,000	\$57,000		
		Nanson Howatharra	A		Reseals	7.00	\$252,000	\$84,000	\$168,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"												
Continuation of Priority Own Resource Road Works Projects - Non Specific												
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)				Gravel Sheeting	13.00		\$845,000	\$845,000				\$0
				Reseal (Own Resources)	6.56		\$230,660	\$230,660				
						Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000			
						Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)												
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$1,977			\$107,473	\$15,000
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$331,069			\$9,463	
							\$3,408,179	\$1,889,086	\$1,068,000	\$328,620	\$116,936	\$15,000
							Total Grants & Contributions		\$1,528,556			
							% of Grants/Contribution to Total Program of Works		44.85%			
FOUR	2024/25	RRG Grant Projects		Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works												
		East Nabawa	A		Upgrade to 7.2m Seal	3.00	\$450,000	\$0	\$300,000	\$150,000		
		Nanson Howatharra	A		Reseals	7.35	264600	24867	176400	63333		
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$19,713	\$300,000	\$115,287		\$15,000
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"												
Continuation of Priority Own Resource Road Works Projects - Non Specific												
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)				Gravel Sheeting	21.00		\$1,365,000	\$1,365,000				\$0
						Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000			
						Contingency Transferred TO Road Infrastructure Reserve		\$100,000	\$100,000			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)												
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$16,977			\$107,473	
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$321,606			\$9,463	
							\$3,310,119	\$2,073,163	\$776,400	\$328,620	\$116,936	\$15,000
							Total Grants & Contributions		\$1,236,956			
							% of Grants/Contribution to Total Program of Works		37.37%			

Notes:

Indicates Variation to Previously endorsed Road Works Program

Annual Gravel Sheeting distance will vary to bring Program into approximate annual average Road Work Program amount

Contract & Materials	SoCV Plant & Labour	
\$246,950	\$202,050	
\$358,875	\$293,625	
\$247,500	\$202,500	
\$280,800	\$0	
\$117,000	\$663,000	
\$0	\$0	
\$175,000	\$75,000	
\$0		
\$56,003	\$68,448	
\$19,864	\$311,205	
\$1,501,992	\$1,815,827	Cont/Materials - Grants Differential
\$3,317,819		-\$141,436
Reduction/Increase in Contract & Materials Contingency		-\$25,000

Percentage of Contract & Materials for whole RW Program

Contract & Materials	SoCV Plant & Labour	
\$247,500	\$202,500	
\$247,500	\$202,500	
\$252,000	\$0	
\$126,750	\$718,250	
\$230,660	\$0	
\$200,000	\$75,000	
\$0		
\$56,003	\$68,448	
\$19,864	\$311,205	
\$1,380,277	\$1,577,902	Cont/Materials - Grants Differential
\$2,958,179		\$148,279
Reduction/Increase in Contract & Materials Contingency		\$0

Percentage of Contract & Materials for whole RW Program

Contract & Materials	SoCV Plant & Labour	
\$247,500	\$202,500	
\$264,600	\$0	
\$67,500	\$382,500	
\$204,750	\$1,160,250	
\$150,000	\$75,000	
\$100,000		
\$56,003	\$68,448	
\$19,864	\$311,205	
\$1,110,217	\$2,199,902	Cont/Materials - Grants Differential
\$3,310,119		\$126,739
Reduction/Increase in Contract & Materials Contingency		-\$50,000

Percentage of Contract & Materials for whole RW Program

TEN YEAR ROADWORKS PROGRAM

Year		RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources					
								Shire	RRG/SBS	R2R	Direct Grant	Other	
FIVE	2025/26	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		East Nabawa	A		Upgrade to 7.2m Seal	3.50	\$525,000	\$0	\$300,000	\$225,000			
		Various Reseals	A		Various Reseals (MWRRG)	6.50	\$234,000	\$18,000	\$156,000	\$60,000			
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$91,380	\$300,000	\$43,620		\$15,000	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)					Gravel Sheeting	21.00	\$1,365,000	\$1,365,000				\$0	
							Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000			
							Contingency Transferred TO Road Infrastructure Reserve		\$150,000	\$150,000			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$16,977			\$107,473		
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$321,606			\$9,463		
							\$3,404,519	\$2,187,963	\$756,000	\$328,620	\$116,936	\$15,000	
							Total Grants & Contributions			\$1,216,556			
							% of Grants/Contribution to Total Program of Works			35.73%			
SIX	2026/27	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)	5.00	\$180,000	\$0	\$120,000	\$60,000			
		Dartmoor/Dartmoor LN	A		Gravel Sheeting	7.00	\$455,000	\$2,334	\$303,333	\$134,333		\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$15,713	\$300,000	\$134,287			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)					Gravel Sheeting	25.00	\$1,625,000	\$1,625,000				\$0	
							Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000			
							Contingency Transferred TO Road Infrastructure Reserve		\$150,000	\$150,000			
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$16,977			\$107,473		
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$331,069			\$9,463		
							\$3,540,519	\$2,366,093	\$723,333	\$328,620	\$116,936	\$15,000	
							Total Grants & Contributions			\$1,183,889			
							% of Grants/Contribution to Total Program of Works			33.44%			
SEVEN	2027/28	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)	6.35	\$228,600	\$0	\$152,400	\$76,200			
		Dartmoor/Dartmoor LN	A		Gravel Sheeting	7.00	\$455,000	\$2,334	\$303,333	\$134,333		\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$31,913	\$300,000	\$118,087			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
					Gravel Sheeting	22.00	\$1,430,000	\$1,255,000		\$0		\$175,000	
					Reseal (Own Resources)	1.56	\$55,660	\$55,660					
							Additional Employee Costs & Contract/Material Contingency		\$225,000	\$225,000			
							Contingency Transferred TO Road Infrastructure Reserve		\$125,000				
Priority 4 Works (Amount listed is indicative only and may vary. If additional Maintenance Works required Priority 3 Works will reduce)													
			-	Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)	0.00	\$124,450	\$16,977			\$107,473		
			-	Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)	0.00	\$331,069	\$331,069			\$9,463		
							\$3,424,779	\$1,917,953	\$755,733	\$328,620	\$116,936	\$190,000	
							Total Grants & Contributions			\$1,391,289			
							% of Grants/Contribution to Total Program of Works			40.62%			

Notes:		
Indicates Variation to Previously endorsed Road Works Program		
Annual Gravel Sheeting distance will vary to bring Program into approximate annual average Road Work Program amount		
	Contract & Materials	SoCV Plant & Labour
	\$288,750	\$236,250
	\$234,000	\$0
Hudson	\$67,500	\$382,500
Tranf FROM Res	\$204,750	\$1,160,250
	\$150,000	\$75,000
	\$150,000	
	\$56,003	\$68,448
	\$19,864	\$311,205
\$3,404,519		
Bal Aid	\$1,170,867	\$2,233,652
		Cont/Materials - Grants Differential
	\$3,404,519	\$45,689
	Reduction/Increase in Contract & Materials Contingency	-\$50,000
34%	Percentage of Contract & Materials for whole RW Program	
	Contract & Materials	SoCV Plant & Labour
	\$180,000	\$0
Hudson	\$68,250	\$386,750
	\$247,500	\$202,500
Tranf FROM Res	\$243,750	\$1,381,250
	\$150,000	\$75,000
	\$150,000	
	\$56,003	\$68,448
	\$19,864	\$311,205
\$3,549,982		
Bal Aid	\$1,115,367	\$2,425,152
		Cont/Materials - Grants Differential
	\$3,540,519	\$68,523
	Reduction/Increase in Contract & Materials Contingency	-\$50,000
32%	Percentage of Contract & Materials for whole RW Program	
	Contract & Materials	SoCV Plant & Labour
	\$228,600	\$0
Hudson	\$68,250	\$386,750
	\$247,500	\$202,500
Tranf FROM Res	\$214,500	\$1,215,500
	\$55,660	\$0
	\$150,000	\$75,000
	\$125,000	
	\$56,003	\$68,448
	\$19,864	\$311,205
\$3,309,242		
Bal Aid	\$1,165,377	\$2,259,402
		Cont/Materials - Grants Differential
	\$3,424,779	\$225,913
	Reduction/Increase in Contract & Materials Contingency	-\$50,000
34%	Percentage of Contract & Materials for whole RW Program	

TEN YEAR ROADWORKS PROGRAM

Year		RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources					
								Shire	RRG/SBS	R2R	Direct Grant	Other	
EIGHT	2028/29	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)	6.53	\$163,080	-\$39,240	\$108,720	\$93,600			
		Dartmoor/Dartmoor LN	A		Gravel Sheeting	7.00	\$455,000	\$2,334	\$303,333	\$134,333		\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)					Gravel Sheeting	24.00	\$1,560,000	\$1,410,000		\$0		\$150,000	
							Additional Employee Costs & Contract/Material Contingency	\$275,000	\$275,000				
							Contingency Transferred TO Road Infrastructure Reserve	\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
		-	Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473		
		-	Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463		
							\$3,425,599	\$2,102,989	\$712,053	\$328,620	\$116,936	\$165,000	
							Total Grants & Contributions			\$1,322,609			
							% of Grants/Contribution to Total Program of Works			38.61%			
NINE	2029/2030	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600			
		Dartmoor/Dartmoor LN	A		Gravel Sheeting	7.00	\$455,000	\$2,334	\$303,333	\$134,333		\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)					Gravel Sheeting	22.00	\$1,430,000	\$1,330,000				\$100,000	
							Additional Employee Costs & Contract/Material Contingency	\$275,000	\$275,000				
							Contingency Transferred TO Road Infrastructure Reserve	\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
		-	Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$28,167			\$107,473		
		-	Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$377,416			\$9,463		
							\$3,456,519	\$2,076,629	\$819,333	\$328,620	\$116,936	\$115,000	
							Total Grants & Contributions			\$1,379,889			
							% of Grants/Contribution to Total Program of Works			39.92%			
TEN	2030/2031	RRG Grant Projects		Other Grant; Maintenance & Own Resource									
Priority 1 "Grant Funded" Projects will take precedence over all other road works													
		Various Reseals	A		Various Reseals (MWRRG)	9.00	\$324,000	\$14,400	\$216,000	\$93,600			
		Dartmoor/Dartmoor LN	A		Gravel Sheeting	7.00	\$455,000	\$2,334	\$303,333	\$134,333		\$15,000	
		Durawah/Stn/Stn Val	A		Widen Seal, Shoulders & Drainage Improvement	3.00	\$450,000	\$49,313	\$300,000	\$100,687			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"													
Continuation of Priority Own Resource Road Works Projects - Non Specific													
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheeting)					Gravel Sheeting	22.00	\$1,430,000	\$1,330,000				\$100,000	
							Additional Employee Costs & Contract/Material Contingency	\$275,000	\$275,000				
							Contingency Transferred TO Road Infrastructure Reserve	\$0					
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)													
		-	Major Maintenance Works - Various Roads		Vegetation Clearance; Drainage Works; Etc)		\$135,640	\$135,640			\$0		
		-	Minor Maintenance Works - Various Roads		Maintenance Grading; Etc)		\$386,879	\$279,406			\$107,473		
							\$3,456,519	\$2,086,092	\$819,333	\$328,620	\$107,473	\$115,000	
							Total Grants & Contributions			\$1,370,426			
							% of Grants/Contribution to Total Program of Works			39.65%			
Ten Year Projected Total Amounts							\$34,064,089	\$20,016,888	\$8,829,854	\$3,285,840	\$1,159,897	\$675,000	
Average per Year for 10 Year Program of Works							\$3,406,409	\$2,001,689	\$882,985	\$328,584	\$115,990	\$67,500	
							Transfer TO Reserve Fund	\$525,000	Transfer FROM Reserve Fund	\$525,000	Balance Reserve Fund	\$0	

Notes:		
Indicates Variation to Previously endorsed Road Works Program		
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount		
	Contract & Materials	SoCV Plant & Labour
	\$163,080	\$0
Hudson	\$68,250	\$386,750
	\$247,500	\$202,500
Tranf FROM Res	\$234,000	\$1,326,000
	\$200,000	\$75,000
	\$0	
	\$61,038	\$74,602
	\$23,213	\$363,666
\$3,425,599		
Bal Aid	\$997,081	\$2,428,518
	\$3,425,599	
	Reduction/Increase in Contract & Materials Contingency	\$0
29%	Percentage of Contract & Materials for whole RW Program	
	Contract & Materials	SoCV Plant & Labour
	\$324,000	\$0
Hudson	\$68,250	\$386,750
	\$247,500	\$202,500
Tranf FROM Res	\$214,500	\$1,215,500
	\$200,000	\$75,000
	\$0	
	\$61,038	\$74,602
	\$23,213	\$363,666
\$3,456,519		
Bal Aid	\$1,138,501	\$2,318,018
	\$3,456,519	
	Reduction/Increase in Contract & Materials Contingency	\$0
	Contract & Materials	SoCV Plant & Labour
	\$324,000	\$0
Hudson	\$68,250	\$386,750
	\$247,500	\$202,500
Tranf FROM Res	\$214,500	\$1,215,500
	\$200,000	\$75,000
	\$0	
	\$61,038	\$74,602
	\$23,213	\$363,666
\$3,456,519		
Bal Aid	\$1,138,501	\$2,318,018
	\$3,456,519	
33%	Percentage of Contract & Materials for whole RW Program	
	\$12,239,493	\$21,374,596
	\$33,614,089	

RESEAL PROGRAM											
Priority	Road	SLK	SLK	Length	Width	Area	Rate/M2	Accum Total Est Costs/Year	Funding		Comments
		From	To				\$5.00		MWRRG	SoCV	
MWRRG FUNDING REQUEST											
1	Northampton Nabawa	0.00	3.00	3.00	7.20	21600	\$108,000	\$108,000	\$72,000	\$36,000	Part of 4 Year shoulder, Drainage & Reseal MWRRG Grant Applications
2	Northampton Nabawa	3.00	6.00	3.00	7.20	21600	\$108,000	\$216,000	\$72,000	\$36,000	
3	Northampton Nabawa	6.00	9.00	3.00	7.20	21600	\$108,000	\$324,000	\$72,000	\$36,000	
4	Northampton Nabawa	9.00	12.29	3.29	7.20	23688	\$118,440	\$442,440	\$78,960	\$39,480	
5	Coronation Beach	0.00	7.80	7.80	7.20	56160	\$280,800	\$723,240	\$187,200	\$93,600	Staff Recommend elevating these two reseals projects. MWRRG Grants opportunites
6	Nanson Howatharra	0.00	4.00	4.00	7.20	28800	\$144,000	\$867,240	\$96,000	\$48,000	
7	Nanson Howatharra	8.00	11.00	3.00	7.20	21600	\$108,000	\$1,443,240	\$72,000	\$36,000	
8	Nanson Howatharra	4.00	8.00	4.00	7.20	28800	\$144,000	\$1,173,240	\$96,000	\$48,000	
9	Nanson Howatharra	11.00	14.35	3.35	7.20	24120	\$120,600	\$1,725,840	\$80,400	\$40,200	
10	Balla Whelarra	0.00	6.50	6.50	7.20	46800	\$234,000	\$1,101,240	\$156,000	\$78,000	
11	Yuna Tenindewa	0.00	5.00	5.00	7.20	36000	\$180,000	\$1,281,240	\$120,000	\$60,000	
12	Balla Whelarra	6.50	12.85	6.35	7.20	45720	\$228,600	\$1,509,840	\$152,400	\$76,200	
13	Yuna Tenindewa	5.00	10.00	5.00	7.20	36000	\$180,000	\$1,689,840	\$120,000	\$60,000	
14	East Chapman	0.00	1.53	1.53	7.20	11016	\$55,080	\$1,744,920	\$36,720	\$18,360	
15	Narratarra	0.00	3.00	3.00	7.20	21600	\$108,000	\$1,852,920	\$72,000	\$36,000	
	Coronation Beach										
	Nanson Howatharra										
16	Yuna Tenindewa	5.00	9.50	4.50	7.20	32400	\$162,000	\$1,029,240	\$108,000	\$54,000	
	Nanson Howatharra										
17	Yuna Tenindewa	9.50	14.00	4.50	7.20	32400	\$162,000	\$1,335,240	\$108,000	\$54,000	
	Nanson Howatharra										
18	Yuna Tenindewa	14.00	18.50	4.50	7.20	32400	\$162,000	\$1,605,240	\$108,000	\$54,000	
	Nanson Howatharra										
19	Yuna Tenindewa	18.50	23.00	4.50	7.20	32400	\$162,000	\$1,887,840	\$108,000	\$54,000	
20	Yuna Tenindewa	23.00	26.37	3.37	7.20	24264	\$121,320	\$2,009,160	\$80,880	\$40,440	
21	Durawah	0.00	9.22	9.22	4.00	36880	\$184,400	\$2,193,560	\$0	\$184,400	Part of Annual Upgrade MWRRG Projects

RESEAL PROGRAM											
Priority	Road	SLK	SLK	Length	Width	Area	Rate/M2	Accum Total Est Costs/Year	Funding		Comments
		From	To				\$5.00		MWRRG	SoCV	
OWN RESOURCES											
1	Wandin	0.00	5.20	5.20	4.00	20800	\$104,000	\$2,297,560	\$0	\$104,000	Completed 20/21
2	Wandana	0.00	9.50	9.50	4.00	38000	\$190,000	\$2,487,560	\$0	\$190,000	Completed 20/21
3	Wokarena	0.00	0.50	0.50	7.00	3500	\$17,500	\$2,505,060	\$0	\$17,500	
4	East Terrace & East Terrace Access	0.00	1.06	1.06	7.20	7632	\$38,160	\$2,543,220	\$0	\$38,160	
5	White Peak	0.00	1.33	1.33	7.00	9310	\$46,550	\$2,589,770	\$0	\$46,550	Completed 20/21
6	Various Urban/Peri Urban Streets/Roads	0.00	4.00	5.00	7.00	35000	\$175,000				To be Determined as part of Annual Budget Process
				110.00					\$1,996,560	\$1,578,890	
									\$3,575,450		

CV Priority 2 3 Own Resource Projects

OWN RESOURCE PROJECTS (Other than Reseals) - Note: Amounts listed are indicative only and may vary																															
					Estimated Costs	Wandin	McNaught Mazzuchelli	McCagh	East Nabawa	Wandana	Parkfalls Estate	Newmarra carra	Murphy Norris	East Dartmoor	Coonawa	Durawah Northern Gully	White Peak	Bella Vista	Station Valentine	Nolba Stock Route	Murphy Yetna	Nabawa Yetna	Cannon Whelarra	St Johns	Naraling East Yuna	Urch Road	Post Office Lane / River Road	Thompson Reidy	Forrester Brooks	Olsen	Oakajee
A	East Nabawa	Gravel Sheeting (Worst Area as determined by CEO)	4.00	Only if considered necessary as seal extension works are continuing on this road. If not required next gravel sheeting project is undertaken.					4.00																						
Current Year Endorsed Budget Projects																															
E	YMCC - Bawden Lane	Street & Carpark Seal	0.00	141588	0.00																										
B	Wandana	Gravel Sheeting	4.00	\$266,087					4.00																						
C	Eliza Shaw Dr - Drainage	Drainage Improvemt	0.00	\$196,183																											
E	Richards	Upgrade to 7.2m Seal	0.23	\$55,558																											
FUTURE																															
E	McCagh	Extend Seal to CVAS Gate	0.25	\$38,395			0.25																								
C-E	Parkfalls Estate	Gravel Shoulder Improvements	2.00	\$150,000						2.00																					
D	Newmarracarra	Gravel Sheeting	5.00	\$332,609							5.00																				
B	Wandin	Gravel Sheeting	4.00	\$266,087	4.00																										
C	Murphy Norris	Gravel Sheeting	5.55	\$369,196								5.55																			
D	Newmarracarra	Gravel Sheeting	4.00	\$266,087							4.00																				
E	McNaught Mazzuchelli	Gravel Sheeting	4.30	\$286,044		4.30																									
C	Coonawa	Gravel Sheeting	4.00	\$266,087											4.00																
D	Durawah/Northern Gully	Gravel Sheeting	3.50	232,826												3.50															
C	Murphy Norris	Gravel Sheeting	6.00	399,131								6.00																			
C	East Dartmoor	Gravel Sheeting	4.00	266,087									4.00																		
E	Old Northampton FloodWay	Recap Floodway	0.00	TBC																											
D	Newmarracarra	Gravel Sheeting	4.04	\$268,748							4.04																				
D	Durawah Northern Gully	Gravel Sheeting	3.50	\$232,826												3.50															
C	Bella Vista	Gravel Sheeting	2.60	\$172,957													2.60														
B	Station Valentine	Gravel Sheeting	4.50	\$299,348														4.50													
A	East Nabawa	Gravel Sheeting	4.00	\$266,087				4.00																							
D	Durawah Northern Gully	Gravel Sheeting	2.90	\$192,913												2.90															
C	Coonawa	Gravel Sheeting	4.00	\$266,087											4.00																
B	Nolba Stock Route	Gravel Sheeting	4.00	\$266,087																4.00											
C	Murphy Yetna	Gravel Sheeting	3.20	\$212,870																	3.20										
C	Nabawa Yetna	Gravel Sheeting	3.21	\$213,535																		3.21									
B	Station Valentine	Gravel Sheeting	4.50	\$299,348															4.50												
A	East Nabawa	Gravel Sheeting	4.00	\$266,087				4.00																							
C	Murphy Yetna	Gravel Sheeting	3.20	\$212,870																	3.20										
C	Nabawa Yetna	Gravel Sheeting	3.80	\$252,783																		3.80									
B	Nolba Stock Route	Gravel Sheeting	4.00	\$266,087																4.00											
C	Cannon Whelarra	Gravel Sheeting	4.00	\$266,087																			4.00								
B	Station Valentine	Gravel Sheeting	4.65	\$309,326															4.65												
C	St Johns Road	Gravel Sheeting	5.10	\$339,261																				5.10							
D	Durawah Northern Gully	Gravel Sheeting	3.75	\$249,457												3.75									5.10						
B	Nolba Stock Route	Gravel Sheeting	1.50	\$99,783																1.50											
C	Cannon Whelarra	Gravel Sheeting	3.00	\$199,565																		3.00									
C	St Johns	Gravel Sheeting	5.10	\$339,261																				5.10							
D	Newmarracarra	Gravel Sheeting	4.40	\$292,696							4.40																				
B	Naraling East Yuna	Gravel Sheeting	3.00	\$199,565																					3.00						
C	Cannon Whelarra	Gravel Sheeting	4.00	\$266,087																			4.00								
C	St Johns	Gravel Sheeting	5.10	\$339,261																				5.10							
D	Newmarracarra	Gravel Sheeting	4.40	\$292,696							4.40																				
D	Urch Road	Gravel Sheeting	4.00	\$266,087																						4.00					
B	Naraling East Yuna	Gravel Sheeting	4.00	\$266,087																											
D	Thompson Reidy	Gravel Sheeting	4.97	\$330,613																								4.97			
D	Newmarracarra	Gravel Sheeting	4.60	\$306,000							4.60																				

COMMITTEE ENDORSED - FEBRUARY 2020

Council Resolution: 03/19-11

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works Program – 2019/2020 to 2028/2029 as presented with the following amendment and this Program be used as a basis for resource allocation into the Draft 2019/2020 Budget:

•Eliza Shaw Road – Obtain engineering advice for a solution to drainage issues along Eliza Shaw Road (starting from Hester Road junction towards Redcliffe Concourse junctions and list in 2019/2020 draft roadworks program.

Council Resolution: 08/19-8

Council endorse the CEO's action to vary the Ten-Year Road Works Program by applying for 2020/2021 MWRRG grant projects as follows:

Road	Works Description
Valentine	3.00km x 7.2m seal continuation
Dartmoor	3.40km x 7.2m seal continuation
Northptn Nabawa	2.00km Drainage, Shoulder Upgrades & reseal
East Nabawa (West)	2.75km x7.2m seal continuation

Per KM average cost for work types (Note these can vary due to culvert numbers, lead distance, alignments, location, project size, etc.)		ESTIMATED AVERAGE COST BASED ON CURRENT YEAR COSTS			
			Dist	Est Cost	Aver/Km
\$65,000	Gravel Sheetting Average	Gravel Sheetting	8.60	\$588,591	\$68,441
\$145,000	Reconstruct from Gravel to 7m Seal	Recnst to 7m seal	13.73	\$1,938,533	\$141,190
\$135,000	Widen from 4m to 7m Seal	Widen 4m to 7m	1.00	\$130,000	\$130,000
\$75,000	Shoulder Reconstruction	Shoulder Reconst	1.00	\$75,000	\$75,000
\$5	Reseal 14mm per m2				

Year	RRG	Hierarchy	Own Resource/Other Funding Sources/Comments	Type of work	Length SLK or Area	Estimated Total Project Cost	Funding Sources				
							Shire	RRG/SBS	R2R	Direct Grant	Other
CURRENT	2019/20	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works						Updates Estimates					
	Dartmoor	A	SoCV cover additional 3.2m seal costs	Seal Extension (7.2m - MWRRG 4m/SoCV 3.2)	4.80	\$553,297	\$41,659	\$299,333	\$199,805	\$0	
	Valentine	A		Upgrade to 7m Seal	3.38	\$495,052	\$67,570	\$298,667	\$128,815	\$0	
	East Nabawa (East)	A	Priority 2	Seal Extension (7.2m - MWRRG 4m/SoCV 3.2)	2.80	\$437,310	\$194,310	\$243,000	\$0	\$0	
	East Nabawa (West)	A	Priority 1	Upgrade to 7m Seal	2.75	\$452,874	\$153,541	\$299,333	\$0	\$0	
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	8.60	\$588,591	\$588,591	\$0	\$0	\$0	
				Parkfalls Estate - Eliza Shaw Drainage Works (Brown Lane Area)	0.00	\$102,956	\$102,956	\$0	\$0	\$0	
				Parkfalls Estate - Eliza Shaw Drainage Works (Hester to Redcliff Area)	0.00	\$92,220	\$92,220	\$0	\$0	\$0	
				Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000				
				Contingency Transferred TO Road Infrastructure Reserve		\$0	\$0				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			- Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,145	\$124,145				
			- Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$313,988	\$197,052		\$116,936		
						\$3,435,433	\$1,837,044	\$1,140,333	\$328,620	\$116,936	
									\$1,598,389		
									46.53%		
ONE	2020/21	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	Valentine	A		Upgrade to 7.2m Seal	3.00	\$464,500	\$0	\$300,000	\$164,500		
	Dartmoor Rd	A		Upgrade to 7.2m Seal	3.40	\$454,000	\$0	\$300,000	\$154,000		
	East Nabawa (West)	A		Upgrade to 7.2m Seal	2.75	\$453,500	\$143,380	\$300,000	\$10,120		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	2.00	\$453,500	\$153,500	\$300,000			
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
				Gravel Sheetting	9.00	\$585,000	\$585,000			\$0	
				Tuna - Bowden St/YMCC Carpark - Asphalt	0.00	\$80,000	\$80,000				
				McCagh Rd - Seal Extension(250m to CVAS Gate)	0.25	\$40,000	\$40,000				
				Wandina Rd - Reseal	5.20	\$104,000	\$104,000				
				Additional Employee Costs & Contract/Material Contingency		\$250,000	\$250,000				
				Contingency Transferred TO Road Infrastructure Reserve		\$50,000	\$50,000				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			- Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,145	\$1,672		\$107,473	\$15,000	
			- Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$313,988	\$304,525		\$9,463		
						\$3,372,633	\$1,712,077	\$1,200,000	\$328,620	\$116,936	
									\$1,660,556		
									49.24%		
TWO	2021/22	RRG Grant Projects	Other Grant; Maintenance & Own Resource								
Priority 1 "Grant Funded" Projects will take precedence over all other road works											
	East Nabawa (West)	A		Upgrade to 7m Seal	3.00	\$464,500	\$0	\$300,000	\$164,500		
	Valentine	A		Upgrade to 7m Seal	3.00	\$449,000	\$0	\$299,333	\$149,667		
	Northampton Nabawa	A		Shoulder Reconstruction & Reseal	3.50	\$450,000	\$135,547	\$300,000	\$14,453		
Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New"											
Continuation of Priority Own Resource Road Works Projects - Non Specific											
(Note: Dartmoor Rd Project will continue to be lodged with MWRRG for Seal extension or Sheetting)											
				Gravel Sheetting	15.00	\$975,000	\$975,000			\$0	
				Recap Floodway	0.00	\$50,000	\$50,000				
				Wandana Rd - Reseal	4.75	\$95,000	\$95,000				
				Additional Employee Costs & Contract/Material Contingency		\$275,000	\$275,000				
				Contingency Transferred TO Road Infrastructure Reserve		\$110,000	\$110,000				
Priority 4 Works "Maintenance" (Amount listed is indicative only and may vary)											
			- Major Maintenance Works - Various Roads	Vegetation Clearance; Drainage Works; Etc)		\$124,145	\$1,672		\$107,473	\$15,000	
			- Minor Maintenance Works - Various Roads	Maintenance Grading; Etc)		\$313,988	\$304,525		\$9,463		
						\$3,306,633	\$1,946,744	\$899,333	\$328,620	\$116,936	
									\$1,359,889		
									41.13%		

ATTACHMENT 9.2(b)



Notes:
Indicates variation to Current Program
Annual Gravel Sheetting distance will vary to bring Program into approximate annual average Road Work Program amount

	Contract & Materials	SoCV Plant & Labour	Contract/Mat % Estim
Hudson	\$247,526	\$247,526	50%
	\$226,437	\$226,437	50%
	\$316,649	\$236,649	50%
	\$248,655	\$188,655	50%
Tranf FROM Res	\$88,289	\$500,303	15%
	\$10,296	\$92,660	10%
	\$20,000	\$72,220	
	\$200,000	\$75,000	100%
	\$0		100%
	\$91,675	\$32,470	45%
	\$16,741	\$297,247	6%
\$3,435,433	\$1,466,267	\$1,969,166	Cont/Materials - Grants Differential
Bal Aid		\$3,435,433	\$132,122
	Reduction/Increase in Contract & Materials Contingency		\$0
43%	Percentage of Contract & Materials for whole RW Program		
	Contract & Materials	SoCV Plant & Labour	
	\$232,250	\$232,250	
	\$227,000		
	\$226,750	\$226,750	
	\$68,025	\$385,475	
Tranf FROM Res	\$87,750	\$497,250	
	\$80,000	\$0	
	\$20,000		
	\$104,000		
	\$175,000	\$75,000	
	\$50,000		
Hudson	\$55,865	\$68,280	
	\$17,684	\$296,304	Cont/Materials - Grants Differential
\$3,372,633	\$1,344,324	\$1,781,309	
Bal Aid		\$3,125,633	\$316,232
	Reduction/Increase in Contract & Materials Contingency		-\$25,000
40%	Percentage of Contract & Materials for whole RW Program		
	Contract & Materials	SoCV Plant & Labour	
	\$232,250	\$232,250	
	\$224,500	\$224,500	
	\$67,500	\$382,500	
Tranf FROM Res	\$146,250	\$828,750	
	\$50,000	\$0	
	\$95,000	\$0	
	\$200,000	\$75,000	
	\$110,000		
Hudson	\$55,865	\$68,280	
	\$17,684	\$296,304	Cont/Materials - Grants Differential
\$3,306,633	\$1,199,049	\$2,107,584	
Bal Aid		\$3,306,633	\$160,840
	Reduction/Increase in Contract & Materials Contingency		\$0
36%	Percentage of Contract & Materials for whole RW Program		

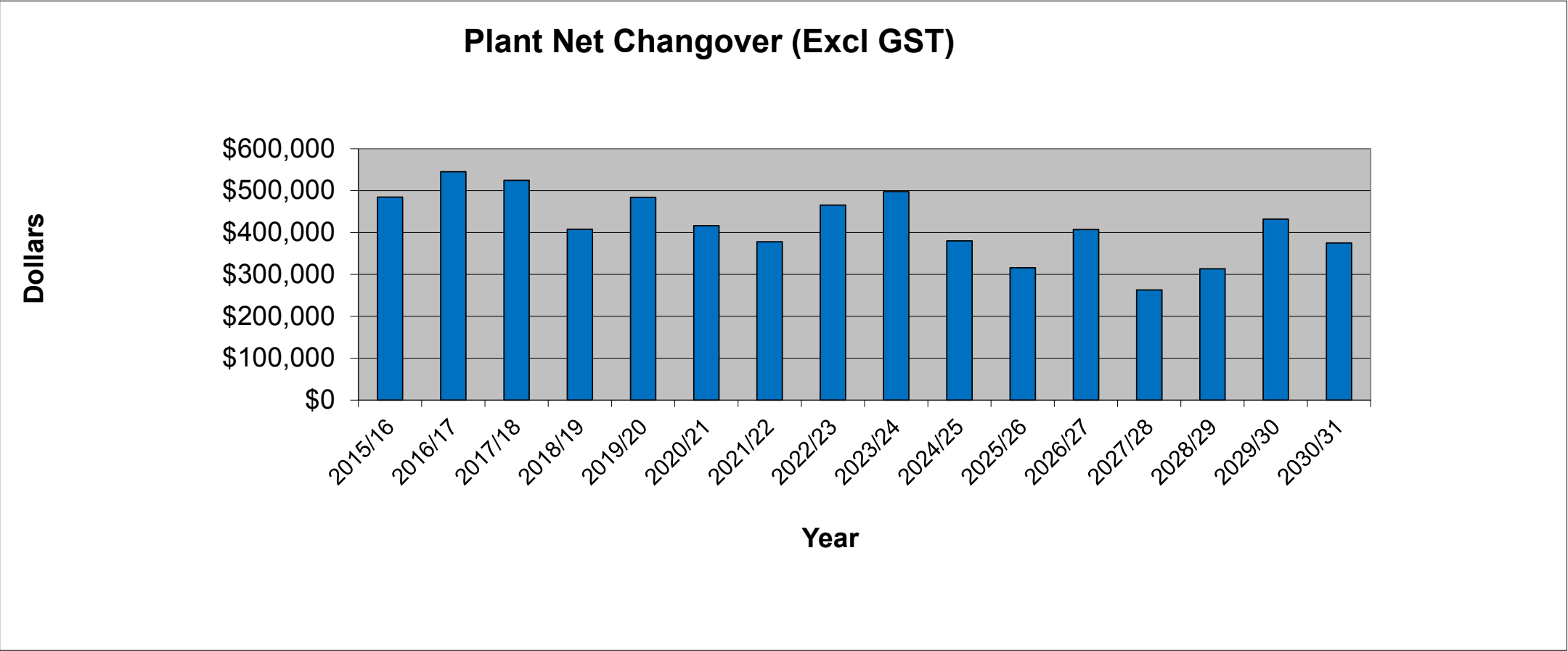
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EIGHT	2027/28	RRG Grant Projects		Other Grant; Maintenance & Own Resource																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Asset No			Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE							Min Ref 03/20-3										ATTACHMENT 9.4(a)				
						2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31				
					Program C/O Period																					
CAPITAL PURCHASE EXPENDITURE																										
Existing Plant Type																										
TRUCKS																										
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck	9 & 8	\$65,840																					
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck	10		\$136,970																				
MV23	CV2726	P72	2013 Coronado Freightliner Primeover (secondhand)	11				\$183,500																		
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)																							
362	CV131	P131	2008 Iveco Powerstar 6 x 4 Tip Truck -disposal	12																						
393	CV69	P35	2010 Caterpillar Primemover	12																						
NEW	NEW	NEW	2019-2020 6 x 4 Tip Truck	12						\$310,379																
NEW	NEW	NEW	2021 Coronado Freightliner Prime Mover (New)	12																						
GRADERS																										
PE26	CV2938	P76	2019 120M Caterpillar Grader	13																						
PE10	CV2861	P57	2016 John Deere 670G Grader	10		\$355,000																				
374	CV338	P23	2007 140H Caterpillar Grader	15																						
ROLLERS																										
51	CV1029	P1029	1976 Multi Tyred Roller - tow along	NA																						
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller	17-12																						
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller	13																						
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller	16-15																						
137	NA	P162	McDonalds Cricket Pitch Roller	NA																						
LOADERS																										
PE14	CV2846	P62	2016 Case 580 ST Backhoe	10																						
P23	CV2892	P73	2018 Volvo loader L90F	12																						
PE18	CV485	P67	2016 Caterpillar 226B2 Skid Steer	8													</									

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE							Min Ref 03/20-3												ATTACHMENT 9.4(a)				
					2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31					
				Program C/O Period																						
CAPITAL TRADE-IN INCOME																										
Existing Plant Type																										
TRUCKS																										
MV13	CV2806	P52	2015 Isuzu 450 Tipper Truck	9 & 8	\$9,091									\$17,500							\$9,000					
MV18	CV2859	P60	2016 Isuzu FRR 110-260, Crew Cab Truck	10		\$18,182										\$60,000										
MV23	CV2726	P72	2013 Coronado Freightliner Primeover (secondhand)	11				\$18,000							\$30,000											
364	CV918	P918	2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced)	0																						
362	CV131	P131	2008 Iveco Powerstar 6 x 4 Tip Truck -disposal	12																						
393	CV69	P35	2010 Caterpillar Primemover	12									\$50,000.00													
NEW	NEW	NEW	2021 Coronado Freightliner Prime Mover (New)								\$65,000															
GRADERS																										
PE26	CV2938	P76	2019 120M Caterpillar Grader	13					\$65,000																	
PE10	CV2861	P57	2016 John Deere 670G Grader	10		\$62,000											\$80,000									
374	CV338	P23	2007 140H Caterpillar Grader	15								\$90,000														
ROLLERS																										
51	CV1029	P1029	1976 Multi Tyred Roller - tow along	NA											\$0											
PE25	CV2895	P75	2019 Multipac 524H Multi Tyred Roller	17 12					\$14,000												\$15,000					
PE15	CV2863	P66	2016 Cat CS78b Vibrating Roller	13			\$21,000												\$20,000							
342	CV2570	P2570	2007 Amman pneumatic Multi Tyred Roller	16 15									\$50,000	\$0												
137	NA	P162	McDonalds Cricket Pitch Roller	NA																						
LOADERS																										
PE14	CV2846	P62	2016 Case 580 ST Backhoe	10		\$32,770										\$40,000										
P23	CV2892	P73	2018 Volvo loader L90F	12				\$85,000												\$85,000						
PE18	CV485	P67	2016 Caterpillar 226B2 Skid Steer	8			\$19,500								\$17,000											
385	950CV	P26	2008 Caterpillar 950H wheel loader	14 15									\$0	\$100,000												
NEW	NEW	NEW	Forklift - New 2.5t All Terrain																							
TRACTORS																										
PE11	CV2856	P56	2016 Case 60B Tractor	11		\$5,000											\$0	\$7,500								
MOWERS																										
PE9	CV2896	P1924	2015 Hustler RO Mower	6							\$5,000															
PE27	NA	P1926	2019 John Deere Ztrak ROM - 72" Diesel	10					\$6,500									\$1,500								
PE30	CV2897	P1927	2019 Club Cadet ROM	8						\$1,364									\$1,500							
NA	NA	P007	2018 John Deere Ztrak ROM (Yuna)																							
TRAILERS (HEAVY)																										
227	CV7887	P148	2001 Low bed tilt trailer (Not to be Replaced)	0																						
MV09	CV7886	P45	2013 Water Tanker Trailer (Howard Porter)	15														\$10,000								
343	CV7723	P7723	2008 Howard Porter side tipping trailer	15																						
344	CV7724	P7724	2008 Side Tipping Trailer	15										\$30,000												
MV08	CV7882	P46	2014 Side Tipper Trailer (Howard Porter)	15										\$30,000												
P22	CV7881	P74	2018 Side Tipper Trailer (All Roads)	15																						
NEW	NEW	NEW	Side Tipper Trailer																							
358	CV7725	P7725	2007 Dolly	20														\$0								
363	CV7716	P7716	2008 Dolly	20															\$0							
PE16	CV7883	P63	2009 Dolly (for Tri-Axle Low Loader - Purchased 2017)	20																						
PE17	CV7880	P64	2017 Tri-Axle Dropdeck Trailer (w/Ramps)	20																						
TRAILERS (OTHER)																										
NA	CV1922	P1922	1990 Trailer - Papas (Tandem) - Portable Toilet	AS REQUIRED																						
PE19	CV7884	P1925	2017 Trailer w/Hydraulic Tipper w/Cage (Rubbish)																							
NA	CV7589	P7589	1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA																							
NA	CV7670	P7670	2003 Trailer - (carries Generator P42)																							
NA	CV96	P96	2005 Trailer - Tandem (Small)																							
NA	CV619	P619	2006 Trailer & Water Tank (Coro Beach)																							
NA	CV7717	P7717	2007 Trailer (Water Pump)																							
396	CV7800	P37	2012 Trailer - Plant (Coast MAC 4.5t for Skid Steer)																							
PE7	CV7833	P50	2015 Trailer - Weedsprayer (10,000Lt Custom Built)																							
PE8	CV7885	P1923	2014 Trailer - Flatbed																							
329	CV7750	P7750	2006 Trailer (SAM - Shared with Shire of NR)																							
NA	CV7729	P25	2009 Trailer (Mobile Standpipe)																							
NEW	NEW	NEW	Transp. Radar Speed Trailer - \$35,000 Grant not available																							
NEW	NEW	NEW	Tow Along Broom Sweeper																							
LIGHT VEHICLES																										
MV16	CV2736	P55	2016 Mitsubishi MQ Triton 4x4 Utility (LH Gardener)	7									10000					10000								
MV19	CV2843	P61	2016 Toyota Hilux 4x4 Utility (Ranger)	7										10000					10000							
392	CV321	P34	2020 Mitsubishi Triton GLX 4x4 (Mechanic)	6						\$4,545						9000										
MV12	CV2807	P51	2015 Toyota Hilux Dual cab 4x4 (RW Mntce)	6											9000					9000						
390	CV424	P31	2011 Toyota Hilux dual cab 4x4 (Works Leading Hand)	5						\$8,182					9000					9000						
MV15	CV1	P54	2016 Toyota Prado GXL (CEO)	5		\$32,727					\$30,000															
MV14	CV187	P53	2016 Ford PX Ranger Dual Cab (DCEO)	5		\$30,000					\$20,000															
MV20	CV580	P65	2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor)	5			\$27,273						20000													
MV22	CV2890	P71	2010 Toyota L/Cruiser S/cab 4x4 (Mntce Grader)(purchased 2017)	5				\$1,818						5000						5000						
MV05	CV396	P43	2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener)	7								6000					8000									
MV10	CV2732	P48																								

Asset No	Reg No	Plant No	SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE						Min Ref 03/20-3											ATTACHMENT 9.4(a)				
				2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31				
PLANT RESERVE & MUNICIPAL FUND TRANSACTIONS REQUIRED																								
	Opening Balance 1st July - Plant Reserve Fund			\$128,929	\$262,094	\$366,920	\$213,579	\$256,599	\$256,877	\$477,127	\$211,327	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$218,000				
	Transfer From Muni to Plant Reserve			\$185,747	\$251,500	\$213,398	\$254,701	\$278	\$220,250	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,001				
	Transfer from Plant Reserve Net Changeover figure			\$52,582	\$183,989	\$366,920	\$211,681	\$0	\$0	\$415,800	\$211,327	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$82,000	\$218,000				
	Additional Municipal or Loan Funds Required			\$484,543	\$283,014	\$157,611	\$194,328	\$0	\$0	\$0	\$254,173	\$347,500	\$230,000	\$166,000	\$257,000	\$113,000	\$163,500	\$0	\$157,000					
	Closing Balance 30th June - Plant Reserve Fund			\$262,094	\$367,101	\$213,579	\$256,599	\$256,877	\$477,127	\$211,327	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$218,000	\$150,001				



MINUTES



BUILDING AND DISABILITY SERVICES COMMITTEE

**24th FEBRUARY 2021
9:00 AM
COUNCIL CHAMBERS
NABAWA**

Committee Purpose & Delegations

Will meet at least annually to inspect all Shire Buildings/Properties and then subsequently to:

- ~ Review preliminary costings for proposed works for consideration in draft Council Budget;
- ~ Review the Capital & Building Works Program;
- ~ Disability Access & Inclusion Plan; and
- ~ Any other building/property items referred to the Committee by Council.

~ Delegations – Nil

The Building and Disability Services Committee is comprised of:

Cr Anthony Farrell (President)

Cr Peter Humphrey

Cr Nicole Batten

Cr Darrell Forth

**Chief Executive Officer
Building/Project Officer**

(Observer)

(Observer)

DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on written confirmation of the outcome of the application or request of the decision made by the Shire of Chapman Valley.



Maurice Battilana
CHIEF EXECUTIVE OFFICER



**BUILDING & DISABILITY SERVICES COMMITTEE
MEETING 9.00AM 24th FEBRUARY 2021 COUNCIL
CHAMBERS, NABAWA**

Note: Tenants/Property Users have been invited to provide the Committee with items for budget consideration.

ORDER OF BUSINESS

1.0 Declaration of Opening / Announcements of Visitors

The Presiding Member, Cr Farrell welcomed Elected Members and Staff and declared the meeting open at 9.00am.

2.0 Presiding Member (Cr Farrell)

Announcement by Presiding Member

3.0 Record of Attendance

3.1 Present

Committee Member
Cr Anthony Farrell (President)
Cr Peter Humphrey
Cr Nicole Batten
Cr Darrell Forth

Officer	Position
Maurice Battilana	Chief Executive Officer
Anthony Abbott	Building Surveyor/Projects Officer
Dianne Raymond	Manager of Finance & Corporate Services

3.2 Apologies

Nil

4.0 Disclosure of Interest

Nil

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"a person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local*

government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”

Section 5.60B:

*“a person has a **proximity interest** in a matter if the matter concerns –*

(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or

(b) a proposed change to the zoning or use of land that adjoins the person’s land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

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

5.0 Petitions / Deputations / Presentations

See “*List of Additional Requests for Consideration*” at Agenda Item 8.2.

6. Confirmation of Minutes from previous meeting

MOVED: Cr Forth

SECONDED: Cr Humphrey

The Minutes of the Building & Disability Committee of the Shire of Chapman Valley held on 27th February 2020 be confirmed as a true and accurate record of proceedings. (*Supplied under separate cover*)

CARRIED

Voting F4/A0

Minute Reference: BDSC 02/210-1

7.0 Items to be dealt with En Bloc
Nil

8.0 Agenda Items

8.1 Review of Operating & Capital Building Maintenance Program

8.2 Review of Disability Access & Inclusion Plan (Desktop)

9.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

10.0 Closure

AGENDA ITEM:	8.1
SUBJECT:	REVIEW OF OPERATING & CAPITAL BUILDING PROGRAMS
PROPONENT:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	MINUTE REF: 03/20-3
DATE:	24th FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Draft Operating & Capital Building Programs		✓
8.1(b)	List of Additional Requests for Consideration		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

The purpose of this Agenda Item is for the Committee to discuss the items to be specifically added to the Operating & Capital Building Programs for future budgets.

Council resolved the following at the March 2020 OCM:

1. Minute Reference: BDSC 02/20-1

The Committee recommends Council consider the draft "Operating Building Maintenance Program" presented with the following amendments and this be used as a basis to develop the Draft 2020/2021 Budget:

Location	Amendments & New Items for Consideration
Council Chambers/Office	Reduce lawn & install native gardens front office
Nabawa Rec Centre	Roller shutters Farrell Balcony CGF
	Basketball stadium replace roof sheeting with full length metal & whirlybirds; grind back concrete edge & repaint; remove bench seating near court; install LED lights
Nabawa Community Centre	Kitchen upgrades & septic upgrades
	Plastic trestle tables
Naraling Hall	Roof repairs
Bill Hemsley Park CC	Screening of Gazebos Interpretive Sign – Mural Wall (PRA cash contribution) Additional Table & Benches (PRA cash contribution Prison crew or MEEDAC built) Install river sand around nature playground area
Yuna MCC	Carpet tiles main hall area
Cemetery	Pathway between toilet and gazebo (asphalt or concrete)
Yuna Hall Public Toilets	Replace existing septic system with a reduce septic system type

2. Minute Reference: BDSC 02/20-2

The Committee recommends Council consider the draft "5 Year - Capital Building Works Program" presented with the following amendments and this be used as a basis to develop the Draft 2020/2021 Budget:

Location	Amendments & New Items for Consideration
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Nabawa depot	Truck Washdown bay to be reconsidered No consideration for cable or retractable gate
Nabawa Kindy	Cost upgrades for relocation of library
Nanson Museum Precinct Road Board	Power upgrades – investigate only not budget line item (consultancy)
Nanson Showgrounds	Subject to grant funding - Power Upgrades Toilets in accordance with Masterplan
Coronation Beach	Playground Upgrades subject to grant funding
Yuna Golf Club	Investigation and cost removal of asbestos and either recladding existing structure or installing new structure
Yuna Refuse Site	CCTV to site, adjusted road access and upgrade to signage
Nanson Showgrounds	Exhibition building – defer roof sheeting in the 5 year capital program until 2023/24

Voting F8/A0

CARRIED

Minute Reference (Moved En Bloc): 03/20-3

COUNCIL RESOLUTION

The above resolution was the basis of forming the Draft 2020/2021 Budget for Council consideration. However; it must be understood there may have been variations to the resolution by the time Council finally adopted the current year Budget.

COMMENT

Discussion on items identified by Councillors, staff, tenants and users of Council owned/controlled building is designed to determine future budget items for staff to cost.

The Draft Operating & Capital Building Program is provided under separate cover at **Attachment 8.1(a)** for Committee information.

Councillors should also refer to the “List of Additional Requests for Consideration” at **Attachment 8.2(b)** for items requested for consideration.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire’s constituents.

- **Long Term Financial Plan (LTFP):**

Operating maintenance will have a minimal effect on the LTFP.

STRATEGIC IMPLICATIONS

The annual inspection of buildings and review of building works programs(s) is important to ensure these programs are current and Shire resources are allocated where the highest priorities are.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
4.1	Develop, manage and maintain built infrastructure	Asset Management Plan	Review Asset Management Plan regularly and maintain integration with other Strategic Plans within the Shire

CONSULTATION

Council staff continually monitors buildings and facilities owned/controlled by the Shire. Staff also continually liaises with tenants/users of these facilities.

RISK ASSESSMENT

There is a risk of buildings and facilities deteriorating if adequate resources are not allocated to address depreciation and fair wear and tear of the buildings. However; in this instance, I believe the risk is currently **Minor** i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS

Simple Majority

STAFF RECOMMENDATION

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2021/2022 Budget:

MOVED: Cr Batten

SECONDED: Cr Forth

Suspend standing orders at 9.01am

CARRIED
Voting F4/A0
Minute Reference: BDSC 02/21-2

Discussion was undertaken on the item

10.10am - The President adjourned the meeting.

Site inspections undertaken at:

- Nabawa Works Depot
- CV Tennis Court Building
- Public Toilets near CV Tennis Courts
- Nabawa Stadium
- Community Centre Public Toilets
- New Library
- Shire Offices

11:30am – The President reconvened the meeting

Discussion on the Item continued

MOVED: Cr Batten

SECONDED: Cr Forth

Reinstate standing orders at 12.28pm

CARRIED
Voting F4/A0
Minute Reference: BDSC 02/21-3

MOVED: Cr Humphrey

SECONDED: Cr Batten

COMMITTEE RECOMMENDATION

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” as presented with the following amendments and this be used as a basis to develop the Draft 2021/2022 Budget:

Location	Amendments & New Items for Consideration
Public Toilets Tennis Club	Add Upgrade doors to reduce vermin access
	Add Maintenance on verandah Z purlins
	Add Reroof Capital Works Program Year 5
Works Depot	Remove cable gates/retractable gates
	Reintroduce Washdown Bay approx. 20m x 7m with compliant drainage and pressure cleaner to be re-costed.
Nabawa Community Centre	Add item to remove garden bed against building wall and resurface area
Council Chambers	Add replacement of windows western end and repair carpet
CV Museum Precinct	Reintroduce Power Upgrade and internal works to Precinct. Seek accurate costing estimates for future budget consideration and possible grant leverage funds
CVHS Requests	Defer CVHS request for Solar Panels on Shed Roof until power upgrade resolution. Defer CVHS request for until power upgrade resolution
Tourism & Events Working Group	Add a contingency amount of \$5,000 for Yuna Hall in 21/22 and encourage grant funds to be leveraged using these funds.
BHPCC	Defer Gazebo and pad from year 2021/22 in the 5 Year Capital Building Program until 2025/26
	Remove Overflow carpark
Yuna Golf Club	Add installation CCTV
Nanson Showgrounds	Add installation CCTV
	Add a contingency amount to continue internal power reticulation upgrades

CARRIED
Voting F4/A0
Minute Reference: BDSC 02/21-4

AGENDA ITEM:	8.2
SUBJECT:	REVIEW OF DISABILITY ACCESS & INCLUSION PLAN
PROPOSER:	BUILDING & DISABILITY SERVICES COMMITTEE
SITE:	COUNCIL CHAMBERS
FILE REFERENCE:	403.02
PREVIOUS REFERENCE:	MINUTE REF: 03/20-3
DATE:	24 th FEBRUARY 2021
AUTHOR:	MAURICE BATTILANA

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Disability Access Inclusion Plan		✓

DISCLOSURE OF INTEREST

Nil

BACKGROUND

A review of the Shire's Disability Access Inclusion Plan (DAIP) forms part of the annual Building & Disability Services Committee (Committee) agenda for consideration and recommendation to Council. This review is a legislative requirement in accordance with Disability Services Act (1993).

Council reviewed the DAIP as part of the 2020 Building Committee process with the following being resolved at the March 2020 OCM:

Minute Reference: BDSC 02/20-3

Council request staff undertake an in-house, desk-top review of the Plan and if necessary recommend any amendments to Council for consideration.

Voting F8/A0
CARRIED

Minute Reference (Moved En Bloc): 03/20-3

COMMENT

In accordance with Section 28(7) of the *Disability Services Act (1993)* a full review of the DAIP must occur at least every 5 years i.e.

28. Disability access and inclusion plans

- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).*
- (7) *Not more than 5 years is to elapse —*
 - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*

The purpose of this Agenda Item is for the Committee to recommend staff undertake an in-house, desk-top review of the Plan and recommend any amendments to Council for consideration.

A copy of the current DAIP is provided under separate cover at **Attachment 8.2(a)** for Committee information and review.

STATUTORY ENVIRONMENT

Disability Services Act (1993).

28. *Disability access and inclusion plans*

- (1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.*
- (2) *A disability access and inclusion plan must meet any prescribed standards.*
- (3) *A public authority must lodge its disability access and inclusion plan with the Commission —*
 - (a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
 - (b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) *A public authority may amend its disability access and inclusion plan at any time.*
- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).*
- (7) *Not more than 5 years is to elapse —*
 - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
- (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

Disability Services Regulation 2004

10. *Procedure for public consultation by authorities (s. 28)*

- (1) *For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —*
 - (a) *by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and*
 - (b) *on any website maintained by or on behalf of the public authority.*
- (2) *Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.*

POLICY IMPLICATIONS

The DAIP become a statutory policy required by Council in accordance with the Disability Services Act (1993) which is reported on annually.

FINANCIAL IMPLICATIONS

No significant financial implications are anticipated.

- **Long Term Financial Plan (LTFP):**

No significant implications anticipated on the LTFP.

STRATEGIC IMPLICATIONS

It is sound to ensure people with disabilities are given every opportunity to gain access to Council facilities and be included in Council and community activities.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
1.1	Nurture the sense of community	Development of plans relevant to population needs	Review existing plans and develop new plans as required

CONSULTATION

There is a consultation process Council need to adhere to in accordance with the Disability Services Act (1993) which will be implemented as part of the DAIP review.

RISK ASSESSMENT

There is a high risk of excluding a sector of the community if the DAIP is not reviewed and improved on a regular basis. However; I believe the risk in this instance is **insignificant** i.e.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS

Simple majority

MOVED: Cr Forth

SECONDED: Cr Batten

COMMITTEE/STAFF RECOMMENDATION

Council request staff undertake an in-house, desk-top review of the Plan and if necessary, recommending any amendments to Council for consideration.

CARRIED
Voting F4/A0
Minute Reference: BDSC 02/21-5

9.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

Nil

10.0 Closure

The Chair thanked the Committee members and staff for their attendance and declared the meeting closed at 12.37pm.

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM														
PROPERTY	2020/2021			2021/2022			2022/2023		2023/2024		2024/2025		2024/2025	
	Cost	Description	Comments	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3														
NABAWA														
Administration Building Repairs & Maintenance	\$5,500	General Mtce		\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Administration Building Surrounds	\$4,240	Reduce lawn & install native gardens front office. Curbing between Lawn & new garden area.	This job will be completed by gardeners with employee hours and plant hours as internal costs in the Sal & Wages budget. Material costs are \$4240											
Council Chambers Repairs & Maintenance	\$2,500	General Mtce		\$4,500	General Mtce	Includes additional contingency of \$2000 to repair Replace Chamber Windows and Carpet area near front desk	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Depot Includes: Transportable Workshop Garage Large Shed Small Generator Shed	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Gardener's Shed	\$1,000			\$1,000			\$1,000		\$1,000		\$1,000		\$1,000	
Bush Fire Two Bay Shed	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Community Centre	\$1,200	20 x New Trestle Tables (light plastic type)	CVPS P&C Request											
Community Centre	\$5,500	General Mtce		\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Community Centre - Pre Primary	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	\$5,700	General Mtce		\$5,700	General Mtce		\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce
Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	\$5,000		Nabawa Stadium - Roller Shutters grant reliant LRCIP											
Nabawa Oval includes: Reticulation, water tank, fencing, lighting, seating, scoreboard etc	\$15,000	General Mtce	Gardening Mtce	\$15,000	General Mtce	Gardening Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce
Toilet Block - Nabawa Oval	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Roller Shed	\$250	General Mtce		\$250	General Mtce		\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce
Playground Equipment	\$350	General Mtce		\$350	General Mtce		\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce
Additional > shade sail annual maintenance	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
Nabawa Tennis Pavilion Includes: Courts Lighting Shade Sail Water Tank and Stand Fencing	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Centenary Park Includes: BBQ Picnic Table Reticulation	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Nabawa Cemetery Includes: Gazebo, Interment Wall, Fencing	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Nabawa Cemetery	\$4,500	Pathway between toilet and gazebo (asphalt or concrete)	Concrete path to connect Toilet Block (to be completed) to existing Gazebo & signage structure approx. 60 LM											
Mens Shed	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Nabawa Transfer Station	\$5,000	General Mtce		\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Nabawa Transfer Station CCTV	\$800	Maintenance of CCTV	New listing - staff	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
YUNA														
Public Hall and Toilets	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Public Hall and Toilets	\$4,000	Replace existing septic system with a reduce septic system type	Replace existing soak well at public toilets & install compliant reduced septic system											
Library	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Tennis Courts Hit up Wall Lighting	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Depot Shed	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Yuna Park includes: Gazebo, Shade Sails, Seating, Retaining Wall, Paving	\$4,500	General Mtce		\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce
Yuna Park - Playground Equipment	\$500	General Mntce		\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site & Fencing	\$500	General Mntce		\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site CCTV	\$800	Maintenance of CCTV	New listing - staff	\$800	General Mntce		\$800	General Mntce	\$800	General Mntce	\$800	General Mntce	\$800	General Mntce
Yuna Multipurpose Community Centre	\$2,500	General Mtce		\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Yuna Multipurpose Community Centre	\$4,500	Carpet Tiles in Main Hall area	CABY Request to assist with acoustics Install carpet tiles in main meeting room (CABY quote) YCC\$4,500											
NANSON														
Showgrounds includes: Exhibition Buildings, Livestock Shelters, Storage Shed, Ag Society Hall, Sheds, Water Tanks, Ticket Box, Fencing, Toilets	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
CV Museum Road Board Old Road Board Office	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
CV Museum & Road Board Including Old Road Board Office	\$4,000	Disabled access to Road Board Office &/or Ted Porter Cottage (one per year over next two years).												
CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter New Plant Display Shed All Surrounds	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM														
PROPERTY	2020/2021			2021/2022			2022/2023		2023/2024		2024/2025		2024/2025	
	Cost	Description	Comments	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3														
CORONATION BEACH														
Campsite Area	\$5,000	General Mtce		\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Toilet Blocks x 3 Dump Station	\$15,000	Pump Out & Services		\$15,000	Pump Out & Services		\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services
Board Walk & Lookout	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Camping and Recreation Reserve - Gazebo x 4 Shelters x 5 Picnic Table Fencing Platform	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
HOWATHARRA														
Bush Fire Two Bay Shed	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
NARALING														
Naraling Hall	\$1,200	General Mtce		\$1,200	General Mtce		\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce
WESTERN REGIONS														
Bill Hemsley Park Community Centre & Precinct	\$2,500	General Mtce		\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
		Additional Screening to Gazebos.												
Bill Hemsley Park Community Centre & Precinct	\$2,500													
Bill Hemsley Park Community Centre & Precinct	\$0	Interpretative Sign - Mural (PRA to provide cash Contr.)												
Bill Hemsley Park Community Centre & Precinct	\$0	Additional Wooden Tables/Chair (PRA Cash Contr. with MEEDAC/Prisoners to build)												
Bill Hemsley Park Community Centre & Precinct	\$4,000	Install River Sand around whole of nature Playground area												
Bill Hemsley Park Community Centre & Precinct	\$3,000		Purchase of flip top trestle tables on wheels (no lifting req'd) Staff additional budget item											
YETNA														
Fig Tree Crossing Campground	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Milis Lookout CCTV	\$800	CCTV Maintenance	New Listing Staff	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
MISCELLANEOUS														
TOTALS	\$143,740			\$108,800			\$106,800		\$106,800		\$106,800		\$106,800	

SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR <u>CAPITAL</u> BUILDING WORKS PROGRAM													
PROPERTY INSURED	2020/2021			2021/2022		2022/2023		2023/2024		2024/2025		2025/2026	
	Cost	Description	Officer Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3													
NABAWA													
Shire Office/Library/Chambers													
Nabawa Depot Buildings	\$0	Install truck wash-down pad at east of depot outside fence (investigate surface options) — Vehicle wash-down bay / concrete pad at east of Depot fence — Est Total Cost options below Consisting of :- 50m x 7m concrete pad 32mpa x 150mm thick F82 mesh \$28,360 Install new 15 amp circuit and power cable from truck shed to SE corner \$2000. Trench French drain (In house materials plus Plant & Labour) Ballast and Geo mesh \$2500.	Removed at Draft Budget Workshop & Council Endorsed Budget to be relisted 2021/2022	\$32,860	Reintroduced from Previous Year for further consideration Install truck wash-down pad at east of depot outside fence (investigate surface options) Vehicle wash down bay / concrete pad at east of Depot fence – Est Total Cost options below Consisting of : 50m x 7m concrete pad 32mpa x 150mm thick F82 mesh \$28,360 Install new 15 amp circuit and power cable from truck shed to SE corner \$2000 . Trench French drain (In house materials plus Plant & Labour) Ballast and Geo mesh \$2500 .								
Bush Fire Two Bay Shed													
Community Centre	\$22,000	Kitchen upgrades & septic upgrades - Cupboard, Floor & wall tiles, repaint.	Kitchen upgrades; cabinets, wall & floor tiles, sink, exhaust fan, re-paint Replace existing soak well with a compliant reduced septic system \$3500 can be a stand alone job										
Community Centre - Pre Primary	\$22,000	Cost upgrades for relocation of library	Convert Pre-school to Library										
Sports Pavilion & Basketball Stadium (Recreation Centre)	\$11,000	Basketball stadium replace roof sheeting with full length metal & whirlybirds; grind back concrete edge & repaint; remove bench seating near court; install LED lights	Metal Sheets & Whirly Bird replacement. Not clear sheets. Option B; Basketball Stadium Roof / leak Repairs remove skylights install steel sheets & new roof whirly vents \$6000 Replace Basketball Stadium Metal Halide lights with LED x6 \$3000										
Nabawa Oval													
Nabawa Tennis Pavilion	\$110,000	Court repair/upgrades/resurface	LRCIP funded										
Gardener's Shed													
Gazebo at Picnic Park													
Centenary Park - BBQ													
Centenary Park - Picnic Table													
Centenary Park - Reticulation													
Dwelling - Lot 19 Chapman Valley Road													
Toilet Block													
Communications Tower													
Nabawa Transfer Station													
Cemetery													
Mens Shed													
Roller Shed													
YUNA													
Yuna Refuse Site	\$24,360	Install CCTV & Signage \$12,860 Road access realignment \$11500	LRCIP funded										
Yuna Golf Club Site	\$15,000	Construct new shed approx. 8,000 x 6,000 in similar location, timber framed, steel clad, demolish & remove old structure (quote for similar structure approx. double the price) \$10000 Remove asbestos from old toilet block \$5000	LRCIP funded										
Public Hall													
Tennis Courts													
Depot Shed													
Yuna Park													
Yuna Multipurpose Community Centre													
Yuna - Rockwell Bore	\$111,600	Rockwell-Yuna Pipeline Rejuvenation Project	99 - Project Rockwell-Yuna Pipeline Rejuvenation Project DWER's Community Water Supply Program Funded										
NANSON													
Nanson Showgrounds Precinct	\$40,500	Disabled Toilet WC (Transportable of Timber Framed) in a location in accordance with Masterplan Includes water supply and septic system	Grant reliant LRCIP					\$25,000	Replace roof sheeting subject to external and/or grant funding				
Nanson Showgrounds Precinct	\$50,000	Nanson Showground Masterplan 3 phase power	Grant reliant LRCIP										
Western Riding Club Facilities													
Chapman Valley Museum & Old Road Board Precinct	\$0	<u>Consultancy Service</u> to determine costs to upgrade Power to Precinct	Consultancy only. Not installation works.										
Nanson Playground & Playground Equipment													

SHIRE OF CHAPMAN VALLEY													
PROPOSED - FIVE YEAR CAPITAL BUILDING WORKS PROGRAM													
PROPERTY INSURED	2020/2021			2021/2022		2022/2023		2023/2024		2024/2025		2025/2026	
	Cost	Description	Officer Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3													
CORONATION BEACH													
Nature Based Campground Area	\$28,500	Playground Replacement	Grant reliant LRCIP										
Nature Based Campground Area	\$11,700	Wi-Fi Infrastructure	Grant reliant LRCIP										
HOWATHARRA													
Bush Fire Two Bay Shed													
NARALING													
Naraling Hall	\$0	Roof repairs	Removed at Draft Budget Workshop Remove existing roof sheeting tie down rafters to stone wall structure, bugle screw all roof battens & replace original roof tin.										
WESTERN REGIONS													
Bill Hemsley Park Precinct Parkfalls Estate - Bill Hemsley Park Developments	\$0	BHPCC Overflow Carpark as a separate budget line item (not part of RW Program)	Removed at Draft Budget Workshop & Council Endorsed Budget to be relisted 2021/2022	\$24,000	Reintroduced from Previous Year for further consideration. BHPCC Overflow Carpark as a separate budget line item (not part of RW Program)								
				\$15,000	Gazebo & Pad								
YETNA													
Figtree Crossing Campground - Toilet Block													
MISCELLANEOUS													
Bushfire Radio Mast, Repeater & Shed Base Set, 2 Way													
	\$446,660			\$71,860		\$0		\$25,000		\$0		\$0	

ATTACHMENT 8.1(b)

LIST OF ADDITIONAL REQUESTS FOR CONSIDERATION

Location	Items listed for consideration	Estimated Cost
Council Chambers & Office	<u>Staff Request (New)</u> <ul style="list-style-type: none"> Window Replacement Council Chambers (Near Front Desk). Repair Carpet (Near Front Desk) <u>Previous Year Request</u> <ul style="list-style-type: none"> VOIP Telephones 	\$2,500 \$20,000
Nabawa Depot & Gardeners Shed	<u>Staff Request (New)</u> <u>Previous Year Request</u> <ul style="list-style-type: none"> Truck Washdown Bay Cable Gate; or Retractable Gate 	\$30,000 (Option 1) \$25,000 (Option 2) \$10,500 (Option 1) \$18,500 (Option 2)
Nabawa Community Ctr & Sports Pavilion	<u>Staff Request (New)</u> Nil <u>Previous Year Request</u> Nil <u>CV Tennis Club Request</u> From: Christine Philippa <ncjphilippa@hotmail.com> Sent: Wednesday, 3 February 2021 9:05 AM To: Anthony Abbott <building@chapmanvalley.wa.gov.au> Subject: Annual Building Inspection To Whom It May Concern, The Chapman Valley Tennis Club would like to request that the doors on the cupboards in the kitchen be replaced or the cupboards themselves. The doors were upgraded? Last year but all that was done as far as we can tell was the laminate removed leaving the original chipboard type doors underneath with the same hinges therefore when we open two of the doors they still fall off as they did before. Whilst the toilet block near us doesn't belong to us I have been meaning to comment about it and if it can be upgraded somehow. During the NCVISSA school carnival last year and during two home football matches there were many (many) comments about the toilets due to the main hall toilets becoming unusable (blocked I believe by some darlings or over use?). none of the comments were complimentary and whilst I realise they are open to the elements maybe we need to look at closing that up (Carnamah public toilets are well done as is Bindoon and a few others) – just an idea. Thank you	Not Costed as yet.

	Chrissy Philippa President Chapman Valley Tennis Club 0498 999 766	
Centenary Park (Nabawa)	Nothing Listed	
Nanson Cemetery	Nothing Listed	
Nabawa Refuse Site	Nothing Listed	
Nanson Museum Area & Playground	<p><u>Previous Year Request</u></p> <ul style="list-style-type: none"> Power Upgrade – Road Board Office <p><u>CVHS Requests</u></p> <ul style="list-style-type: none"> Solar Panels on Shed Roof Airconditioning (Units supplied & subject to power upgrades) 	<p>\$40,000</p> <p>\$TBD (grant being sort)</p> <p>\$TBD</p>
Nanson Showgrounds		
Naraling Hall	Nothing Listed	
Yuna Hall	Tourism & Events Working Group Items yet to be determined	
Yuna Park/Gazebo	Nothing Listed	
Yuna Depot	Nothing Listed	
Yuna MCC	Nothing Listed	
Howatharra Bush Fire Shed	Nothing Listed	
Coronation Beach		
Bill Hemsley Park CC	<p><u>Previous Year Request</u></p> <ul style="list-style-type: none"> Overflow Carpark <p><u>Cr Humphrey's Email:</u></p> <p>From: Maurice Battilana Sent: Friday, 22 January 2021 8:55 AM To: Cr Peter Humphrey <crhumphrey@chapmanvalley.wa.gov.au>; Cr Anthony Farrell <crfarrell@chapmanvalley.wa.gov.au>; Cr Beverley Davidson <crdavidson@chapmanvalley.wa.gov.au>; Cr Darrell Forth <crforth@ShireofChapmanValley.onmicrosoft.com>; Cr Kirrilee Warr <crwarr@chapmanvalley.wa.gov.au>; Cr Nicole Batten <crbatten@ShireofChapmanValley.onmicrosoft.com>; Cr Trevor Royce <crroyce@chapmanvalley.wa.gov.au>; Darrell Forth (dforth61@gmail.com) <dforth61@gmail.com>; Trevor Royce (Private) <tvroyce@bigpond.com></p>	<p>\$24,000</p>

Cc: Simon Lancaster <dceo@chapmanvalley.wa.gov.au>; Anthony Abbott <building@chapmanvalley.wa.gov.au>
Subject: RE: Road Infrastructure & Building Committee Meetings

Hi Peter

I have separated responses the items you have raised in your email between the Committees and refer to the matter you raised regarding the use of the BHPCC.

I do not recall a direction being given by Council to review or consider the future use of the BHPCC as mentioned in your email i.e.

“In relation to the Building Committee it was over twelve months ago when some councilors mentioned the need to consider future uses for the BHP meeting room since the PRA dissolved. I don’t believe that it has been mentioned since so could it please be placed on the agenda.”

I will go through past Agendas/Minutes and be sure we haven’t missed this direction.

Can you advise which OCM this was resolved?

I will; however, place this into the Building Committee Agenda for consideration as requested.

Kindest regards

Maurice Battilana | CHIEF EXECUTIVE OFFICER

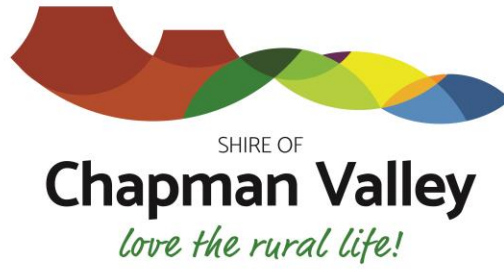


Address 3270 Chapman Valley Road | Nabawa | WA | 6532
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www.chapmanvalley.wa.gov.au | email
ceo@chapmanvalley.wa.gov.au
phone (08) 9920 5011 | fax (08) 9920 5155 | mobile 0429 205011

From: Cr Peter Humphrey
<crhumphrey@chapmanvalley.wa.gov.au>
Sent: Thursday, 21 January 2021 2:37 PM
To: Maurice Battilana <ceo@chapmanvalley.wa.gov.au>; Cr Anthony Farrell <crfarrell@chapmanvalley.wa.gov.au>; Cr Beverley Davidson <crdavidson@chapmanvalley.wa.gov.au>; Cr Darrell Forth <crforth@ShireofChapmanValley.onmicrosoft.com>; Cr Kirrilee Warr <crwarr@chapmanvalley.wa.gov.au>; Cr Nicole Batten <crbatten@ShireofChapmanValley.onmicrosoft.com>; Cr Trevor Royce <crroyce@chapmanvalley.wa.gov.au>; Darrell Forth (dforth61@gmail.com) <dforth61@gmail.com>; Trevor Royce (Private) <tvroyce@bigpond.com>
Cc: Esky Kelly <works@chapmanvalley.wa.gov.au>; Simon Lancaster <dceo@chapmanvalley.wa.gov.au>; Anthony Abbott <building@chapmanvalley.wa.gov.au>; Marty Elks <lhworks@chapmanvalley.wa.gov.au>
Subject: RE: Road Infrastructure & Building Committee Meetings

Not Applicable.
Presented to Feb '21
Concept Forum.

	<p>Hi Maurice</p> <p>At the moment any of the dates mentioned will suit so I will go with the general consensus.</p> <p>In relation to the agenda I believe that with the changing dynamics within the shire we should consider completely reviewing our Road Infrastructure / maintenance program and determine what best serves the needs of the ratepayers. This would mean changing the focus from the current plan and alter the priorities to what best suits our ever evolving population.</p> <p>With this thought in mind, and I'm sure councilors can all identify areas of concern of their own, but for me I would like to put forward that we visit several areas of Eliza Shaw Drive, the intersection of Eliza Shaw Drive and Redcliffe Concourse, Hester Avenue, Brown Lane and sections of the horse trails that run within the Parkfalls Estate.</p> <p>In relation to the Building Committee it was over twelve months ago when some councilors mentioned the need to consider future uses for the BHP meeting room since the PRA dissolved. I don't believe that it has been mentioned since so could it please be placed on the agenda.</p> <p>I noted that both of these meetings have been scheduled for council chambers but I am of the belief that most councilors and shire staff might be spending considerable time in Geraldton at this time of year so if no other roads of concern are identified maybe the location of the meeting/s could be changed to BHP.</p> <p>Thankyou</p> <p>Regards</p> <p>Peter</p>	
Fig Tree Camping Reserve	Nothing Listed	



Disability Access & Inclusion Plan

2020-2024

Full Reviewed 21 March 2018 (Minute Reference: 03/18-4)
Desktop Internal Review – April 2019, March 2020



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- 1.0 Responsibility for the Disability Access and Inclusion Plan
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 - 2.2 Functions, facilities and services provided by the Shire of Chapman Valley
 - 2.3 People with disability in the Shire of Chapman Valley
 - 2.4 Planning for better access
 - 2.5 Progress since 1995
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- 5.0 Development of the Disability Access and Inclusion Plan
 - 5.1 Responsibility for the planning process
 - 5.2 Community Consultation
 - 5.3 Findings of the consultation
 - 5.4 Responsibility for implementing the DAIP
 - 5.5 Communication of the plan to staff and people with disability
 - 5.6 Review and evaluation mechanisms
 - 5.7 Reporting of DAIP
- 6.0 Implementation Plan
- 7.0 Conclusion



1.0 Responsibility of the Disability Access and Inclusion Plan

The responsibility for the Disability Access Inclusion Plan is the Chief Executive Officer.

2.0 Background

2.1 The Shire of Chapman Valley

The Shire of Chapman Valley is located northeast of Geraldton in the Mid West of Western Australia and covers an area of approximately 4,000km². It is bounded by the Indian Ocean and the Shire of Northampton and City of Greater Geraldton.

The Shire has a population of 1,500 (2016 Census), with the greatest concentration in the south-western section. The largest urban centre is 42km from Geraldton at Nabawa with approximately 90 residents and where the Shire administration is located along with community and sporting facilities. Yuna, a further 40km north-east has a population of approximately 20. At Yuna the Shire maintains sporting facilities, library, assists the community swimming pool and has one employee based there. Nanson 7km south of Nabawa now has a population of approximately 45 but was once the location of the Shire's administration. A community centre with satellite office facility is located in the south-western peri-urban area of the Shire.

The Shire's economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing. The southern section of the Shire has become popular for rural lifestyle living and includes the scenic Chapman Valley, which is a popular weekend destination for residents of Geraldton and travellers to the region.

A number of small tourist and cottage industry ventures have been established and are proving popular with visitors. Many visitors and campers are drawn to Coronation Beach, which is a world-renowned wind and kite surfing location on the Shire's 17km of coastline. The Shire maintains basic camping facilities at the beach but is currently restricted in the facilities it can provide by the lack of fresh water and power supplies.

2.2 Functions, facilities and services provided by the Shire of Chapman Valley

The Shire of Chapman Valley provides;

Services to properties including-

- Construction and maintenance of Shire owned roads, buildings, footpaths, cycle facilities, walking and bridle trails and boardwalks, rubbish collection and disposal (Nabawa, Nanson townsites, south-western peri-urban area and key arterial roads only) caring for trees, street lighting, and bushfire control.

Services to community include-

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of three (3) community centres and stadium, two (2) libraries and information services,, coastal management, management of specific roadside tourist areas.

Regulatory services include-

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of legislation for dogs, cats, litter and pools/spas inspections. Environmental health services are provided by the Shire through external contracting.

General Administration including-

- The provision of general information to the public, rates notices, vehicle licensing and postal support.

Process of Government including-

- Ordinary and special council meetings, committee meetings, electors meetings and election of Councillors.



There is a small estimate of people with disability living within the Shire. The Australia Bureau of Statistics (ABS) figures were inconclusive concerning the number of people with disability in the Shire, however the officers, council, and community are aware there are people with disability who live in the community. The expansion of urban development in the south-western corner of the Shire will increase this number, and visitors with disability to the region must be considered.

2.4 Planning for better access

The *Western Australian Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*, both of which make discrimination on the basis of a person's disability.

2.5 Progress since 1995

The Shire of Chapman Valley is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1996 and then reviewed the Plan to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act 1993* and its obligations under the *Commonwealth Disability Discrimination Act 1992* and has undertaken the following reviews:

Year	Review Type
2001	Full Review with Community, Councillor & Senior Staff Consultation
2007	Full Review with Community, Councillor & Senior Staff Consultation
2016	Internal Desktop Review with Councillor & Senior Consultation
2017	Full Review with Community, Councillor & Senior Staff Consultation
2018	Full Review with Community, Councillor & Senior Staff Consultation
2019	Internal Desktop Review with Councillor & Senior Consultation
2020	Internal Desktop Review with Councillor & Senior Consultation



Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Chapman Valley, these are as follows;

Improvement of existing functions, facilities and services to meet the needs of people with disability

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.
- Satellite Office at the Bill Hemsley Park Community Centre with disabled access to reach out to the community, rather than to expect people to travel to Nabawa for services (e.g. building, planning applications).
- Major renovations to the Nabawa Shire Officers and Chambers to accommodate people with disabilities (e.g. widened access doors and passageways, new disabled ablution facilities)

Improved access to community buildings and facilities

- Unisex disabled accessible toilet block was centrally constructed in the Chapman Valley Community Centre and the Yuna Townsite.
- Footpath installed from the school to residential areas of Nabawa.
- Footpath installed from the school to the Shire Office in Nabawa.
- Access ramp installed at Yuna Library.
- ACROD car parking installed at Yuna Community Centre, Shire Administration office and Bill Hemsley Park Community Centre.

Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes are provided.

- Council services, functions and facilities are available on request in large print, and ~~computer-disc~~ alternative formats.
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.



3.0 Access and Inclusion Policy Statement

The Shire of Chapman Valley is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Chapman Valley believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Chapman Valley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Chapman Valley is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Chapman Valley
5. Provide a means of ensuring that people with disability have the same opportunities as others to give feedback to the Shire of Chapman Valley.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Chapman Valley.
7. Provide a means of ensuring that people with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Chapman Valley.



4.0 Strategies to Improve Access and Inclusion

The Shire of Chapman Valley is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Increase the number of accessible playgrounds.
Improve access to beaches and the sea for people with disability.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Improve staff awareness of accessible information needs and how to obtain information in other formats. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councillors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6

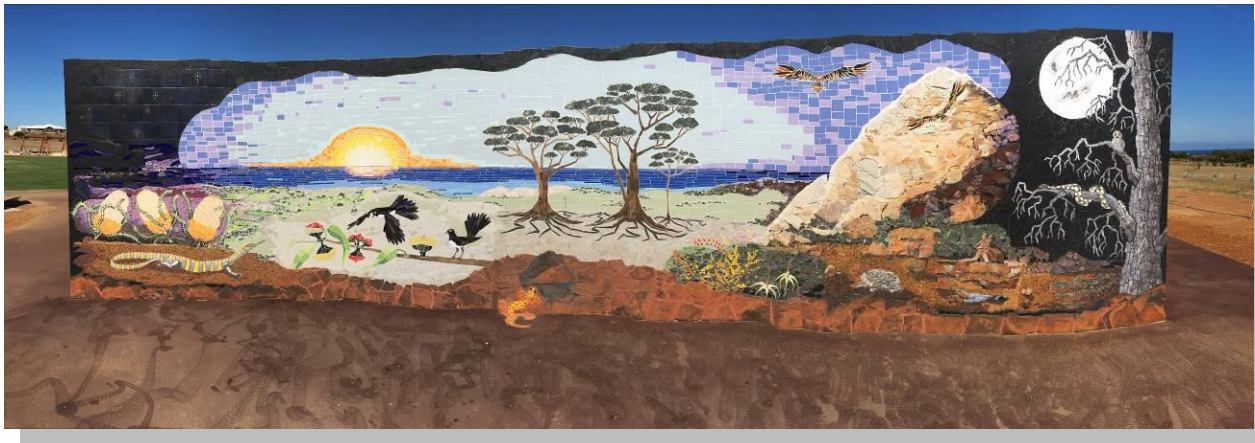
People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies
Provide for the needs of people with disability to obtain and maintain employment.
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.



5.0 Development of the Disability Access and Inclusion Plan

5.1 Responsibility for the planning process

A Building and Disability Services Committee of council was established comprising of elected members of council and council officers to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

5.2 Community consultation

In 2018, the Shire of Chapman Valley undertook the latest full community consultative review of its Disability Services Plan and advertised for public comment/submissions to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other Council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community

The community was informed through the Shire Website and Geraldton Guardian Council was reviewing its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised they could provide input into the development of the plan. The community was invited to contact Shire officers to discuss and submit comments on the draft DAIP. No submissions were received through the public consultation process. The Disability Access and Inclusion Plan was adopted at the March 2018 Council meeting, subject to submissions being received, of which there were none.

In 2019 and 2020 Council undertake a *Desktop* review of the Plan with only significant amendment be to make specific reference to the Shire's *Community Communication Management Procedure*.

5.3 Findings of the consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

5.4 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Chapman Valley. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

5.5 Communication of the plan to staff and people with disability

The community has been advised through the local media that copies of the plan are available to the community through the Shire website, upon direct request of Shire officers, and is available in alternative formats if required.

As plans are amended, Shire employees and the community will be advised of the availability of updated plans, using the above methods.

Council has adopted a *Community Communications Management Procedure*, which includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

5.6 Review and evaluation mechanisms

The *Disability Services Act 1993* requires that DAIP's be reviewed at least every 5 years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to council.

Evaluation

An evaluation will occur as part of the review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

5.7 Reporting of DAIP

The *Disability Services Act 1993* requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.



6.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five (5) Year Plan.



Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability. Develop feedback mechanism for use of all disability services provider to by the Shire. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	Disability Services Coordinator, CEO, DCEO and all Managers
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Make library technology as accessible as possible 	Implemented/ ongoing	MFCS
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. Request Agricultural Society to set aside parking spaces for easy access parking. 	Implemented/ ongoing Completed	DCEO, Community Development Officer, and CEO

<p>Council will ensure all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.</p>	<ul style="list-style-type: none"> • Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. <p>Again, using the guide and checklist provided through the access resource kit developed by the DSC.</p>	<p>Implemented/ ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>
---	--	---------------------------------	--

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> Audit and collate information on facilities. Generate an improvement report. Complete improvements from report where possible 	Implemented/ ongoing	CEO, DCEO, Building Surveyor, Council Representatives
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annually/ Ongoing	CEO, DCEO, Building Surveyor, Building Committee
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	Implemented/ ongoing	CEO, DCEO, Administration Manager, Building Surveyor, Building Committee

Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> • All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. • Increase the amount of seating throughout each townsite (Nanson, Yuna, Nabawa) and White Peak peri-urban area. 	Completed	CEO, DCEO Community Development Officer, Council Representatives
Increase the number of accessible playgrounds.	<ul style="list-style-type: none"> • Implement accessible play areas to existing and new facilities through careful planning and advice from experts. 	Ongoing Part of Planning procedures	CEO, DCEO, Community Development Officer
Improve access to beaches and the sea for people with disability.	<ul style="list-style-type: none"> • Where practicable allow access to beach areas within the Shire through investigation of methods that provide maximum opportunity for inclusion and access. 	Completed	CEO, DCEO, Building Surveyor
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> • Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. These toilet facilities will be identified through the annual building inspection and planned for through the function of this committee. Facilities currently highlighted as in need of accessible toilet/s include the Nanson Showgrounds, Nanson 	Implemented/ongoing	Disability Services Coordinator, CEO, DCEO and all Managers Council representatives

	Museum grounds, Yuna Townsite, and Nabawa Cemetery.		
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Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> • Ensure all documents carry a notation regarding availability in alternative formats • Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	All managers
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> • Make accessible information guidelines available on the internet • Develop an accessible information policy • Conduct accessible information training and include as part of the induction of new staff. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	MFCS
Ensure that the Shires website meets contemporary and universal design practices.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines *	Implemented/ongoing	MFCS

- W3C standards define an **Open Web Platform** for application development that has the unprecedented potential to enable developers to build rich interactive experiences, powered by vast data stores, that are available on any device. Although the boundaries of the platform continue to evolve, industry leaders speak nearly in unison about how HTML5 will be the cornerstone for this platform. But the full strength of the platform relies on many more technologies that W3C and its partners are creating, including CSS, SVG, WOFF, the Semantic Web stack, XML, and a variety of APIs.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none">• Advise staff of minimum requirements• Conduct a survey of all staff to determine training needs-completed	Implemented/ ongoing	All Managers, Community Development Officer
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none">• Provide information and establish training in the induction for new staff and Councillors	Implemented/ ongoing	All Managers
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none">• Keep an updated database on people who can be called upon to ask advice	Implemented/ ongoing	Community Development Officer and Administration Officers

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none">• Review current mechanisms for access. Consult with people with disability and expert advice.• Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates.• Promote accessible complaints mechanisms to the community.• Establish a <i>Community Communication Management Procedure</i>.	Implemented/ ongoing	CEO, MFCS

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	CEO, Community Development Officer, Building Committee
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, and interviews, on a regular basis. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursue ideas and thoughts from people with disability. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The Shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	Implemented/ongoing	Community Development Officer, DCEO, Building and Disability Services Committee

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Implementation	Timeline	Responsibility
Provide for the needs of people with disability to obtain and maintain employment.	Encourage and promote access processes for the needs of people with disability in obtaining employment.	Ongoing	CEO
	Encourage and promote access processes for the needs of staff with disability to be supported in their employment.	Ongoing	CEO
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.	Encourage best practice information to the community for the needs of people with disability to obtain and maintain employment.	Ongoing	CEO



7.0 Conclusion

The Shire of Chapman Valley is committed to ensuring that people with disability and their carers have the opportunity to fully participate in community life.

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM														
PROPERTY	2020/2021			2021/2022			2022/2023		2023/2024		2024/2025		2024/2025	
	Cost	Description	Comments	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3														
NABAWA														
Administration Building Repairs & Maintenance	\$5,500	General Mtce		\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Administration Building Surrounds	\$4,240	Reduce lawn & install native gardens front office. Curbing between Lawn & new garden area.	This job will be completed by gardeners with employee hours and plant hours as internal costs in the Sal & Wages budget. Material costs are \$4240											
Council Chambers Repairs & Maintenance	\$2,500	General Mtce		\$4,500	General Mtce	Includes additional contingency of \$2000 to repair Replace Chamber Windows and Carpet area near front desk	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Depot Includes: Transportable Workshop Garage Large Shed Small Generator Shed	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Gardener's Shed	\$1,000			\$1,000			\$1,000		\$1,000		\$1,000		\$1,000	
Bush Fire Two Bay Shed	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Community Centre	\$1,200	20 x New Trestle Tables (light plastic type)	CVPS P&C Request											
Community Centre	\$5,500	General Mtce		\$5,500	General Mtce		\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce	\$5,500	General Mtce
Community Centre - Pre Primary	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	\$5,700	General Mtce		\$5,700	General Mtce		\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce	\$5,700	General Mtce
Sports Pavilion & Basketball Stadium (Nabawa Recreation Centre)	\$5,000		Nabawa Stadium - Roller Shutters grant reliant LRCIP											
Nabawa Oval includes: Reticulation, water tank, fencing, lighting, seating, scoreboard etc	\$15,000	General Mtce	Gardening Mtce	\$15,000	General Mtce	Gardening Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce	\$15,000	General Mtce
Toilet Block - Nabawa Oval	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Roller Shed	\$250	General Mtce		\$250	General Mtce		\$250	General Mtce	\$250	General Mtce	\$250	General Mtce	\$250	General Mtce
Playground Equipment	\$350	General Mtce		\$350	General Mtce		\$350	General Mtce	\$350	General Mtce	\$350	General Mtce	\$350	General Mtce
Additional > shade sail annual maintenance	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
Nabawa Tennis Pavilion Includes: Courts Lighting Shade Sail Water Tank and Stand Fencing	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Centenary Park Includes: BBQ Picnic Table Reticulation	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Nabawa Cemetery Includes: Gazebo, Interment Wall, Fencing	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Nabawa Cemetery	\$4,500	Pathway between toilet and gazebo (asphalt or concrete)	Concrete path to connect Toilet Block (to be completed) to existing Gazebo & signage structure approx. 60 LM											
Mens Shed	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Nabawa Transfer Station	\$5,000	General Mtce		\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Nabawa Transfer Station CCTV	\$800	Maintenance of CCTV	New listing - staff	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
YUNA														
Public Hall and Toilets	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Public Hall and Toilets	\$4,000	Replace existing septic system with a reduce septic system type	Replace existing soak well at public toilets & install compliant reduced septic system											
Library	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
Tennis Courts Hit up Wall Lighting	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Depot Shed	\$1,000	General Mtce		\$1,000	General Mtce		\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce	\$1,000	General Mtce
Yuna Park includes: Gazebo, Shade Sails, Seating, Retaining Wall, Paving	\$4,500	General Mtce		\$4,500	General Mtce		\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce	\$4,500	General Mtce
Yuna Park - Playground Equipment	\$500	General Mntce		\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site & Fencing	\$500	General Mntce		\$500	General Mntce		\$500	General Mntce	\$500	General Mntce	\$500	General Mntce	\$500	General Mntce
Yuna Refuse Site CCTV	\$800	Maintenance of CCTV	New listing - staff	\$800	General Mntce		\$800	General Mntce	\$800	General Mntce	\$800	General Mntce	\$800	General Mntce
Yuna Multipurpose Community Centre	\$2,500	General Mtce		\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
Yuna Multipurpose Community Centre	\$4,500	Carpet Tiles in Main Hall area	CABY Request to assist with acoustics Install carpet tiles in main meeting room (CABY quote) YCC\$4,500											
NANSON														
Showgrounds includes: Exhibition Buildings, Livestock Shelters, Storage Shed, Ag Society Hall, Sheds, Water Tanks, Ticket Box, Fencing, Toilets	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
CV Museum Road Board Old Road Board Office	\$500	General Mtce		\$500	General Mtce		\$500	General Mtce	\$500	General Mtce	\$500	General Mtce	\$500	General Mtce
CV Museum & Road Board Including Old Road Board Office	\$4,000	Disabled access to Road Board Office &/or Ted Porter Cottage (one per year over next two years).												
CV Museum Precinct & Road Board Including Old Road Board Office Toilet Block Display Cottage Machinery Shelter New Plant Display Shed All Surrounds	\$3,500	General Mtce		\$3,500	General Mtce		\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce	\$3,500	General Mtce
Nanson Playground includes Playground Equipment, Basketball Courts & Backboard, Picnic Table, Fencing, Shade Sails	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce

SHIRE OF CHAPMAN VALLEY														
PROPOSED - FIVE YEAR MAINTENANCE BUILDING WORKS PROGRAM														
PROPERTY	2020/2021			2021/2022			2022/2023		2023/2024		2024/2025		2024/2025	
	Cost	Description	Comments	Cost	Description	Comments	Cost	Description	Cost	Description	Cost	Description	Cost	Description
Endorsed 5 Year Building Program Min Ref 03/20-3														
CORONATION BEACH														
Campsite Area	\$5,000	General Mtce		\$5,000	General Mtce		\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce	\$5,000	General Mtce
Toilet Blocks x 3 Dump Station	\$15,000	Pump Out & Services		\$15,000	Pump Out & Services		\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services	\$15,000	Pump Out & Services
Board Walk & Lookout	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
Camping and Recreation Reserve - Gazebo x 4 Shelters x 5 Picnic Table Fencing Platform	\$1,500	General Mtce		\$1,500	General Mtce		\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce	\$1,500	General Mtce
HOWATHARRA														
Bush Fire Two Bay Shed	\$800	General Mtce		\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
NARALING														
Naraling Hall	\$1,200	General Mtce		\$1,200	General Mtce		\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce	\$1,200	General Mtce
WESTERN REGIONS														
Bill Hemsley Park Community Centre & Precinct	\$2,500	General Mtce		\$2,500	General Mtce		\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce	\$2,500	General Mtce
		Additional Screening to Gazebos.												
Bill Hemsley Park Community Centre & Precinct	\$2,500													
Bill Hemsley Park Community Centre & Precinct	\$0	Interpretative Sign - Mural (PRA to provide cash Contr.)												
Bill Hemsley Park Community Centre & Precinct	\$0	Additional Wooden Tables/Chair (PRA Cash Contr. with MEEDAC/Prisoners to build)												
Bill Hemsley Park Community Centre & Precinct	\$4,000	Install River Sand around whole of nature Playground area												
Bill Hemsley Park Community Centre & Precinct	\$3,000		Purchase of flip top trestle tables on wheels (no lifting req'd) Staff additional budget item											
YETNA														
Fig Tree Crossing Campground	\$2,000	General Mtce		\$2,000	General Mtce		\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce	\$2,000	General Mtce
Mills Lookout CCTV	\$800	CCTV Maintenance	New Listing Staff	\$800	General Mtce		\$800	General Mtce	\$800	General Mtce	\$800	General Mtce	\$800	General Mtce
MISCELLANEOUS														
TOTALS	\$143,740			\$108,800			\$106,800		\$106,800		\$106,800		\$106,800	



SHIRE OF

Chapman Valley

love the rural life!



Disability Access & Inclusion Plan

2020-2024

Full Reviewed 21 March 2018 (Minute Reference: 03/18-4)
Desktop Internal Review – April 2019, March 2020



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 - 5.1 Responsibility for the planning process
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 - 5.5 Communication of the plan to staff and people with disability
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1.0 Responsibility of the Disability Access and Inclusion Plan

The responsibility for the Disability Access Inclusion Plan is the Chief Executive Officer.

2.0 Background

2.1 The Shire of Chapman Valley

The Shire of Chapman Valley is located northeast of Geraldton in the Mid West of Western Australia and covers an area of approximately 4,000km². It is bounded by the Indian Ocean and the Shire of Northampton and City of Greater Geraldton.

The Shire has a population of 1,500 (2016 Census), with the greatest concentration in the south-western section. The largest urban centre is 42km from Geraldton at Nabawa with approximately 90 residents and where the Shire administration is located along with community and sporting facilities. Yuna, a further 40km north-east has a population of approximately 20. At Yuna the Shire maintains sporting facilities, library, assists the community swimming pool and has one employee based there. Nanson 7km south of Nabawa now has a population of approximately 45 but was once the location of the Shire's administration. A community centre with satellite office facility is located in the south-western peri-urban area of the Shire.

The Shire's economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing. The southern section of the Shire has become popular for rural lifestyle living and includes the scenic Chapman Valley, which is a popular weekend destination for residents of Geraldton and travellers to the region.

A number of small tourist and cottage industry ventures have been established and are proving popular with visitors. Many visitors and campers are drawn to Coronation Beach, which is a world-renowned wind and kite surfing location on the Shire's 17km of coastline. The Shire maintains basic camping facilities at the beach but is currently restricted in the facilities it can provide by the lack of fresh water and power supplies.

2.2 Functions, facilities and services provided by the Shire of Chapman Valley

The Shire of Chapman Valley provides;

Services to properties including-

- Construction and maintenance of Shire owned roads, buildings, footpaths, cycle facilities, walking and bridle trails and boardwalks, rubbish collection and disposal (Nabawa, Nanson townsites, south-western peri-urban area and key arterial roads only) caring for trees, street lighting, and bushfire control.

Services to community include-

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of three (3) community centres and stadium, two (2) libraries and information services,, coastal management, management of specific roadside tourist areas.

Regulatory services include-

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of legislation for dogs, cats, litter and pools/spas inspections. Environmental health services are provided by the Shire through external contracting.

General Administration including-

- The provision of general information to the public, rates notices, vehicle licensing and postal support.

Process of Government including-

- Ordinary and special council meetings, committee meetings, electors meetings and election of Councillors.



There is a small estimate of people with disability living within the Shire. The Australia Bureau of Statistics (ABS) figures were inconclusive concerning the number of people with disability in the Shire, however the officers, council, and community are aware there are people with disability who live in the community. The expansion of urban development in the south-western corner of the Shire will increase this number, and visitors with disability to the region must be considered.

2.4 Planning for better access

The *Western Australian Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*, both of which make discrimination on the basis of a person's disability.

2.5 Progress since 1995

The Shire of Chapman Valley is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1996 and then reviewed the Plan to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act 1993* and its obligations under the *Commonwealth Disability Discrimination Act 1992* and has undertaken the following reviews:

Year	Review Type
2001	Full Review with Community, Councillor & Senior Staff Consultation
2007	Full Review with Community, Councillor & Senior Staff Consultation
2016	Internal Desktop Review with Councillor & Senior Consultation
2017	Full Review with Community, Councillor & Senior Staff Consultation
2018	Full Review with Community, Councillor & Senior Staff Consultation
2019	Internal Desktop Review with Councillor & Senior Consultation
2020	Internal Desktop Review with Councillor & Senior Consultation



Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Chapman Valley, these are as follows;

Improvement of existing functions, facilities and services to meet the needs of people with disability

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.
- Satellite Office at the Bill Hemsley Park Community Centre with disabled access to reach out to the community, rather than to expect people to travel to Nabawa for services (e.g. building, planning applications).
- Major renovations to the Nabawa Shire Officers and Chambers to accommodate people with disabilities (e.g. widened access doors and passageways, new disabled ablution facilities)

Improved access to community buildings and facilities

- Unisex disabled accessible toilet block was centrally constructed in the Chapman Valley Community Centre and the Yuna Townsite.
- Footpath installed from the school to residential areas of Nabawa.
- Footpath installed from the school to the Shire Office in Nabawa.
- Access ramp installed at Yuna Library.
- ACROD car parking installed at Yuna Community Centre, Shire Administration office and Bill Hemsley Park Community Centre.

Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes are provided.

- Council services, functions and facilities are available on request in large print, and ~~computer-disc~~ alternative formats.
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.



3.0 Access and Inclusion Policy Statement

The Shire of Chapman Valley is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Chapman Valley believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Chapman Valley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Chapman Valley is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Chapman Valley
5. Provide a means of ensuring that people with disability have the same opportunities as others to give feedback to the Shire of Chapman Valley.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Chapman Valley.
7. Provide a means of ensuring that people with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Chapman Valley.



4.0 Strategies to Improve Access and Inclusion

The Shire of Chapman Valley is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Increase the number of accessible playgrounds.
Improve access to beaches and the sea for people with disability.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Improve staff awareness of accessible information needs and how to obtain information in other formats. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councillors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6

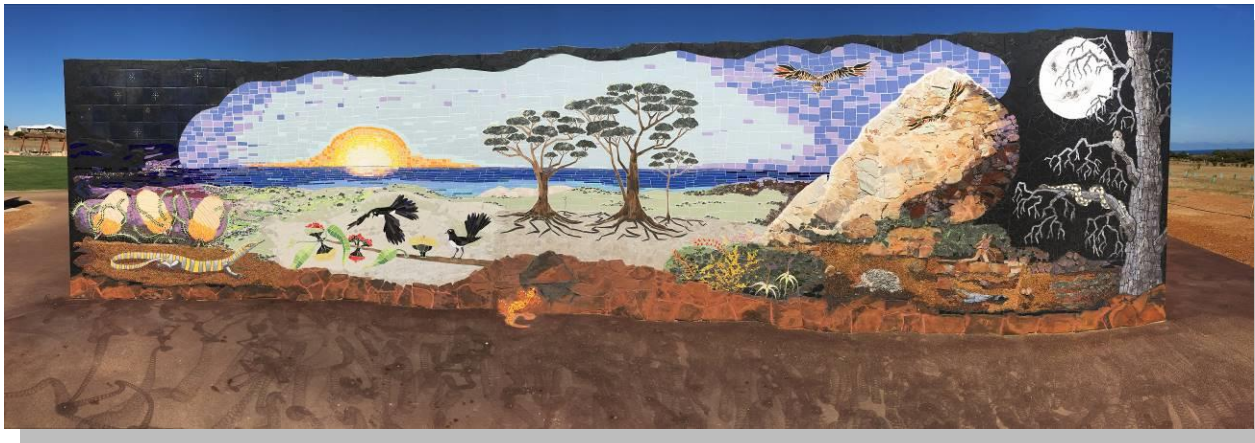
People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies
Provide for the needs of people with disability to obtain and maintain employment.
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.



5.0 Development of the Disability Access and Inclusion Plan

5.1 Responsibility for the planning process

A Building and Disability Services Committee of council was established comprising of elected members of council and council officers to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

5.2 Community consultation

In 2018, the Shire of Chapman Valley undertook the latest full community consultative review of its Disability Services Plan and advertised for public comment/submissions to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other Council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community

The community was informed through the Shire Website and Geraldton Guardian Council was reviewing its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised they could provide input into the development of the plan. The community was invited to contact Shire officers to discuss and submit comments on the draft DAIP. No submissions were received through the public consultation process. The Disability Access and Inclusion Plan was adopted at the March 2018 Council meeting, subject to submissions being received, of which there were none.

In 2019 and 2020 Council undertake a *Desktop* review of the Plan with only significant amendment be to make specific reference to the Shire's *Community Communication Management Procedure*.

5.3 Findings of the consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

5.4 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Chapman Valley. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

5.5 Communication of the plan to staff and people with disability

The community has been advised through the local media that copies of the plan are available to the community through the Shire website, upon direct request of Shire officers, and is available in alternative formats if required.

As plans are amended, Shire employees and the community will be advised of the availability of updated plans, using the above methods.

Council has adopted a *Community Communications Management Procedure*, which includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

5.6 Review and evaluation mechanisms

The *Disability Services Act 1993* requires that DAIP's be reviewed at least every 5 years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to council.

Evaluation

An evaluation will occur as part of the review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

5.7 Reporting of DAIP

The *Disability Services Act 1993* requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.



6.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five (5) Year Plan.



Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> • Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability. • Develop feedback mechanism for use of all disability services provider to by the Shire. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ ongoing	Disability Services Coordinator, CEO, DCEO and all Managers
Make library technology as accessible as possible.	<ul style="list-style-type: none"> • Make library technology as accessible as possible 	Implemented/ ongoing	MFCS
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> • Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. • Request Agricultural Society to set aside parking spaces for easy access parking. 	Implemented/ ongoing Completed	DCEO, Community Development Officer, and CEO

<p>Council will ensure all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.</p>	<ul style="list-style-type: none"> • Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. <p>Again, using the guide and checklist provided through the access resource kit developed by the DSC.</p>	<p>Implemented/ ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>
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Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> • Audit and collate information on facilities. • Generate an improvement report. • Complete improvements from report where possible 	Implemented/ ongoing	CEO, DCEO, Building Surveyor, Council Representatives
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> • All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annually/ Ongoing	CEO, DCEO, Building Surveyor, Building Committee
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> • Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	Implemented/ ongoing	CEO, DCEO, Administration Manager, Building Surveyor, Building Committee

Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> • All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. • Increase the amount of seating throughout each townsite (Nanson, Yuna, Nabawa) and White Peak peri-urban area. 	Completed	CEO, DCEO Community Development Officer, Council Representatives
Increase the number of accessible playgrounds.	<ul style="list-style-type: none"> • Implement accessible play areas to existing and new facilities through careful planning and advice from experts. 	Ongoing Part of Planning procedures	CEO, DCEO, Community Development Officer
Improve access to beaches and the sea for people with disability.	<ul style="list-style-type: none"> • Where practicable allow access to beach areas within the Shire through investigation of methods that provide maximum opportunity for inclusion and access. 	Completed	CEO, DCEO, Building Surveyor
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> • Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. These toilet facilities will be identified through the annual building inspection and planned for through the function of this committee. Facilities currently highlighted as in need of accessible toilet/s include the Nanson Showgrounds, Nanson 	Implemented/ongoing	Disability Services Coordinator, CEO, DCEO and all Managers Council representatives

	Museum grounds, Yuna Townsite, and Nabawa Cemetery.		
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Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> • Ensure all documents carry a notation regarding availability in alternative formats • Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	All managers
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> • Make accessible information guidelines available on the internet • Develop an accessible information policy • Conduct accessible information training and include as part of the induction of new staff. • Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	MFCS
Ensure that the Shires website meets contemporary and universal design practices.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines *	Implemented/ongoing	MFCS

- W3C standards define an **Open Web Platform** for application development that has the unprecedented potential to enable developers to build rich interactive experiences, powered by vast data stores, that are available on any device. Although the boundaries of the platform continue to evolve, industry leaders speak nearly in unison about how HTML5 will be the cornerstone for this platform. But the full strength of the platform relies on many more technologies that W3C and its partners are creating, including CSS, SVG, WOFF, the Semantic Web stack, XML, and a variety of APIs.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none">• Advise staff of minimum requirements• Conduct a survey of all staff to determine training needs-completed	Implemented/ ongoing	All Managers, Community Development Officer
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none">• Provide information and establish training in the induction for new staff and Councillors	Implemented/ ongoing	All Managers
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none">• Keep an updated database on people who can be called upon to ask advice	Implemented/ ongoing	Community Development Officer and Administration Officers

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none">• Review current mechanisms for access. Consult with people with disability and expert advice.• Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates.• Promote accessible complaints mechanisms to the community.• Establish a <i>Community Communication Management Procedure</i>.	Implemented/ ongoing	CEO, MFCS

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. Establish a <i>Community Communication Management Procedure</i>. 	Implemented/ongoing	CEO, Community Development Officer, Building Committee
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, and interviews, on a regular basis. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursue ideas and thoughts from people with disability. 	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The Shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	Implemented/ongoing	Community Development Officer, DCEO, Building and Disability Services Committee

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Implementation	Timeline	Responsibility
Provide for the needs of people with disability to obtain and maintain employment.	Encourage and promote access processes for the needs of people with disability in obtaining employment.	Ongoing	CEO
	Encourage and promote access processes for the needs of staff with disability to be supported in their employment.	Ongoing	CEO
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.	Encourage best practice information to the community for the needs of people with disability to obtain and maintain employment.	Ongoing	CEO



7.0 Conclusion

The Shire of Chapman Valley is committed to ensuring that people with disability and their carers have the opportunity to fully participate in community life.



Shire of Chapman Valley

Delegations Register

Last Full Review – March 2020
(Minute Reference 03/20-7)

Introduction

Purpose of Delegated Authority

The aim of delegated authority is to assist with the efficiency of the local government by way of quicker decisions. This is consistent with the Shire of Chapman Valley's **Strategic Community Plan**. This delegated authority register will be reviewed on an annual basis in accordance with the Local Government Act 1995 requirements.

The Local Government Act 1995 provides the power to delegate certain functions to the Chief Executive Officer. Furthermore, the Act allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1). This must be done in writing (Section 5.44 (2). The Act allows for the Chief Executive Officer to place conditions on any sub-delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government also provide the power to delegate or appoint and references within each delegation subject provide information on the respective head of power.

Review Requirements

In accordance with the requirements of Section 5.46(2) of the **Local Government Act 1995**, the Delegations Register must be reviewed at least once every financial year.

FULL REVIEW

Date	Council Resolution
19 May 2010	OCM 05/10-27
18 May 2011	OCM 05/11-11
28 June 2012	OCM 06/12-9
19 June 2013	OCM 06/13-18
21 May 2014	OCM 05/14-13
20 May 2015	OCM 05/15-7
18 May 2016	OCM 05/16-27
17 May 2017	OCM 05/18-13
16 May 2018	OCM 05/18-13
17 April 2019	OCM 04/19-9
18 March 2020	OCM 03/20-7

(Note: Amendments to specific Delegations/Appointments/Sub-Delegations are noted at individual Delegation page)

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Policy on Legal Representation – Cost Indemnification	1009
Common Seal	1010
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Authorisation of Officers	1013
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Execution of Contracts	1015
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Appointment of Equal Employment Opportunity (EEO) Implementation Officer	1017
Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	1018
Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	1019
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License to Deposit Materials on or Excavate Adjacent to a Street	2005
Events on Roads	2006
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Damage to Roads, Kerbing, Footpaths etc	2009
Street Signs	2010
Gates & Pipes Across Thoroughfares	2011
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8000 LANDCARE

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APPOINTMENTS

&

SUB-DELEGATIONS

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APPOINTMENTS		
	- Bush Fire Administration Officer	
	- Equal Employment Opportunities Grievance Officer	
	- Authorised Person & Registration Officer (Dog Act 1976)	
	- Pension Rates Review Officer	
	- Litter Control Officer	
	- Administrator of all Council Local Laws	
	- Returning Officer (Council Elections)	
	- Principal Accounting Officer	
DELEGATIONS		
DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
1001	Disputes, Arbitration & Industrial	
1002	Conferences, Seminars & Training Courses	
1003	Legal Advice	Deputy Chief Executive Officer (for planning issues)
1004	Liquor, Sale of from Council Property	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1005	Street Appeals	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1006	Enforcement and Legal Proceedings	
1007	Lease of Council Buildings	Deputy Chief Executive Officer & Manager Finance & Corporate Services (in the absence of the CEO only)
1008	Annual Leave Clearance	
1009	Policy on Legal Representation – Cost Indemnification	
1010	Common Seal	
1011	Impounding of Goods Including Abandoned Vehicles	
1012	Acting Chief Executive Officer	
1013	Authorisation of Officers	Various. Refer to detailed Sub-Delegations to specific Staff
1014	Transfer of Land Documentation	
1015	Execution of Contracts	
1016	Appointment of Public Interest Disclosure (PID) Officer	Executive Services Administrator
1017	Appointment of Equal Employment Opportunity (EEO) Implementation Officer	

DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
1018	Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given	
1019	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses	
1020	Complaints Officer	
2001	Vehicles, Use of	
2002	Regulatory Signs	
2003	Road Closures, Temporary	Manager of Works & Services (in consultation with CEO, or the DCEO in the absence of the CEO)
2004	Disposal of Surplus Equipment, Materials, Tools, etc.	
2005	Licence to Deposit Materials on or Excavate Adjacent to a Street	
2006	Events on Roads	
2007	Exercising Powers of the Local Government	
2008	Private Works	Manager of Works & Services
2009	Damage to Roads, Kerbing, Footpaths etc	Manager of Works & Services
2010	Street Signs	Manager of Works & Services
2011	Gates & Pipes Across Thoroughfares	
2012	Heavy Haulage (RAV) Vehicles	Manager of Works & Services (in consultation with CEO)
3001	Payment of Accounts	Manager Finance & Corporate Services
3002	Rate Book	Manager Finance & Corporate Services
3003	Investment of Surplus Funds	Manager Finance & Corporate Services
3004	Council Purchasing Authority	Various Staff – Refer to Council's Purchasing Policy CP-024
3005	Donations & Grants	
3006	Master Lending Agreement	
3007	Interest & Legal Fees to be Written Off	
3008	Financial Assistance	
3009	Tenders for Providing Goods & Services	
3010	Acceptance of Tenders	
3011	Budget Expenditure	
4001	Firebreak Order, Variation to	Chief Bush Fire Control Officer & Senior Ranger (in consultation with CEO)

DEL NO.	AUTHORITY (Section 5.42)	CEO's SUB-DELEGATION TO STAFF
4002	Burning of Roadsides	Chief Bush Fire Control Officer (in consultation with CEO)
4003	Burning, Prohibited Times (Variations)	Chief Bush Fire Control Officer (in consultation with CEO)
4004	Removal of Hazards	Manager Works & Services (in CEOs absence) & Chief Bush Fire Control Officer (in consultation with CEO)
4005	Offences – Bush Fire Act & Regulations	Deputy Chief Executive Officer (in CEOs absence)
5001	Development Applications	Deputy Chief Executive Officer
5002	Subdivision Applications	Deputy Chief Executive Officer
5003	Town Planning Scheme Amendments	Deputy Chief Executive Officer
5004	Responding to Appeals and Requests for Reconsideration	Deputy Chief Executive Officer
5005	Road Names – Policy	Deputy Chief Executive Officer
6001	Building Act 2001	Building Surveyor
6001a	Building and Demolition Permits – Building Act 2011	Building Surveyor
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	Building Surveyor
6001c	Building Orders – Building Act 2011	Building Surveyor
6001d	Building Information – Building Act 2011	Building Surveyor
6001e	Swimming Pool – Building Act 2011	Building Surveyor
6001f	Smoke Alarms – Building Act 2011	Building Surveyor
6001g	Transitional Provisions relating to Local Government – Building Act 2011	Building Surveyor
6002	Caravan Park & Camping Grounds	E.H.O, Building Surveyor/Projects Officer, Senior Ranger
6003	Treatment of Sewage and Disposal of Liquid Waste	E.H.O/Building Surveyor/Projects Officer
6004	Public Health Act 2016	E.H.O
7001	Enforcement of Dog Act and Local Laws	Senior Ranger
7002	Dog Registration	Senior Ranger
7003	Dog Act Infringement	Senior Ranger
7004	Cat Act 2011	Senior Ranger
8001	Landcare	

CEO'S DELEGATIONS/APPOINTMENTS - DEPUTY CHIEF EXECUTIVE OFFICER

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1013	Shire of Chapman Valley Town Planning Schemes	
1013	Dog Act 1976 & Regulations	
1013	Authorised Person & Registration Officer (Dog Act 1976 for Licensing Purposes	
1013	Litter Act 1979 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
1013	Cat Act 2011 & Regulations	
1003	Legal Advice	
1004	Liquor, Sale of from Council Property	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
1011	Impounding of Goods Including Abandoned Vehicles	
3001	Payment of Accounts	
4005	Offences – Bush Fire Act & Regulation	In the absence of the CEO only
3004	Council Purchasing Authority	
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5003	Town Planning Scheme Amendments	
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5005	Road Names	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER FINANCE & CORPORATE SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person and Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
1013	Cemeteries Act 1986 & Regulations	
-	Freedom of Information Co-ordinator	
1004	Liquor, Sales of from Council	In the absence of the CEO only
1005	Street Appeals	In the absence of the CEO only
1007	Leasing of Council Buildings	In the absence of the CEO only
3001	Payment of Accounts	
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3003	Investment of Surplus Funds	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - MANAGER OF WORKS & SERVICES

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Litter Act 1979 & Regulations	
2003	Road Closures, Temporary	In consultation with CEO, or the DCEO in the absence of the CEO.
2008	Private Works	
2009	Damage to Roads, Kerbing, Footpaths etc	
2010	Street Signs	
2012	Heavy Haulage (RAV) Vehicles	In consultation with CEO.
3004	Council Purchasing Authority	
4004	Removal of Hazards	

CEO'S DELEGATIONS/APPOINTMENTS - BUILDING SURVEYOR / PROJECTS OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Building Act 2011 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
3004	Council Purchasing Authority	
6001	Building Act 2001	
6001a	Building and Demolition Permits – Building Act 2011	
6001b	Occupancy Permits and Building Approval Certificates – Building Act 2011	
6001c	Building Orders – Building Act 2011	
6001d	Building Information – Building Act 2011	
6001e	Swimming Pool – Building Act 2011	
6001f	Smoke Alarms – Building Act 2011	
6001g	Transitional Provisions relating to Local Government – Building Act 2011	
6002	Caravan Parks & Camping Grounds	
6003	Treatment of Sewerage and Disposal of Effluent and Liquid Waste	

CEO'S DELEGATIONS/APPOINTMENTS - ENVIRONMENTAL & HEALTH OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Health (Miscellaneous Provisions) Act 1911	
1013	Food Act 2008	
6002	Caravan Park & Camping Grounds	
6003	Treatment of Sewage and Disposal of Liquid Waste	
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CEO'S DELEGATIONS/APPOINTMENTS - SENIOR RANGER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Litter Control Officer (Litter Act 1979)	
1013	Dog Control Officer (1976)	
1013	Cat Act 2011 & Regulations	
1013	Control of Vehicles (Off Road Areas) Act 1978 & Regulations	
1013	Caravan Parks & Camping Grounds Act 1995 & Regulations	
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1013	Fire Training Officer	
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6001e	Swimming Pool Inspections	
6002	Caravan Parks & Camping Grounds	
7001	Enforcement of Dog Act & Local Laws	
7002	Dog Registration	
7003	Dog Act Infringements	
7004	Administration & Enforcement of Cat Act 2011 & associated subsidiary legislation	

CEO'S DELEGATIONS/APPOINTMENTS - EXECUTIVE SERVICES ADMINISTRATOR

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
1016	Public Interest Disclosure Officer	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - PLANT OPERATOR – CONSTRUCTION & MAINTENANCE

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - SENIOR FINANCE OFFICER

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	
3004	Council Purchasing Authority	

CEO'S DELEGATIONS/APPOINTMENTS - ADMINISTRATION STAFF

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
1013	Authorised Person & Registration Officer (Dog Act 1976 and Cat Act 2011 for Licensing Purposes)	

COUNCIL DELEGATIONS/APPOINTMENTS - BUSHFIRE CONTROL

DEL NO.	AUTHORITY (Section 5.42)	COMMENTS
	Chief Fire Control Officer (CBFCO)	A Vlahov
	Deputy Chief Bush Fire Control Officer	N Kupsch
	B.F.C.O. - Yuna	S Earl
	B.F.C.O. - Naraling	C Mincherton
	B.F.C.O. - Nabawa	N Kupsch
	B.F.C.O. - Howatharra	C Royce
	B.F.C.O. - Durawah/Valentine	D Burton
	B.F.C.O. - Yetna	J Stokes
	Training Officer - Town	E O'Donnell
	Fire Prevention	E O'Donnell
	Group Administration Officer	CEO
	Fire Weather Officer	A Vlahov
	Deputy Fire Weather Officer	N Kupsch
	Noxious Weed & Clover Permit Officer	A Vlahov
4001	Fire Breaks Order, Variation to	CBFCO in consultation with CEO
4002	Burning of Roadsides	CBFCO in consultation with CEO
4003	Burning, Prohibited & Restricted Times (Variations)	CBFCO in consultation with CEO
4004	Removal of Hazards	CBFCO in consultation with CEO

DELEGATIONS

COUNCIL

to

CHIEF EXECUTIVE

OFFICER

1000

ADMINISTRATION

DELEGATION NUMBER - 1001

LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to provide the Western Australian Local Government Association (WALGA) with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

DELEGATION NUMBER	-	1002
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Conferences, Seminars & Training Courses
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council, is relevant to the duties and responsibilities of the officer and is within Budgetary constraints.

DELEGATION NUMBER	-	1003
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Legal Advice
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CP-004

Subject to provision being made in the budget for legal expenses, the Chief Executive Officer is delegated authority to obtain from an appropriate solicitor, such legal advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Local Government.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	1004
LEGISLATIVE POWER	-	Liquor Control Act, 1988
DELEGATION SUBJECT	-	Liquor, Sale of from Council Property
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

The CEO is delegated authority to issue certificates of compliance under Sections 39 (certificate of local government as to whether premises comply with laws) and Section 40 (certificate of planning authority as to whether use of premises complies with planning laws) of the Liquor Control Act 1988.

DELEGATION NUMBER	-	1005
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Street Appeals
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to determine all applications for street appeals.

The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

DELEGATION NUMBER - 1006

LEGISLATIVE POWER - Planning & Development Act 2005; Building Regulations; Health Act

DELEGATION SUBJECT - Enforcement and Legal Proceedings

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 (Section 9.10) and Council's Local Laws.

Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

All such appointments must be within budgetary constraints unless funding is otherwise authorised by Council.

DELEGATION NUMBER	-	1007
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Lease of Council Buildings
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is authorised to lease out Council Buildings (i.e., houses, halls, community centre, etc.) in accordance with Council determined rates and charges.

(Reviewed - Minute Reference 02/14-36)

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DELEGATION NUMBER - **1008**

LEGISLATIVE POWER - Local Government Act (1995)

DELEGATION SUBJECT - Annual Leave Clearance

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-042

The Chief Executive Officer is to be delegated authority to approve requests for deferment of Annual Leave.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	1009
LEGISLATIVE POWER	-	Local Government Act (1995)
DELEGATION SUBJECT	-	Policy on Legal Representation – Cost Indemnification
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CP-004

Council has adopted a policy Legal Representation and Cost Indemnification.

The Chief Executive Officer is delegated authority in accordance with Clause 2(e) of the policy as follows: -

“Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000”

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed - Minute Reference 06/02-6

DELEGATION NUMBER	-	1010
LEGISLATIVE POWER	-	Local Government Act (1995)
DELEGATION SUBJECT	-	Common Seal
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE	-	Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Council.
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DELEGATION NUMBER - 1011

LEGISLATIVE POWER - Local Government Act 1995 –
Division 3/Subdivision 4

DELEGATION SUBJECT - Impounding of Goods Including Abandoned
Vehicles

DELEGATE - CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE CMP-027

The CEO is delegated authority to impound any goods, vehicles or other items in
accordance with Sections 3.37 to 3.48 of the Local Government Act 1995.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	1012
LEGISLATIVE POWER	-	Local Government Act 1995 –
DELEGATION SUBJECT	-	Acting Chief Executive Officer
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is delegated authority to appoint an Executive Manager as Acting CEO when the CEO is on periods of annual leave or long service leave of duration no greater than 35 consecutive working days in length. Appointment of an Acting CEO for a period greater than 35 consecutive working days will require a Council decision.

Where the CEO is on sick leave for a period which in the opinion of the CEO requires appointment of an Acting CEO, the CEO is delegated authority to appoint an Executive Manager as Acting CEO for a period of up to 35 consecutive working days.

DELEGATION NUMBER	-	1013
LEGISLATIVE POWER	-	Various
DELEGATION SUBJECT	-	Authorisation of Officers
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is delegated authority to appoint authorised persons to carry out functions of authorised persons under the following Acts/Legislation:

- Local Government Act 1995 & Associated Regulations
 - Local Government (Miscellaneous Provisions) Act 1960
 - Dog Act 1976 & Regulations
 - Control of Vehicles (Off Road Areas) Act 1978 & Regulations
 - Litter Act 1979 & Regulations
 - Bush Fires Act 1954 & Regulations
 - Caravan Parks & Camping Grounds Act 1995 & Regulations
 - Cemeteries Act 1986 & Regulations
 - Local Government Local Laws
 - Shire of Chapman Valley Town Planning Schemes
 - Environmental Protection Act 1986 – Noise
 - Cat Act 2011 & Regulations
 - Building Act 2011 & Regulations
 - Food Act 2008
 - Public Health Act 2016
 - Health (Miscellaneous Provisions) Act 1911
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DELEGATION NUMBER	-	1014
LEGISLATIVE POWER	-	Land Administration Act
DELEGATION SUBJECT	-	Transfer of Land Documentation
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

Where a Council resolution has occurred for the purchase or sale of land, the CEO is authorised to endorse transfer of land documentation.

DELEGATION NUMBER	-	1015
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Execution of Contracts
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is delegated authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of contract documents including affixing of the Seal without further reference to Council, where:

- (a) Council has authorised entering into a formal contract; or
 - (b) A formal contract is authorised under a delegated authority from Council; or
 - (c) A formal contract is considered necessary by the Chief Executive Officer as part of the day-to-day operations of the Shire.
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DELEGATION NUMBER - 1016

LEGISLATIVE POWER - Public Interest Disclosure Act 2003

DELEGATION SUBJECT Appointment of Public Interest Disclosure (PID) Officer

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Under Section 23(1)(a) of the Public Interest Disclosure Act 2003, the CEO is authorised to appoint a Public Interest Disclosure Officer for receiving and responding to disclosures of public interest information.

DELEGATION NUMBER - 1017

LEGISLATIVE POWER - Equal Opportunity Act 1984

DELEGATION SUBJECT Appointment of Equal Employment Opportunity (EEO) Implementation Officer

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-015

Under section 145(2)(h) of the Equal Opportunity Act 1984 the CEO is authorised to appoint an officer to have responsibility for implementing the provisions of the Equal Opportunity Act 1984 and Council's Equal Opportunity Employment Policy.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1018

LEGISLATIVE POWER Local Government Act 1995 (Sections 3.25, 3.26 and 3.27)

DELEGATION SUBJECT Notices Requiring Certain Things to be Done by Owner or Occupier of land and Additional Powers When Notice is Given

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The CEO is delegated authority to exercise and discharge the duties of the local government under Sections 3.25, 3.26 and 3.27 of the Local Government Act 1995, specifically to give notice to a person who is the owner or occupier of land requiring them to take any action specified in Schedule 3.1 and/or Schedule 3.2 of the Local Government Act 1995

In the event that such notice isn't complied with the CEO is also delegated authority to:

- Take such legislative action as to achieve, as far as practicable, the purpose for which the notice is given; and
 - Recover the costs of any action taken in this regard as a debt from the party that failed to comply with the notice.
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DELEGATION NUMBER - 1019

LEGISLATIVE POWER	Local Government Act 1995 (Sections 5.42 and 5.44)
	Local Government (Administration) Regulations 1996 (Regulation 32)

DELEGATION SUBJECT	Conferences, Seminars, Meetings and Training Courses – Reimbursement of Councillor Expenses
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DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-030; CMP-035; CP-006

The CEO is delegated authority to reimburse all reasonable expenses to councillors incurred whilst attending authorised conferences, seminars, meetings and training courses.

Reimbursements to occur in accordance with Local Government Act 1995 (Sections 5.42 and 5.44), Local Government (Administration) Regulations 1996 (Regulation 32).

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 1020

LEGISLATIVE POWER	Local Government Act 1995 (Section 5.120(1)) Code of Conduct – Complaints Officer
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DELEGATION SUBJECT	Complaints Officer
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DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-003

The CEO is designated as the Council's Complaints Officer for receiving, investigation and, if deemed valid, registering and reporting Elected Member breaches or Alleged breaches of the Council's Code of Conduct or Rules of Conduct.

Refer to relevant Policy/Procedure when exercising this delegation.

2000

WORKS

DELEGATION NUMBER	-	2001
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Vehicles, Use of
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CMP-044

The Chief Executive Officer is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicle, bearing in mind Legislative requirement of Fringe Benefit etc.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2002

LEGISLATIVE POWER - Road Traffic Act, 1974

DELEGATION SUBJECT - Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

DELEGATION NUMBER	-	2003
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Road Closures, Temporary
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

The Chief Executive Officer is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER	-	2004
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disposal of Surplus Equipment, Materials, Tools, etc
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CMP-070

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2005

LEGISLATIVE POWER - Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Licence to Deposit Materials on or Excavate Adjacent to a Street

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016.

The Chief Executive Officer should first obtain confirmation from the Environmental Health Officer/Building Surveyor and the Works Supervisor that the proposed activity will not create undue interference with the operation of the street, way or public place.

Licences are to be issued subject to the conditions detailed in Local Government Act 1995 & Activities in Thoroughfares and Public Places and Trading Local Law 2016 and such other conditions as considered relevant by the Chief Executive Officer.

DELEGATION NUMBER - 2006

LEGISLATIVE POWER - Road Traffic (Events on Roads) Regulations 1991
(Regulation 4)

DELEGATION SUBJECT - Events on Roads

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

DELEGATION NUMBER	-	2007
LEGISLATIVE POWER	-	Local Government Act, 1995
DELEGATION SUBJECT	-	Exercising Powers of the Local Government
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is expressly authorised to exercise powers of the Local Government under the provisions of the Local Government Act 1995 (and its associated Regulations), the Local Government (Miscellaneous Provisions) Act, all other Acts under which a local government may exercise its power, and all Shire of Chapman Valley Local Laws under which the local government is to or may exercise a power.

DELEGATION NUMBER	-	2008
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Private Works
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		IMP-019

The Chief Executive Officer is authorised to approve all Private Works application in accordance with rates and charges set by Council and always bearing in mind Council Policy.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER - 2009

LEGISLATIVE POWER - Local Government (Miscellaneous Provisions) Act 1960 & Activities in Thoroughfares and Public Places and Trading Local Law 2016

DELEGATION SUBJECT - Damage to Roads, Kerbing, Footpaths etc.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to issue accounts for repairs to damage caused to roads, kerbing and footpaths.

Where payment of the accounts is not received, the Chief Executive Officer is authorised to take legal action to recover the cost. Council is to be advised of the proposed legal action prior

DELEGATION NUMBER	-	2010
LEGISLATIVE POWER	-	Local Government Act (1995)
DELEGATION SUBJECT	-	Street Signs
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is authorised to proceed with the provision and erection of new street nameplates and the replacement of damaged nameplates as he considers necessary within the limits of the budget.

DELEGATION NUMBER - 2011

LEGISLATIVE POWER - Local Government Act (1995) &
Local Government (Uniform Local Provisions)
Regulations 1996

DELEGATION SUBJECT - Gates and Pipes across Thoroughfares

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE IMP-011; IMP-012

The Chief Executive Officer is delegated authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	2012
LEGISLATIVE POWER	-	Local Government Act (1995) Section 5.42)
DELEGATION SUBJECT	-	Heavy Haulage Routes
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		IMP-022

The Chief Executive Officer is delegated the authority to endorse the Heavy Haulage Vehicle Permits Applications in accordance with Management Procedure (IMP-022) for the determination of variations to the RAV Network within the Shire of Chapman Valley subject to this delegation being restricted to RAV7 level. Any applications beyond this RAV level are to be put to Council for consideration.

Refer to relevant Policy/Procedure when exercising this delegation

Reviewed - Minute Reference 03/19-11

3000

FINANCE

DELEGATION NUMBER	-	3001
LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Financial Management) Regulation 1996 (Clause 12)
DELEGATION SUBJECT	-	Payment of Accounts
DELEGATE		CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer be delegated authority to make payments on behalf of Council from the Municipal Fund, Reserve or Trust Fund either with Cheques or Electronic Banking Facilities jointly with the Manager Finance & Corporate Services or the Deputy Chief Executive Officer for the payment of budgeted items of expenditure.

DELEGATION NUMBER	-	3002
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Rates & Service/Rate Book
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is hereby delegated the performance of the following functions of the Council.

1. Section 6.39(1) -The discharge of the obligations specified in the Local Government Act 1995.
2. Section 6.41(1) - The service of Notices of Valuation and Rates referred to in the Local Government Act 1995 (as amended).
3. Section 6.50(2) -The time allowed for the payment of the rate before it becomes in arrears.
4. Section 6.40 -The powers conferred in the Local Government Act 1995.
5. Section 6.56 (1) - Implementation of Council's "Rate Recovery Policy" and/or the recovery of rates by complaint or action pursuant to the provisions of of the Local Government Act 1995.
6. Section 6.60(2) - Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with the Local Government Act 1995.
7. Sections 6.39(2) – Amending the rate record to ensure the information is current and correct including amending the rate record for the 5 years preceding the current financial year.
8. Section 6.40 – Amending the rate record as a result in a change in rateable value, rateability of or the rate imposed on land.
9. Section 6.49 – Entering into an agreement with a person for payment of rates and service charges.
10. Section 6.50(1) – Determining the time allowed for the payment of a rate before it is deemed to be in arrears.
11. Section 6.56 – Recovering unpaid rates in a court of competent jurisdiction.
12. Section 6.60(2) – Requiring a lessee to pay rent in satisfaction of rates or service charges that are due.

13. Section 6.76(4) – Granting an extension of time for a person seeking to make an objection to the rate record.
 14. Section 6.76(5) – Considering any objection to the rate record and either disallow it or allow it, wholly or in part.
 15. Section 6.76(6) – Serving written notice of any decision made under Section 6.76(5).
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DELEGATION NUMBER - 3003

LEGISLATIVE POWER Local Government Act 1995 (Section 6.14) and
Local Government (Financial Management)
Regulations 1996 (Regulation 19)

DELEGATION SUBJECT - Investment of Surplus Funds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CP-021

The Chief Executive Officer is delegated authority and power to invest money held in the Municipal (including funds held in Reserve Accounts) or Trust Funds, that is not required for the time being for any purpose, in accordance with Part III of the Trustees Act 1962, or in an investment approved by the Minister, subject to the following conditions-

1. The establishment of documented internal control procedures to be followed to ensure control over the investments;
2. Compliance with Regulation 19(2) of the Financial Management Regulations.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	3004
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Council Purchasing Authority
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		CP-024; CMP-021

The Chief Executive Officer is authorised to carry out “authorised purchasing” on behalf of Council and within budgetary constraints.

CEO's SUB DELEGATIONS to STAFF

The following thresholds for delegated & sub-delegated authorised purchasing are:

	POSITION	LIMIT
EXECUTIVE		
1	CHIEF EXECUTIVE OFFICER	NO LIMIT (within legislated tender threshold limits)
SENIOR STAFF		
2	DEPUTY CHIEF EXECUTIVE OFFICER	\$50,000
3	MANAGER WORKS & SERVICES	\$50,000
4	MANAGER FINANCE & CORPORATE SERVICES	\$50,000
5	BUILDING SURVEYOR / PROJECT OFFICER	\$15,000
AUTHORISED OFFICERS – NON-SENIOR		
6	SENIOR RANGER	\$2,500
7	SENIOR FINANCE OFFICER	\$2,500
8	PLANT OPERATOR (CONSTRUCTION & MAINTENANCE)	\$2,500

Note: All figures mentioned are to be considered as GST Exclusive

Note: Sole Source Suppliers – Local Government (Functions & General) Regulation – 11(2)(f):

In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

Refer to relevant Policy/Procedure when exercising this delegation.

*Reviewed 18 November 2015 - Minute Reference 11/15-15
Reviewed 15 August 2018 - Minute Reference: 08/18-5
Reviewed 18 March 2020 - Minute Reference: 03/20-7*

DELEGATION NUMBER - 3005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Donations & Grants

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-065

The Chief Executive Officer be delegated authority to authorise donations within budget limitations, up to a maximum of \$200 cash or in-kind per application.

This delegation is to be in accordance with Council's policy in regard to "Local Nature".

All other donation requests in excess of this amount and the miscellaneous budget allocation are to be brought back to Council for consideration in accordance with policy.

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	3006
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Master Lending Agreement
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

That the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Chapman Valley authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions there under on behalf of the Shire of Chapman Valley.

Reviewed Minute Reference 05/14-6

DELEGATION NUMBER - 3007

LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Rates Interest & Legal Fees to be Written Off

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer be authorised to write off interest or legal fees owing on unpaid rates for values up to and including one hundred dollars (\$100.00)

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER - 3008

LEGISLATIVE POWER - Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996

DELEGATION SUBJECT - Financial Assistance (Write Off Debts)

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-064

The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed Minute Reference 06/15-18

DELEGATION NUMBER	-	3009
LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Tenders for Providing Goods & Services
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

In respect to Part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than the amount legislated. (*Reference: Regulations 11(1), 12 and 13*).
2. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19*).
4. Council delegate authority to the Chief Executive Officer, in accordance with Section 5.43(b) of the Local Government Act, 1995, to accept a preferential list of compliant suppliers for road building materials (e.g. gravel pushing, bitumen and aggregate) from tenders received, under the condition the actual expenditures to be incurred by Council does not exceed the contract & materials amounts authorised in the adopted Budget for the road works program.
All other decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.
5. Sole Source Suppliers (Local Government (Functions & General) Regulation – 11(2)(f)). In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

NB: The decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.

Amended – Minute Reference 07/20-15

DELEGATION NUMBER	-	3010
LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Acceptance of Tenders
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

Unless otherwise specified, the CEO is delegated authority to accept a tender when the consideration involved does not exceed \$150,000 provided that appropriate provision is made in Council's Budget.

DELEGATION NUMBER	-	3011
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Budget Expenditure
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The CEO is delegated authority to approve expenditure on goods and/or services and programs/projects for which funds have been provided in the Annual Budget without further reference to Council. In exercising this delegated authority, the CEO shall:

1. Provide for appropriate internal control over all expenditure.
 2. Ensure all statutory requirements are met.
 3. Ensure all Council policies are observed.
 4. Ensure adequate budgetary provisions relate.
-

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FIRE CONTROL

DELEGATION NUMBER	-	4001
LEGISLATIVE POWER	-	Bush Fires Act, 1954
DELEGATION SUBJECT	-	Firebreak Order, Variation to
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

NOTE: The Chief Executive Officer in exercising this delegation is to liaise with the Chief Bush Fire Control Officer on each specific variation request.

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer be delegated authority to:

1. approve or refuse applications to provide firebreaks in alternative positions
 2. to approve or refuse applications to take alternative action to abate fire hazards.
-

DELEGATION NUMBER	-	4002
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Burning of Roadsides
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

That the Chief Executive Officer be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Chapman Valley.

DELEGATION NUMBER - 4003

LEGISLATIVE POWER - Bush Fires Act

DELEGATION SUBJECT Burning, Prohibited & Restricted Times
(Variations)

DELEGATES - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer be delegated (in consultation with the Chief Bush Fire Control Officer) the powers and duties under Section 17 (7) and 17 (8) of the Bush Fires Act in respect to varying the prohibited and restricted burning times.

DELEGATION NUMBER	-	4004
LEGISLATIVE POWER	-	Bush Fires Act 1954
DELEGATION SUBJECT	-	Removal of Hazards
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated authority to issue individual orders under the Bush Fires Act Section 33 for the removal of hazards wherever a recommendation is made to him/her by the Fire Control Officer and in his/her discretion he/she considers it necessary, instruct Bush Fire Brigades to do the work necessary, or employ Council staff to do the work if necessary, or employ contractors to do the work if necessary, at the cost of the owners/occupiers.

DELEGATION NUMBER	-	4005
LEGISLATIVE POWER	-	Bush Fires Act 1954
DELEGATION SUBJECT	-	Offences – Bush Fire Act & Regulations
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue and withdrawal of infringement notices in accordance with the provisions of Section 59A of the Act.

5000

PLANNING

DELEGATION NUMBER - 5001

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Development Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

1.1.1 Applications for the following types of land-use or development (as defined by Schedule 1 of the Scheme) cannot be determined under delegated authority and all such applications shall be referred to Council for consideration;

- a) Abattoir
- b) Animal Establishment
- c) Animal Husbandry - Intensive.
- d) Caravan Park.
- e) Fast Food Outlet
- f) Hospital.
- g) Hotel.
- h) Industry - Extractive
- i) Industry – Hazardous.
- j) Industry – Noxious.
- k) Lodging House/Guest House
- l) Night Club
- m) Park Home Park.
- n) Reception Centre.
- o) Restaurant.
- p) Service Station
- q) Short Stay Accommodation
- r) Tavern.
- s) Temporary Workforce Accommodation
- t) Wind, Solar or Tidal Energy Facility

1.1.2 Applications for planning approval that must be assessed under the provisions of Clause 4.4.2 of the Scheme shall be referred to Council for consideration.

1.1.3 The provisions of 1.1.1, and 1.1.2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions, under delegated authority.

1.1.4 All uses listed as 'P' or D in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.

1.1.5 Where an application has been advertised pursuant to section 9.4 of the Scheme and:

- a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application, with or without conditions, under delegated authority.
- b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration.
- c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.

1.1.6 Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.

1.1.7 MANAGER OF WORKS & SERVICES

Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

1.2 A summary of planning approvals for the preceding calendar month shall be provided in the Information Report presented to Council each month.. For each application determined during the preceding calendar month/s, the summary shall identify; the application number, the name/s of the applicant/s and owners, the particulars of the affected property, the dates of application and determination, whether the application was approved or refused and whether the decision was made under a sub-delegation.

1.3 These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning and Development Act 2005

DELEGATION SUBJECT - Subdivision Applications

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

1.1 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration.

1.1.1 Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.

1.1.2 Applications affecting 'Residential' zoned land.

1.1.3 Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.

1.1.4 Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.

1.1.5 Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.

1.1.6 Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.

1.1.7 Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.

1.2 Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local

Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Chapman Valley Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Chapman Valley Local Planning Strategy, Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.

- 1.2.1** Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
 - 1.2.2** Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered.
 - 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
 - 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
 - 1.5** These delegations shall be reviewed on an annual basis..
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DELEGATION NUMBER - 5003

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Planning & Development Act 2005

DELEGATION SUBJECT - Local Planning Scheme Amendments

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

- 1.1** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine that Council proceed with Local Planning Scheme amendment proposals without modification after advertising where no written, author-identified objections have been received during the advertising period; and in such cases to organise for the due execution of the amending documents (signatures of Shire President and Chief Executive Officer, affixing of common seal) and their forwarding to the Department of Planning seeking the endorsement of the Western Australian Planning Commission and Hon. Minister for Planning's endorsement for final approval and gazettal of the amendment.
- 1.2** Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority is extended to the Chief Executive Officer to determine Council's advice to both applicants and the Western Australian Planning Commission where the Commission gives formal advice that it does not fully support Council's recommendation on a Local Planning Scheme amendment proposal after advertising and the Commission's advice differs from Council's recommendation in a technical, non-substantive manner only.
- 1.3** Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.
- 1.4** A summary of decisions made pursuant to Clauses 1.1 & 1.2 shall be provided in the Information Report presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify; the amendment number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the amendment proposal, a schedule of submissions, the date of determination, whether the decision was made pursuant to Clause 1.1 or 1.2 and if the decision was made under a sub-delegation.
- 1.5** These delegations shall be reviewed on an annual basis.

DELEGATION NUMBER - 5004

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42) and Town Planning & Development Act 1928

DELEGATION SUBJECT - Responding to Appeals and Requests for reconsideration.

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to respond to:

- Any appeal to the State Administrative Tribunal against a discretionary decision of Council; and
- Any appeal or Request for Reconsideration against a decision of the Western Australian Planning Commission.

On Council's behalf and in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates.

Such delegated authority shall not extend to making deputations to a Court of Law or the State Administrative Tribunal (or similar), unless specifically approved by the Chief Executive Officer.

DELEGATION NUMBER - 5005

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Road Names

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is delegated authority to implement road names pursuant to Policy 15.210 'Road Names'.

6000

HEALTH/BUILDING

DELEGATION NUMBER	-	6001
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Building Act 2011
REFERENCE:		Sections 96, 99 Building Act 2011
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

Power/Duty

The Chief Executive Officer is delegated the authority to designate persons employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of the Building Act 2011 and Building Regulations 2012.

Conditions

- (a) Appointments are to be in writing and an appropriate identity card in accordance with Section 92 of the Building Act 2011 is to be issued.
- (b) Consideration will be given to the qualifications or experience of a person prior to appointment.

Authorised Persons

The persons in the positions identified are authorised persons for the purposes of the Building Act 2011 and associated subsidiary legislation generally, and in relation to buildings and incidental structures located or proposed to be located in the district of Shire of Chapman Valley.

Building Surveyor / Project Officer

Notwithstanding that a person or position is not named above does not limit delegates ability to appoint other persons as Authorised Persons, subject to the conditions specified.

Power, Duty, Conditions and Limitations

The duties, powers, limitations or conditions placed on Authorised Person are specified in Delegations 6001a to 6001g inclusive.

Record Keeping

Records of appointments are to be recorded as required by the Act or Regulations or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Review

Appointments are to be reviewed annually by the Chief Executive Officer.

DELEGATION NUMBER	-	6001a
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Building and Demolition Permits - Building Act 2011
REFERENCE:		Sections 18, 20, 21, 27 Building Act 2011 Regulations 23, 24, 26 Building Regulations 2012
POWER OF DELEGATION	-	Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor / Projects Officer

1. Refer an uncertified application to a building surveyor [in circumstances set out in .17(1)].
2. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18(1)].
3. Refuse to consider an application [s.18(2)].
4. Grant a building permit [ss.20 and 23].
5. Refuse to grant a building permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
6. Grant a demolition permit [ss.21 and 23].
7. Refuse to grant a demolition permit [ss.20 and 23, including in the circumstances in ss.22(1) and (2)].
8. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
9. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
10. Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished [ss.27(1) and 88(3)].

11. Add, vary or revoke conditions imposed on a permit before the building work or demolition work is completed [ss.27(3)].
12. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)].
13. Extend the time during which a permit has effect and impose conditions on the extended permits [s.32, rr.24(1) and (2)].
14. Refuse to extend the time during which a permit has effect [r.24(1)].

Building Surveyor / Projects Officer

1. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [ss.23 (4)].
2. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24].
3. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3) and (4)].
4. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26 (3) and (4)].
5. Grant a building permit [ss.20 and 23].
6. Grant a demolition permit [ss.21 and 23].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001b
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		<i>Occupancy Permits and Building Approval Certificates – Building Act 2011</i>
REFERENCE:		<i>Sections 55, 58, 62, 65 Building Act 2011 Regulation 40 Building Regulations 2012</i>
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –Building Surveyor / Project Surveyor

1. Require the applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)].
2. Refuse to consider an application [s.55(2)].
3. Grant or modify the occupancy permit or grant the building approval certificate [22.58(1) and 59].
4. Refuse to grant or modify the occupancy permit or grant the building approval certificate [including in the circumstances set out in ss.58 (2) and (3)].
5. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].
6. Impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62.(1)]
7. Add, vary or revoke conditions while the occupancy permit or building approval certificate has effect [s.62(3)].
8. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)].
9. Extend the period in which the occupancy permit or modification or the building approval certificate has effect [s.65 (4)].

10. Refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision, and give written notice of the decision together with those grounds and reasons, and the person's right of review [s.65, r.40 (5)].
11. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Actor Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001c
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Building Orders – <i>Building Act 2011</i>
REFERENCE:		<i>Sections 110, 117, 118 Building Act 2011</i>
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Make an order in respect of one or more of the following –
 - (a) particular building work;
 - (b) particular demolition work;
 - (c) a particular building or incidental structure, whether completed before or after commencement day [s.110(1)].
2. Specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)].
3. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)].
4. Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the Interpretation Act 1994 [s.114(1)].
5. Revoke a building order at any time [s.1147(1)].
6. Decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)].
7. Cause an authorised person to –
 - (a) take any action specified in the order; or
 - (b) to commence or complete any work specified in the order; or
 - (c) if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)].

8. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001d
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Building Information – Building Act 2011
REFERENCE:		Section 131 Building Act 2011 Regulation 14 Building Regulations 2012
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it, in an approved manner and form [s.128(1), (2)].
2. Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate of a building order resulting from a decision of the permit authority or information given to the permit authority [s.128(3)].
3. Make the register available for inspection by members of the public during normal office hours [s.128(3)].
4. On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register [s.129(2)].
5. Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of –
 - a. an application for a building permit or demolition permit; or
 - b. an application of a kind mentioned in Part 4 Division 2; or
 - c. an inspection of a prescribed kind [d.130].
6. Allow an interested person to inspect the building record and provide to the interested person a copy of the building record [s.131(2)].

Building Surveyor/Projects Officer

7. Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority [s.132(1)] and provide a record or information requested by the Building Commissioner [s.132(3), r.14]

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001e
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Swimming Pools – Building Act 2011
REFERENCE:		Section 131 Building Act 2011 Regulation 14 Building Regulations 2012
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are –

Building Surveyor/Projects Officer and Senior Ranger

1. Approve alternative requirements to r.50(4)(b) if satisfied that the alternative requirements will restrict access by yond children to the swimming pool as effectively as if there were compliance with Australian Standards AS 1926.1 [r.51(2)].
2. Approve a door for the purposes of r.50(4)(c)(ii) if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3)].
3. Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Building Surveyor/Projects Officer and Senior Ranger or other Authorised Person appointed under Section 5.36 of the Local Government Act 1995.

1. Conduct inspection of the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6001f

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT Smoke Alarms – *Building Act 2011*

REFERENCE: *Regulation 60 Building Regulations 2012*

POWER OF DELEGATION Section 127 Building Act 2011

DELEGATE - Authorised Persons – Reference Delegation 6001

RELEVANT POLICY/PROCEDURE CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Approve of the use, in a dwelling or in part of the dwelling, of a battery powered smoke alarm and to give approval in relation to an alarm that was installed before the approval is to be given [r.60(1) and (2)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER	-	6001g
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT		Transitional Provisions Relating to Local Government – <i>Building Act 2011</i>
REFERENCE:		<i>Regulation 64, 65, 66 and 67 Building Regulations 2012</i>
POWER OF DELEGATION		Section 127 Building Act 2011
DELEGATE	-	Authorised Persons – Reference Delegation 6001
RELEVANT POLICY/PROCEDURE		CMP-003; CMP-004

Power/Duty

The authorised persons (as detailed) functions and duties under the Building Act 2011 and Building Regulations 2012, are – Building Surveyor/Projects Officer

1. Grant a licence for the deposition of materials on streets, subject to such conditions as reasonably required [r.64(3)].
2. Charge a licence fee [r.64(4)].
3. Require the applicant of a licence to deposit a sum sufficient to cover the cost of repairing damage caused by the licensee to the street, footpath or kerb [r.64(5)].
4. Undertake repair work and deduct the cost from the deposit if the repair work or, if the deposit is insufficient to meet the cost, apply the deposit in part payment of the cost, and recover the balance in a court of competent jurisdiction [r.64(6)].
5. Fill in an excavation on land abutting or adjoining a street, way or other public place unless the excavation is securely fenced off [r.65(e)].
6. Pull down hoarding, fence, scaffold or enclosure erected otherwise than as permitted by licence [r.65(f)].
7. Remove materials comprising a hoarding, fence, scaffold or enclosure or any stone, bricks, mortar, lime, or other building materials contained within the enclosure or deposited in or on the street, way or other public place other than as permitted by a licence and deposit the materials in such place as the local government thinks fit [r.65(g)].
8. Serve a written notice on a person to pay the expenses incurred under r.65(e)-(g) and recover the expenses in a court of competent jurisdiction [r.65(h)].
9. Cause repairs, and reinstatements to be done to a footpath, roadway, kerb, water-table or drain damaged under r.66(1) [r.66(2)(a)].

10. Serve a written notice on a person to pay the local government the expenses incurred under r.66(2)(a) and recover the expenses costs and charges in a court of competent jurisdiction [r.66(2)(b)].
11. Serve a written notice requiring a person to cover a footpath to prevent inconvenience to the public or danger from falling materials during periods set out in r.67[r.67(1)].

Conditions

Nil

Record Keeping

Records of the delegations enacted are to be recorded as required by the Act or Regulation or as determined by the Chief Executive Officer from time to time.

Compliance Links

- ☐ Building Act 2011
- ☐ Building Regulations 2012
- ☐ Building Code of Australia

Refer to relevant Policy/Procedure when exercising this delegation.

Reviewed 19.06.2013

DELEGATION NUMBER - 6002

LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Caravan Park and Camping Grounds

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE CMP-019

The Chief Executive Officer is authorised to carry out the provisions of the Caravan Park and Camping Grounds Act and associated Regulations.

SUB DELEGATION (Section 5.44):

- *ENVIRONMENTAL HEALTH OFFICER*

- *BUILDING SURVEYOR*

-

- *SENIOR RANGER*

Refer to relevant Policy/Procedure when exercising this delegation.

DELEGATION NUMBER	-	6003
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Treatment of Sewage and Disposal of Effluent and Liquid Waste.
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

The Chief Executive Officer is authorised to carry out the provisions of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations 1974.

SUB DELEGATION (Section 5.44):

- *ENVIRONMENTAL HEALTH OFFICER*
 - *BUILDING SURVEYOR / PROJECT OFFICER*
-

DELEGATION NUMBER	-	6004
LEGISLATIVE POWER	-	Public Health Act 2016
DELEGATION SUBJECT	-	Public Health Act 2016
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

Council pursuant to Section 21(1)(b)(i) Part 2 of the Public Health Act 2016 resolves to delegate all the powers and duties conferred or imposed on the Shire of Chapman Valley by the Public Health Act 2016 to the Chief Executive Officer.

SUB DELEGATION (Section 5.44)

ENVIRONMENTAL HEALTH OFFICER

Reviewed Minute Reference: 12/16-17

7000

ANIMAL CONTROL

DELEGATION NUMBER - 7001

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Enforcement of Dog Act and Local Laws

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

Enforcement of the provisions of the Dog Act and Local-Laws is to be under the control of the Chief Executive Officer.

Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.

The Chief Executive Officer to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.

DELEGATION NUMBER - 7002

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Registration

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

A person who keeps any dog which is not registered pursuant to the provision of the Dog Act or does not renew the registration on or before October 30 in each year, shall be considered to have committed an offence against the Act and the Chief Executive Officer is hereby authorised to initiate prosecution action against the owner of such dog for breach of provisions of the Dog Act without further reference to the Council.

DELEGATION NUMBER - 7003

LEGISLATIVE POWER - Local Government Act (1995) and Dog Act (1976)

DELEGATION SUBJECT - Dog Act Infringement

DELEGATE - CHIEF EXECUTIVE OFFICER

RELEVANT POLICY/PROCEDURE Nil

The Chief Executive Officer is authorised to instruct Council's solicitors to commence proceedings against a person who is reported to have –

- (a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
- (b) Damaged a Municipal Pound, or
- (c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.

NOTE: In all cases that the Chief Executive Officer instructs Council's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting.

DELEGATION NUMBER	-	7004
LEGISLATIVE POWER	-	Local Government Act (1995) and Cat Act (2011)
DELEGATION SUBJECT		Administration and enforcement of Cat Act 2011 and associated subsidiary legislation
ACT REFERENCE		Section 44 -Cat Act 2011
DELEGATE	-	Chief Executive Officer
RELEVANT POLICY/PROCEDURE		Nil

Power/Duty

To appoint employees to be authorised persons and to generally administer, enforce and determine applications, permits, registrations, serve cat control or other notices, infringements, issue certificates, warrants or commence a prosecution in a Court under the Cat Act 2011 and associated subsidiary legislation in the district.

Conditions

1. The appointment of authorised persons shall be in writing and a certificate of appointment is to be issued. Appointments may be general or for the purposes of performing particular functions under the Act.

Statutory Framework

Council is exercising its power of delegation under Section 44 of the Cat Act 2011.

Exceptions

This delegation does not include the provisions contained in section 79 of the Cat Act 2011.

References

Cat Act 2011 – Section 44

Reviewed 19.06.2013

8000

LANDCARE

DELEGATION NUMBER	-	8001
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Landcare
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE		Nil

To apply for grant funding from third party sources to finance appropriate projects within the Shire of Chapman Valley:

- a) Delegate authority to the Chief Executive Officer to endorse grant applications/projects if funding resources are available within the Council's adopted budget;
- b) If funding resources are not available within the adopted Council Budget for specific grant applications/projects, present the application to Council for endorsement, if possible, prior to the closure dates for the grant funding programs. Otherwise retrospective Council endorsement to commit funding resources will be required.

All applications submitted, which require Council endorsement for additional funding resources, will be subject Council endorsement (i.e. the Committee does not have delegated authority to commit Council funding resources)."

- c) Provide advice and assistance to the Chief Executive Officer and Shire staff in the managing of the Landcare Grant funds.
 - d) Provide recommendations to Council on any Landcare Contracts and Consultancy agreements.
 - e) Provide a Draft Annual Budget for Landcare to Council for consideration as part of the Annual Budget process.
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Reviewed Minute Reference 02/14-18



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 17 – January 2007

Delegations

1. Introduction

This guideline has been developed in response to enquiries from local governments regarding the nature of delegations, how to go about determining whether to use delegations and other related matters.

Within the context of government administration and administrative law, this guideline:

- explains the concept of delegation;
- explains how delegations relate to or are derived from legislation;
- explains and illustrates the associated concept of 'acting through';
- provides guidance on determining which powers and duties should be delegated;
- explains the procedure for making delegations; and
- provides examples of delegations from selected powers and duties set out in the *Local Government Act 1995*.

This guideline also contains a listing of various powers and duties in the *Local Government Act 1995* and its associated regulations, and identifies powers and duties capable of delegation and to whom.

2. Definition of 'Delegate'

The [Macquarie Dictionary Second Edition](#) (1991), The Macquarie Library Pty Ltd, Macquarie University, New South Wales (Australia), p. 469, defines 'delegate' as follows:

- to send or appoint (a person) as deputy or representative;
- to commit (powers, duties, etc.) to another as agent or deputy; and
- to commit powers or duties to others.

The [Oxford Shorter English Dictionary Third Edition](#) (1978), Oxford University Press, Oxford (England), p. 511, defines 'delegate' as follows:

- a person sent or deputed to act for or represent another or others; a deputy, commissioner;
- to send or commission (a person) as a deputy
- or representative, with power to act for another; and
- to entrust or commit (authority, etc.) to another as an agent or deputy.

Justice Wills in *Huth v Clarke* (1890) 25 QBD 391, at 395 stated:

'Delegation, as the word is generally used, does not imply a parting with powers by the person who grants the delegation, but points rather to a conferring of an authority to do things which otherwise the person would have to do himself... [It] is never used by legal writers...as implying that the delegating person parts with his power in such a manner as to denude himself of his rights...[The] word 'delegate' means little more than an agent''

The definitions and judicial commentary above illustrate that:

- to delegate is to appoint another person to exercise a power or discharge a duty; and
- a delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty.

3. The Nature of Delegation – Decision Making

Delegations are most commonly used in organisations where:

- A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation;
- That person or officer has either:
 - (i) a multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
 - (ii) many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties;
- The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

Whilst there is a requirement for local government delegations to be authorised by statute (as is explained in section 6 of these guidelines), there is no limitation (unless expressly stated to the contrary

by statute) on **appointing** a person to act on **behalf** of the local government or the CEO, provided that appointment does not include the power of delegation (see section 15 of these guidelines for details).

There is a legal distinction between:

- the delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and
- appointing a person to act on behalf of an organisation or another employee of that organisation.

In most circumstances, where a person:

- Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and
- Is provided with only limited discretion in carrying out those instructions,

that appointment does not constitute a delegation and does not need to be formally delegated. Please see section 4 of these guidelines which explain the concept of 'acting through'. Section 3 of this guideline has illustrated that when determining whether an appointment is a delegation or simply an appointment to act on behalf of another person, it is critical to consider whether or not the person is appointed to exercise a broad discretion to exercise a power or discharge a duty.

4. The Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'. The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers, is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the Council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the Council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the Council was satisfied about the cost parameters.

There are several advantages in using 'acting through' rather than delegation which include:

- it will better suit particular operational processes;
- it may decrease bureaucratic arrangements;
- it will reduce additional recording; and
- it will reduce reporting requirements placed on employees who are given delegated authority.

5. Legislative Powers for Delegations in Local Government

The legislation authorising the delegation of certain local government powers or duties and requiring records to be maintained in respect of such delegations, includes the:

- *Local Government Act 1995*;
- *Local Government (Miscellaneous Provisions) Act 1960*; (*Strata Titles Act 1985*);
- *Bush Fires Act 1954*; and
- *Planning and Development Act 2005*.

6. Local Government Act 1995

The provisions of the *Local Government Act 1995* which provide for delegations by a local government or its CEO are as follows:

- Section 5.16(1), states:
'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
- Section 5.42(1), states:
'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
- Section 5.44(1), states:
'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

7. Local Government (Miscellaneous Provisions) Act 1960; Strata Titles Act 1995

Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

Section 2 states that:

'The Local Government Act 1995 applies as if the provisions of this Act were in that Act but in construing the provisions of this Act account is to be taken of the meanings they had before the Local Government Act 1995 commenced.'

In addition to the delegation powers of the *Local Government Act 1995* which apply to the *Local Government (Miscellaneous Provisions) Act 1960*, section 374(1b) of the *Local Government (Miscellaneous Provisions) Act 1960* provides for a local government to delegate the authority to approve certain plans to its building surveyor, stating that:

'The authority to approve or refuse to approve plans and specifications submitted under [section 374] may be delegated by a local government to a person appointed to the office of building surveyor...'

Reference also needs to be made to section 23 of the *Strata Titles Act 1985* which provides for particular delegations to employees.

8. *Bush Fires Act 1954*

Section 48 of the *Bush Fires Act 1954* provides for a local government to delegate powers to its CEO, stating that:

'A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.'

9. *Planning and Development Act 2005*

The *Planning and Development Act 2005* provides for a system through the Model Scheme Text as a set of general provisions for carrying out the general objects of town planning schemes.

Item 11.3.1 of the Model Scheme Text provides for a local government to delegate powers to a committee or its CEO, stating that:

'The local government may...delegate to a committee or the CEO...the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.'

Item 11.3.2 of the Model Scheme Text provides for a local government CEO to delegate their powers and duties to another employee, stating that:

'The CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under clause 11.3.1.'

10. Legislative Powers to Delegate Relate Only to the Act in which they are Contained

Some local governments have mistakenly attempted to use the legislative powers of delegation contained in one Act to delegate a power or duty contained in another Act.

Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located.

It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under the *Bush Fires Act 1954* to a CEO. Any delegation by a local government of its powers under the *Bush Fires Act 1954* can only be delegated by the delegation provisions of that Act.

11. The Rule Against Sub-delegation

Notwithstanding that only some of the relevant legislation expressly prohibits sub-delegation, the common law prohibits sub-delegation unless it is expressly provided for by legislation.

For the avoidance of doubt, an example of sub-delegation is where person A is delegated to exercise a power and they attempt to delegate to person B to exercise the power which was originally delegated to person A.

Another example is the *Bush Fires Act 1954*. Unlike the *Local Government Act 1995*, the *Bush Fires Act 1954* does not provide for a CEO to delegate to another employee to exercise the powers

delegated by council to the CEO under section 48 of that Act. Therefore, only the CEO may exercise the powers delegated by council to the CEO under that Act.

12. Statutory Limitations on Delegations

There are limitations on all of the above legislative provisions which provide for the delegation of powers and duties.

Many of the limitations relate to sub-delegation. Other limitations include whether the delegation must be in writing, what types of powers and duties can be delegated and what type of majority decision is required to delegate a power or duty.

Not all of the limitations can be addressed in this operational guideline, due to their number and detail. However, the majority of the limitation provisions are located close to the provisions which provide for the delegations.

As the *Local Government Act 1995* is the Act under which most delegations will be made by local government, this guideline will discuss the limitations on delegations contained within that Act.

13. Delegations to Committees

Section 5.17 of the *Local Government Act 1995* provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees eg:

- Council members only;
- Council members and employees only;
- Council members, employees and other persons; or
- Employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of only persons other than local government council members or employees.

14. Delegations to the CEO

Sections 5.43(a) to 5.43(h) of the *Local Government Act 1995* provide limitations on what powers and duties a local government can delegate to its CEO, stating that:

'A local government cannot delegate to a CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;

- (g) hearing or determining an objection of a kind referred in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.'

Section 5.43(i) of the Act provides for regulations to prescribe further powers or duties which cannot be delegated to the CEO.

The following regulations prescribe powers and duties which cannot be delegated to a CEO:

- (a) Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- (b) Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

15. Delegations to Other Local Government Employees

Section 5.44(1) of the *Local Government Act 1995* provides for the CEO to make delegations to other employees.

The obvious main limitation of section 5.44(1) is that it expressly prohibits any sub-delegation of the power to delegate. This means that once the CEO has delegated a power or duty to an employee or employees, that power or duty cannot be on-delegated to other employees.

Just as a delegation to a CEO by a council may be done with conditions attached, when delegating to another employee a CEO may attach conditions to the delegation, provided that the CEO does not purport to delegate more powers or duties to the other employee than were delegated to the CEO.

16. Powers Under the Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* explains the particular elements of the power to delegate when it appears in various Acts. It states:

'Construction of Power to Delegate

- (1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –
 - (a) such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;

- (b) such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
 - (c) if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
 - (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant

function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.'

It is important to be aware that under these provisions, the delegator retains the power to make decisions if need be, despite the fact that a delegation has occurred.

Also, in situations when a number of people occupy a particular office throughout either the day or week (eg ranger officers), a delegation by office enables an employee who occupies that office for the time being, to exercise the powers and duties delegated to that office.

A delegation by office will also enable an employee who temporarily occupies an office, say in an acting role whilst the normal occupier of the office is sick, to efficiently exercise the powers and duties delegated to that office, without the need to go through the delegation process again. Care needs to be taken in ensuring that the person has the appropriate qualifications where required.

When delegating by office, it is essential to ensure that the office described is a distinctly identifiable office (eg Manager, Corporate Services).

17. Records of Delegations

The major requirements to keep records of delegations to committees, CEOs and other employees are contained in sections 5.18 and 5.46 of the *Local Government Act 1995*.

In relation to delegations to committees, section 5.18 states that:

'A local government is to keep a register of the delegations made [to committees] under this Division and review the delegations at least once every financial year.'

In relation to delegations to CEOs and other employees, section 5.46 states that:

- '(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.'

The registers of delegations to committees and CEOs should include a copy of the minutes which record the delegation (and any conditions) and can be kept in an electronic or paper format. In the case of a delegation from the CEO to an officer the register should also contain a copy of the memorandum of delegation.

Obligations are imposed on the recipients of delegated powers and duties. Under section 5.46 of the *Local Government Act 1995*, regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record

of each occasion on which they exercise the powers or discharge the duties delegated to them, stating that:

'Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of:

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.'

This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks.

18. Delegates to Disclose Interests and Lodge Returns

Part 5 Division 6 of the *Local Government Act 1995* (disclosure of financial interests) also applies to delegates of powers and duties.

Section 5.71 states that:

'If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10,000 or imprisonment for 2 years.'

In circumstances where the employee is carrying out a delegated function and the matter relates to his or her own projects, then another officer will need to have the authority to deal with the matter. In addition to the prohibition on delegates exercising the powers or performing the duties delegated to them, sections 5.75 and 5.76 of the *Local Government Act 1995* require employees who have been delegated powers or duties to lodge primary and annual returns. Sections 5.75 and 5.76 state:

5.75 Primary Returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who:
 - (a) has lodged a return within the previous year; or
 - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10,000 or imprisonment for 2 years.

5.76 Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10,000 or imprisonment for 2 years.'

'Relevant person' includes a 'designated employee' who has been delegated a power or duty.

Section 5.78 of the *Local Government Act 1995* prescribes the information which must be included in the primary and annual returns.

Where an officer acts temporarily in a position with delegated power, that person will need to complete a financial interest return unless they have only acted in that position for less than 3 months.

19. Determining What Should Be Delegated

A decision to delegate a power or duty should be made by local governments only after thorough consideration of whether the delegation will facilitate the effective operation of the local government. This will therefore depend on the particular circumstances of each local government.

A local government council is unable to deal with all of the numerous issues and duties concerning its local government. As far as is possible and reasonable, councils should be predominantly concerned with dealing with higher level policy matters for their local governments.

Duties and powers which are operational in nature, but exercise a discretion should be delegated to the CEO.

Powers and duties can be delegated to CEOs with comprehensive conditions attached. The conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the council. For example, a permit application which does not satisfy the conditions attached to a delegation, must be referred to the council for determination.

The Local Laws Manual (2005), Local Laws WA, Western Australian Local Government Association, Western Australia (Australia) at Section 2, page 10, provides a useful example of a recommendation to council for the delegation of certain powers with conditions attached, as follows:

'That the administration of this Local Law including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:

- (a) issue or refusal of a licence under clause...;
- (b) determination of a licence period under clause...;
- (c) cancellation of a licence under clause...;
- (d) renewal or refusal to renew a licence under clause...; and
- (e) determination of any security under clause...'

Delegations with conditions are also frequently made in relation to employees other than the CEO for acquiring assets on behalf of a local government. An example is where the CEO delegates an employee with the power to purchase goods and services to a value of \$10,000 - any proposed purchases which would exceed this limit would need to be referred to the CEO for approval.

Many local laws provide for the appointment of employees as 'authorised persons' for the purpose of the relevant local law. Once an employee is appointed as an 'authorised person', it is not necessary for the CEO or council to delegate any powers to that employee in order for that employee to, say, enforce the relevant local law.

It is important to again note the difference between a delegation of a power or duty and the implementation of a council or CEO decision – see section 4 of this guideline in relation to 'acting through'.

An example of carrying out a council decision (compared to exercising a delegated power or duty) is where a council approves an annual budget which includes the expenditure of \$40,000 for particular road maintenance to be carried out by employees. Employees do not need to be delegated the power to carry out their operational functions.

In the example above, if the relevant employees believe it is necessary to spend more funds than approved in the budget, they must refer that matter to the council for its approval – the adoption of an annual budget can only be done by an absolute majority of council, which under section 5.43(a) of the *Local Government Act 1995* cannot be delegated to the CEO or any other employee.

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. See the attached schedule which lists those items where acting through would be a suitable mechanism for achieving that efficiency. Local governments also need to consider the content of their local laws and whether delegation may be necessary, in some circumstances. However, 'authorised persons' can normally carry out the 'policing' powers in local laws.

20. Procedure for Delegations by Council

Section 19 of this guideline considers how a local government can determine whether it should delegate particular powers and duties. This part considers the procedure for council to make a delegation.

When CEOs identify a duty or power of the local government which can be delegated and they believe that if it is delegated it will provide better efficiency, they should put the proposed delegation to their council, for approval.

As the earlier example from the Local Laws Manual (in section 19) demonstrates, a recommendation to council for a delegation is relatively straightforward. The essential elements of a delegation recommendation are:

- (a) correct and accurate identification of the power or duty to be delegated;
- (b) correct and accurate identification of the person or office to whom or which the power or duty is to be delegated;
- (c) correct and accurate definition of the circumstances (if any) in which the power or duty can be exercised or discharged; and
- (d) conditions on the exercise of the power or discharge of the duty.

It is important to note again that all delegations by council require an absolute majority decision.

Once a delegation has been made by council, the delegation must be recorded in the delegation register.

Under regulation 19 of the *Local Government (Administration) Regulations 1996*, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty.

21. Procedure for Delegations by CEO

Similarly to delegations by councils, delegations by CEOs must accurately and correctly identify all elements of the delegation.

Employee proposals for delegations (for themselves or for other employees) should be provided to the CEO. The recommendations should be in a format similar to the recommendations for delegations by councils.

As with delegations by council, written records of delegations by the CEO must be kept in the delegations register and delegates must keep records of their exercise of delegated powers or discharge of delegated duties.

22. Schedule of Powers and Duties

The attached schedule lists the powers and duties under the *Local Government Act 1995* (with associated regulations) which cannot be delegated, those that can be delegated, and to whom the powers and duties can be delegated. It also lists those matters where 'acting through' may be the most practical way of carrying out those functions.

It is not suggested that all of the powers and duties which can be delegated should be delegated – the schedule is provided only as an indication of what can be delegated if it is appropriate for a particular local government.

Examples of Delegations

23. Issuing Notices to Owners or Occupiers of Land

Section 3.25(1) of the *Local Government Act 1995* provides for a local government to provide notice to a person requiring that person to do certain things in relation to land, stating that:

'A local government may give a person who is the owner ... of land a notice in writing relating to the land requiring the person to do anything specified in the notice that:

- (a) is prescribed in Schedule 3.1, Division 1; or
- (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.'

If a council determines that the efficiency of its local government operations will be improved if its CEO is delegated to exercise the powers under section 3.25(1), the council may so delegate to the CEO either with or without any conditions.

The following is an example of a recommendation for such a delegation:

'That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to exercise the powers under section 3.25(1) of the *Local Government Act 1995*.'

As with all delegations by council:

- (a) any delegation to a CEO to exercise the powers under section 3.25 must be:
 - (i) by way of absolute majority decision;
 - (ii) recorded in the delegations register; and
- (b) the CEO must keep records of the exercise of the delegated power or discharge of the delegated duty.

For reasons of policy and/or to maintain uniformity, it may be inappropriate for a CEO to delegate to other employees to exercise any section 3.25(1) powers which have been delegated to the CEO. However, other employees can be appointed to carry out a CEO's exercise of powers delegated to the CEO, without those other employees needing to be delegated.

By way of example, in times when a cyclone is approaching a district, if the CEO is delegated to exercise section 3.25(1) powers, the CEO may decide that certain items must be tied down to prevent them from causing a hazard when the cyclone hits the district, and that section 3.25(1) notices must be issued in relation to those items. Once the CEO has decided this, the CEO may then appoint any number of employees to survey the district and, when they identify items which the CEO has decided must be tied down, complete the section 3.25(1) notices and issue them to the relevant person, on behalf of the CEO.

24. Calling for and Accepting Tenders

Section 3.57(1) of the *Local Government Act 1995* states that:

'A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.'

Section 5.43 of that Act states that:

'A local government cannot delegate to a CEO any of the following powers or duties:

- (a) ...
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.'

Part 4 of the *Local Government (Functions and General) Regulations 1996* regulates and provides the procedures for local government tenders for providing goods or services.

A council may delegate to its CEO to invite tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, without the necessity of setting a maximum limit on the tenders which the CEO may invite.

However, the effect of section 5.43(b) is that if a council wishes to delegate to its CEO to accept tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, it may attach a condition to the delegation that specifies the maximum limit of the tenders which the CEO may accept.

Following is an example of a recommendation to council to delegate to its CEO to invite any tenders (in accordance with council's selection criteria) and accept tenders up to a limit of \$200,000 under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*:

'That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to:

- (a) Invite any tenders; and
- (b) Accept tenders up to an amount of \$200,000 in total value, under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.'

Local Government Act 1995

Relevant Exercisable Powers and Dischargeable Duties of a Local Government

(Refer to each section of the Act or Regulations for the full details of each power or duty to be exercised by the local government)

- This table sets out the Powers and Duties relevant to delegation and also identifies when 'acting through' the staff of the organisation may be appropriate.
- The table also indicates where delegation is not permitted and the Council is to perform that power or duty.
- See a ✓ where applicable.
- The decision to delegate will be a policy matter for each local government.
- The column headed 'Suitable for Acting Through' covers the situations where either the council has made a policy about the matter and the staff of the organisation implement that particular function or where the organisation may carry out the function administratively.

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 2 – Constitution of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
2.11(2)	A local government may change the method of filling the office of mayor or president		✓				
2.12A(1)(b)	Council, by motion passed by it, proposes to change method of filling office of mayor or president		✓				
2.12A(1)(c)	Local government to give public notice (of proposal to change method of filling office of mayor or president)	✓					
2.17(3)	A council with 15 councillors may retain those 15 even if a decision is made to elect the mayor/president by the electors		✓				
2.25(1)	A council may by resolution grant leave of absence to a member		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.5	A local government may make local laws to perform any of its functions under the Act		✓				
3.6(1)	With the Governor’s approval, a local government can apply a local law to an area that is not in a district		✓				
3.12(3)	Local government must give Statewide public notice (in relation to proposed local laws)	✓					
3.12(4)	Local government may adopt a local law		✓				
3.12(5)	Local government must publish (adopted local law in the Government Gazette)	✓					
3.12(6)	Local government must give local public notice (that a local law has been adopted)	✓					
3.15	A local government must ensure that people of its district are informed (of the purpose and effect of all its local laws)	✓					
3.16(1)	Within 8 years from the day a local law commences, a local government must review the operation of each local law following the process set out in section 3.16	✓					
3.16(2)	Local government must give Statewide public notice (in relation to the review of its local laws)	✓					
3.16(3)	After the last day for submissions in relation to the review of its local laws, a local government must consider submissions and cause a report to be submitted to council	✓					
3.16(4)	Local government may determine whether or not it considers that any of its local laws should be repealed or amended		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.21	In performing its executive function, the local government must ensure that the obligations set out in section 3.21 are complied with	✓					
3.22(1)	A local government that causes damage through the performance of its function must pay compensation to the owner or occupier						✓
3.25(1)	A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner						✓
3.26(2)	In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	✓					✓
3.26(3)	A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	✓					✓
3.27(1)	A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	✓					✓
3.31(2)	After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	✓					✓
3.34(1)	A local government may enter land in an emergency without notice or consent	✓					✓
3.34(5)	A local government must give notice (to the owner or occupier of an intended entry in an emergency whenever it is practical)	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.36(3)	A local government may make an opening in a fence to do works on property subject to providing the owner or occupier with 3 days written notice	✓					✓
3.39	Local government may authorise an employee to remove and impound any goods	✓					✓
3.40(2)	If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	✓					
3.40(3)	If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a licence in respect of the vehicle, stating from where and when the vehicle may be collected)	✓					
3.40A(1)	Local government may authorise a person to remove and impound an abandoned vehicle wreck	✓					✓
3.40A(2)	Local government to provide notice (to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	✓					
3.40A(4)	Local government may declare that a vehicle is an abandoned vehicle wreck	✓					✓
3.42(1)	If a local government impounds non-perishable goods, it must either begin a prosecution against the offender or give them a notice stating from where and when the goods may be collected	✓					
3.44	Where non-perishable goods have been removed and impounded and a prosecution instituted, if the offender is not convicted or is convicted but it is not ordered that the goods be confiscated, the local government must give the alleged offender notice stating from where and when the goods may be collected	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.46(1)	A local government may refuse to allow goods impounded under sections 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid	✓					
3.46(2)	A local government may refuse to allow goods removed under sections 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid	✓					
3.47(1)	The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	✓					✓
3.47(2)	The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	✓					✓
3.47(2a)	The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1) (b) or 3.44	✓					✓
3.47A(1)	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	✓					✓
3.48	If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	✓					✓
3.50(1)	A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.50(1a) and 3.50(4)	A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks						✓
3.50(6)	An order to close a thoroughfare may be revoked by the local government	✓					✓
3.50(8)	If a thoroughfare is closed without local public notice, the local government must give such notice as soon as practicable after its closure	✓					
3.50A	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	✓					✓
Functions & General Reg 6(3)	A local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	✓					✓
3.51(3)	Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	✓					✓
3.52(2)	Except if they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	✓					
3.52(3)	When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	✓					
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.54(1)	A local government may do anything it could do under the <i>Parks and Reserves Act 1895</i> if it were a Board appointed under that Act, to control and manage any land reserved under the <i>Land Act 1933</i> and vested in or placed under the control and management of the local government	✓		✓	✓	✓	✓
3.57(1)	A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Reg 11)			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 14(2a)	Where a local government is inviting tenders, the local government must determine in writing the criteria for accepted tenders			✓	✓		✓
Functions & General Reg 11(2)(d)	Tenders do not have to be publicly invited if the contract is to be entered into by auction after being expressly authorised by a resolution of the council		✓				
Functions & General Reg 14(4)(a)	Such information as a local government decides should be disclosed to those interested in submitting a tender		✓				
Functions & General Reg 18(4) & (5)	A local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 19	The local government must give each tenderer written notice stating the successful tender or advising that no tender was accepted	✓					
Functions & General Reg 20	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer	✓	Limited	✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
Functions & General Reg 20 (2)	If the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21 (1)	A local government may seek expressions of interest before entering the tender process			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21(3)	A local government must give statewide public notice (that it seeks expressions of interest before entering the tender process)	✓					
Functions & General Reg 23(3)	A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 24	A local government must give each person who submitted an expression of interest written notice (of the outcome of its decision)	✓					
Functions & General Reg 24E(1)	Where local government intends to give a regional price preference the local government is to prepare a regional price preference policy	✓		✓	✓		✓
Functions & General Reg 24(E)(4)	A local government cannot adopt a regional price policy until the local government has considered submissions received	✓		✓	✓		✓
3.58(2)	A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender			✓ Limited	✓ Limited		✓ Limited

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.58(3)	A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)			✓ Limited	✓ Limited		✓ Limited
Functions & Gen Reg 30(2)(a)(ii)	A disposition of land is an exempt of disposition of the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	✓					✓
3.59(2)	A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction	✓					
3.59(4)	A local government must give Statewide public notice (stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks)	✓					
3.59(5)	The local government must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 4 – Elections and Other Polls	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
4.9(1)	If the mayor or president has not already done so, the council must fix the day on which a poll is held for an extraordinary election		✓				
4.16(4)	The council may decide, with the Electoral Commissioner’s approval, that the election day for a vacancy that has occurred under section 2.32 before the first Saturday in August in the year prior to an ordinary election but after the first Saturday in February in an ordinary election year, is to be on the ordinary election day for that year		✓				
4.17(2)	The council may decide, with the Electoral Commissioner’s approval, that a vacancy may remain unfilled if it occurred under section 2.32 before the first Saturday in August in the year prior to the election year in which the term would have ended under the Table to section 2.28, but after the first Saturday in February in that election year		✓				
4.20(2)	A local government may, with the approval of the person concerned and the Electoral Commissioner, appoint a person as the returning officer instead of the CEO		✓				
4.20(4)	A local government may, with the Electoral Commissioner’s agreement, declare the Electoral Commission to be responsible for the conduct of an election		✓				
4.57(3)	A local government may appoint an eligible person (who is willing to accept the appointment) to any unfilled office if, at the close of nominations for an extraordinary election, under section 4.57(1) or (2), the number of candidates is less than the number of offices		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 4 – Elections and Other Polls						
4.61(2)	Local government may decide to use postal voting for an election		✓				
Elections Reg 9(1)	The fees to be paid to an electoral officer for conducting an election are those agreed between the local government and the electoral officer	✓					
Elections Reg 28(1b) (b)	If a candidate’s deposit has not been refunded within 28 days after notice is given of the result of the election, the local government is to credit that amount to a fund of the local government	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 5 – Administration	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
5.2	The council of a local government must ensure there is an appropriate structure for administering the local government		✓				
5.3(1)	The council must hold ordinary meetings and may hold special meetings		✓				
5.4	The council may decide to hold an ordinary or special meeting		✓				
5.8	A local government may establish committees of 3 or more people to assist the council in exercising its powers and duties		✓				
5.15	A local government may reduce the quorum for a committee meeting		✓				
5.16(1)	A local government may delegate to a committee, under and subject to section 5.17, any of its powers and duties other than this power of delegation		✓				
5.18	A local government must keep a register of all delegations made to a committee (at least once each financial year)	✓					
5.18	A local government must review all delegations made to a committee	✓		✓	✓		✓
Admin Reg 12(1)	At least once every year a local government must give local public notice (of the date, time and place of all its ordinary council meetings and any committee meetings that must or are proposed to be open to the public, that are to be held in the next 12 months)	✓					
Admin Reg 12(2)	A local government must give local public notice (if any of the dates, times or places in the notice under regulation 12(1) change)	✓					
Admin Reg 12(3)	A local government must give local public notice (of the date, time and place of a special meetings of council that must be open to the public)	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 14(1)	A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members	✓					
Admin Reg 14A(1)(c)	A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if the council has approved of the arrangement by absolute majority		✓				
5.27(2)	General meeting of electors to be held on a day selected by a local government but not more than 56 days after the local government accepts the annual report for the previous financial year	✓					✓
5.36(1)	A local government must employ a CEO		✓				
5.36(4)	If the position of CEO becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					
5.37(1)	A local government may designate any employee to be a senior employee			✓	✓		✓
5.37(2)	The council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons		✓				
5.37(3)	If the position of a senior employee becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					✓
5.38	The performance of each employee employed more than 1 year, needs to be reviewed	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 18C	A local government is to approve a process for selection and appointment of the CEO			✓	✓		
Admin Reg 18D	A local government is to consider, accept or reject a review of the CEO's performance			✓	✓		
5.42(1) & 5.43	A local government may delegate to the CEO any of its powers and duties under this Act except those in section 5.43 and this power of delegation		✓				
5.50(1)	A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy			✓	✓		✓
5.50(2)	A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given			✓	✓		✓
5.53(1)	A local government must prepare an annual report for each financial year	✓					
5.54(1)	A local government must accept the annual report by 31 August after that financial year		✓				
5.56	A local government is to prepare a Plan for the Future	✓		✓	✓		✓
Admin Reg 19C(4)	A local government is to review its current plan for the future every 2 years			✓	✓		
Admin Reg 19C(7)	A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future and when preparing any modifications of a plan	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 19D(1)	After a plan for the future, or modifications to a plan, are adopted a local government is to give local public notice	✓					
Admin Reg 19D(5)	A Council is to adopt the plan for the future		✓				
Admin Reg 29A(2)	Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves			✓	✓		✓
5.98(1)(b)	A local government may set a fee, within the prescribed range, to be paid to a council member who attends a council or committee meeting		✓				
5.98(2)(b)	A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement [subject to section 5.98(3)]			✓	✓		✓
5.98(4)	A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case			✓	✓		✓
5.98A	A local government may decide to pay its deputy mayor or deputy president an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5)		✓				
5.99	The local government may decide to pay council members attending council and committee meetings an annual meeting fee instead of an individual meeting fee		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
5.99A	A local government may decide that instead of reimbursing council members, under section 5.98(2), for all of a particular type of expense, it will instead pay all council members an allowance for that type of expense		✓				
5.100(2)	A local government may decide to reimburse expenses to committee members who are not council members or employees			✓	✓		✓
5.101(2)	A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government			✓	✓		✓
5.102	A local government may make a cash advance to a person for an expense which can be reimbursed			✓	✓		✓
5.103(1)	A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees			✓	✓		✓
5.103(2)	A local government must review its code of conduct within 12 months of every ordinary elections day			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
Financial M’gment Reg 8(1)	A local government must maintain separate accounts for monies required to be held in the municipal fund, the trust fund, the reserve accounts, or monies relating to major land or major trading undertakings that will or are expected to span more than 2 financial years	✓					
Financial M’gment Reg 11(1)	A local government must develop procedures for cheques, credit cards, computer encryption devices and passwords, purchasing cards and petty cash systems	✓					
Financial M’gment Reg 11(2)	A local government must develop procedures for the approval of accounts	✓					
Financial M’gment Reg 13(2)	A list of accounts for approval to be paid must be prepared for each month, including the date of the meeting of council to which the list is to be presented	✓					
Financial M’gment Reg 19(1)	A local government must establish and document internal control procedures to ensure control over investments	✓		✓	✓		✓
6.2(1)	A local government must prepare by 31 August in each financial year, an annual budget for its municipal fund for the next financial year	✓					
6.2(1)	A local government must adopt the budget prepared		✓				
6.3	A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of a financial year	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.3	A local government must adopt the budget prepared (Budget for other circumstances)		✓				
6.4(1)	A local government must prepare an annual financial report for the preceding financial year and such other reports as are required	✓					
6.4(3)	By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor the accounts of the local government and the annual financial report	✓					
Financial M’gment Reg 33A(3)	A council is to consider a budget review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review on any recommendations made in the review		✓				
Financial M’gment Reg 34(2)(c)	Each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	✓					
Financial M’gment Reg 34(1)	A local government must prepare monthly financial reports	✓					
6.9(3)	A local government must pay or deliver to the person entitled to it any money and its interest and any property	✓					
6.9(4)	A local government may transfer money held in trust for 10 years to its municipal fund, but must repay it to a person who establishes a right to the repayment, together with any interest earned on the investment	✓					✓
6.11(1)	A local government must establish and maintain a reserve account for each purpose for which it wishes to set aside money	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.11(2)	A local government may change the purpose of a reserve account or use money held in a reserve account for another purpose		✓				
6.11(2)	A local government must give one month local public notice of a proposal to change the purpose of a reserve account or use money held in a reserve account for another purpose	✓					
6.12(1)(a)	A local government may, when adopting the annual budget, grant a discount or incentive for early payment of any money [subject to section 6.12(2)]		✓				
6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)]			✓	✓		✓
6.12(3)	The local government may determine what conditions apply to the granting of a concession			✓	✓		✓
6.13(1)	A local government may resolve to apply interest to any money that it has been owed [subject to section 6.13(6)], other than for rates and service charges		✓				
6.14(1)	A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	✓		✓	✓		✓
6.16(1)	A local government may impose a fee or charge for any goods or services it provides, except for a service for which a service charge has been imposed		✓				
6.16(3)	As well as imposing fees and charges when adopting the annual budget, a local government may impose fees and charges during the year or amend, from time to time, fees and charges throughout the year		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.19	If a local government wishes to impose a fee or charge under Part 6 Division 5 Subdivision 2 after the annual budget has been adopted, it must provide local public notice of its intention to do so and the date from which the amended fees or charges will be imposed	✓					
6.20(1)	A local government may borrow or re-borrow money, obtain credit or extend its financial accommodation in other ways		✓				
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, unless the proposal is of a prescribed kind, it must give one month public notice of the proposal	✓					
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, it must make the resolution to do so by absolute majority		✓				
6.20(3)(a)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, after giving one month local public notice it may resolve to use it for another purpose		✓				
6.20(3)(b)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, it may resolve to use it for another purpose		✓				
6.20(3)	One months public 'notice' must be given	✓					
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.29(2)	A local government must impose a rate on the basis of unimproved value to any tenement, licence or permit that is located in a district for which only rates on the basis of gross rental value apply		✓				
6.32(1)	When adopting the annual budget, a local government may, in order to make up a budget deficiency, impose a general rate on rateable land within its district, and may impose a specified area rate or a minimum payment on rateable land within its district, and may impose a service charge on land within its district		✓				
6.32(3)	A local government may, in an emergency after rates in a financial year have been imposed, impose a supplementary general rate or specified area rate for the unexpired portion of the current financial year, and is to impose a new general rate, specified area rate or services charge if a court or the State Administrative Tribunal quashes a general valuation, rate or service charge		✓				
6.33(1)	Local government may impose differential general rates		✓				
6.35(1)	Local government may impose on any rateable land in its district a minimum payment		✓				
6.36(1)	A local government must give local public notice (of its intention to impose any differential general rates or minimum payment applying to a differential rate category under section 6.35(6)(c))	✓					
6.37(1)	Local government may impose a specified area rate on rateable land		✓				
6.38(1) Financial M'gment Reg 54	A local government may impose a service charge on owners or occupiers to meet the cost of providing television and radio rebroadcasting, volunteer bush fire brigades, underground electricity etc		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.39(1)	As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed	✓					
6.39(2)	A local government must, from time to time, amend the current rate record to ensure it is accurate and correct and may amend the rate record for the 5 years preceding the current financial year	✓					
6.40(1)	If the rateable value, rateability or the rate imposed on any land is amended in the rate record, under section 6.39(2), the local government must reassess the rates payable and give notice to the owner of the land of any change in the amount of rates payable	✓					
6.40(2)	If a service charge on any land is amended in the rate record, under section 6.39(2), the local government must reassess the service charge and give notice to the owner of the land of any change of the amount of service charge payable	✓					
6.40(3)	If rates are reduced, under section 6.40(1), a local government must refund the owner of the land on request or credit the amount for rates or service charges	✓					
6.40(4)	If a service charge is reduced, under section 6.40(2), and the service charge had already been paid by the owner, the owner may request and then the local government must pay the overpaid amount to the owner or, alternatively, the overpaid portion is credited against any future amounts payable. If the service charge was paid by the occupier, the local government must pay the overcharged portion to the person who paid it	✓					
6.41(1)	A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.45(1) Financial M’gment Reg 64(2)	When adopting its annual budget, a local government must determine the due date for payment of instalments after the first instalment		✓				
6.45(3) & Financial M’gment Reg 67	A local government may impose an additional charge (including by way of interest) where payment of a rate or service is by instalments and that additional charge is taken to be a rate or service charge		✓				
6.46	A local government may, when imposing a rate or service charge, resolve to grant a discount or incentive for its early payment		✓				
6.47	A local government may, at the time of imposing rates and service charges, resolve to waive a rate or service charge or grant a concession	✓					
6.49	A local government may make an agreement with a person to pay their rates and service charges	✓					✓
Financial M’gment Reg 66(2)	If an instalment remains unpaid after the day on which the next instalment becomes due the local government may revoke the ratepayer’s right to pay by instalments	✓					
Financial M’gment Reg 66(3)(b)	The local government must in writing immediately notify the ratepayer of the revocation	✓					
6.50(1) and 6.50(2)	A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.51(1) & Financial M'gment Reg 70	A local government may resolve to impose interest (not to exceed 13%) on a rate, service charge and any costs of recovery that remains unpaid		✓				
6.56(1)	A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	✓					✓
6.60(2)	A local government may give notice (to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge)	✓					✓
6.60(3)	If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	✓					✓
6.60(4)	If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	✓					✓
6.61(1)	A local government may request an occupier, an agent or the person who receives the rent of a property, to give the name and address of the owner to the local government	✓					
6.64(1)	If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or transfer it to the Crown or itself			✓	✓		✓ subject to 5.43(d)
6.64(2)	A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.64(3)	A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	✓					✓
6.69(2)	A local government may accept payment of any outstanding rates or service charges on such terms and conditions as are agreed between the parties, up to the time of actual sale of the relevant land but not more than 7 days prior to same	✓					
6.69(3)	If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the local government is required to make such notifications and take such measures as are prescribed to cancel the proposed sale	✓					✓
6.71(1)	If a local government is unable to sell land under Part 6 Division 6 Subdivision 6 within 12 months, it may transfer the land to the Crown or itself			✓	✓		✓ subject to 5.43(d)
6.71(3)	If a local government transfers land to itself, under section 6.71(1) (b), it must pay any sum owed under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency or instrumentality of the Crown	✓					
6.74(1)	A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years			✓	✓		✓
Financial M'gment Reg 77(1)	Before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	✓					
Financial M'gment Reg 77(3)	A local government must consider any objections it receives in relation to a revestment under regulation 77			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.76(4)	A local government may extend the time for a person to make an objection in relation to the rate record	✓		✓	✓		✓
6.76(5)	The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part			✓	✓		✓
6.76(6)	The local government is to provide the person with notice of its decision	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 7 – Audit						
7.1A(1) & 7.1A(2)	Local government to establish an audit committee, appoint members to the committee with a minimum of 3 members and a majority of which are council members		✓				
7.1B	Despite section 5.16, a local government can delegate to an audit committee only those powers and duties contained in Part 7		✓				
7.3(1) & (2)	A local government must appoint one or more persons, on the recommendation of the audit committee, to be its auditor		✓				
7.6(2)(f)	A local government may terminate the appointment of an auditor by written notice			✓ Audit Ctte			
Audit Reg 8(1)	Where a local government has terminated an agreement with its auditor, it must give notice and reasons for the termination to the Executive Director within 30 days	✓					
7.6(3)	If the auditor’s registration as a company auditor is suspended or the auditor is unable or unwilling to carry out their duties, a local government must appoint a person to conduct or complete its audit		✓				
7.12A(2)	A local government must meet with its auditor at least once a year			✓ Audit Ctte			
7.12A(3)	A local government is to examine the auditor’s report, under section 7.9(1) and any report under section 7.9(3), and must determine if any matters raised by the report require action and ensure that appropriate action is taken			✓ Audit Ctte			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 7 – Audit	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
7.12A(4)	A local government must prepare a report on any action taken in response to an auditor’s or section 7.9(3) report, and provide it to the Minister			✓ Audit Ctte			
Audit Reg 14(1)	A local government must carry out a compliance audit for the period 1 January to 31 December in each year	✓					
Audit Reg 14(3)	A compliance audit return must be presented to the council at a meeting of the council, adopted by the council and recorded in the minutes of the meeting at which it is adopted		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 8 – Scrutiny of the Affairs of Local Governments	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
8.2(2)	Upon receiving a request from the Minister for information, a local government must provide the information to the Minister within the specified time of the notice	✓					✓
8.14(3)	A local government must give the Minister advice of what things it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report			✓	✓		✓
8.23(4)	A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 9 – Miscellaneous Provisions						
9.6(1)	An objection under Part 9 is to be dealt with by the council or a committee authorised by council to deal with it		✓				
9.6(5)	The local government must give the person who made the objection notice of how it was disposed of and reasons why	✓					✓
9.9(3)	As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	✓					✓
9.10(1) & (2)	The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	✓		✓	✓		✓
9.60(4)	A local government is to administer any regulation made under section 9.60 as if it were a local law	✓					
9.63(1)	If a dispute has arisen between 2 or more local governments, a local government may refer the matter to the Minister to resolve			✓	✓		✓
9.68(5)	A local government may recover accruing rates from a principal or agent who has failed to give a notice to the local government in accordance with section 9.68	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 2.1 – Provisions about Creating, Changing the Boundaries of, and Abolishing Districts	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
11 (2)	Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 2.2 – Provisions about Wards and Representation	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
4(1)	A local government must consider any submissions made under clause 3			✓	✓		✓
4(2)	If a council believes that a submission is of a minor nature or one which would not require public submissions, it may either propose to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)		✓				
4(3)	If it is a council's opinion that a submission is substantially similar to a submission in respect of which the local government made a decision in the last 2 years, or the majority of affected electors who made the submission no longer support it, the local government may reject the submission		✓				
4(4)	Unless a local government decides to deal with a submission under clause 5(b) or rejects it or proposes to reject it under clauses 4(1) or 4(2), the local government must carry out a review as to whether or not the order sought should, in the council's opinion, be made		✓				
5	Whether or not it has received a submission, a local government may carry out a review as to whether or not an order under clauses 2.2, 2.3(3) or 2.18, should, in the council's opinion, be made, or propose to the Advisory Board the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3), if, in the opinion of the council, the proposal is of a minor nature or one which would not require public submissions, or propose to the Minister the making of an order changing the name of a district		✓				
6	A local government must carry out a review of its ward boundaries and the number of councillors per ward every 8 years or as directed by the Advisory Board	✓		✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 2.2 – Provisions about Wards and Representation	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
7	A local government is to provide local public notice (advising that it is about to review its wards and inviting submissions)	✓					
8	The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards			✓			
9	When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)			✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 6.1 – Provisions Relating to the Phasing-In of Valuation	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	When imposing general rates, a local government may resolve that a general valuation, which results in an increase, can be phased in over 3 years		✓				
1(5)	If a local government makes a resolution, under clause 1(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓					
2(1)	When imposing general rates, a local government may resolve that gross rental valuations can be phased in over 3 years		✓				
2(5)	If a local government makes a resolution under clause 2(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 6.2 – Provisions Relating to Lease of Land where Rates or Service Charges Unpaid	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	A local government may lease the land with any conditions for a term that does not exceed 7 years	✓		✓	✓		✓ subject to 5.43(d)

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 6.3 – Provisions Relating to the Sale or Transfer of Land where Rates or Service Charges Unpaid	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	Before exercising its power of sale, a local government must give the owner, or any other person who has a recorded interest in the land, opportunity to pay the rates or service charges. It must send them notice by certified mail and place a notice [with the contents prescribed in clause 1(2)] on its notice board for a minimum of 35 days	✓					
1(3)	A local government must give local public notice (if the owner or other interested parties do not have a recorded address)	✓					
1(4)	The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)			✓	✓		✓
2(1)	The local government must give (Statewide public notice of the sale)	✓					
2(3)	The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	✓					
4(1)	A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple			✓	✓		✓ subject to 5.43(d)
7(2)	If the land has not been sold within 12 months, the local government may begin the process again in accordance with this Schedule	✓					

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Standards for CEO Recruitment, Performance & Termination

Adopted: Minute Reference #####

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Chapman Valley Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, which governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards, which are also used in the Act, have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government they unable to access the website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and

- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;
 - and
 - (b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, the recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and

- (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES

CEO Standards Explanatory Notes

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i></p> <p>Section 22 – Sections 5.39A, 5.39B & 5.39C.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect Section 22 of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p>5.39A - Model standards for CEO recruitment, performance and termination. 5.39B - Adoption of Model Standards 5.39C - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
1	Citation	This provision sets out the citation title of the instrument.
2	Commencement	<p>These regulations come into effect as follows –</p> <ul style="list-style-type: none"> Regulations 1 & 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021); The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).
3	Regulations amended	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p>Regulation 18A amended</p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p>Regulation 18C and 18D deleted</p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government's duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government's official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	Regulation	Explanation
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
6	Regulations 18FA to 18FC inserted	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.

	Regulation	Explanation
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO's employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
7	Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	Division 1 – Preliminary provisions	

	Regulation	Explanation
1.	Citation	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
2.	Terms used	<p>This clause defines <i>Act</i>, <i>additional performance criteria</i>, <i>applicant</i>, <i>contract of employment</i>, <i>contractual performance criteria</i>, <i>job description form</i>, <i>local government</i>, <i>selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
	Division 2 – Standards for recruitment of CEO's	
3.	Overview of Division	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
4.	Application of Division	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	Determination of selection criteria and approval of job description form	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	Advertising requirements	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed.</p> <p>Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	Regulation	Explanation
7.	Job description form to be made available by local government	<p>Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.</p>
8.	Establishment of selection panel for employment of CEO	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> • a councillor; • a human resources consultant; or • an employee of the local government; <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
9.	Recommendation by selection panel	<p>It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO</p>

	Regulation	Explanation
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
10.	Application of clause 5 where new process carried out	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	Regulation	Explanation
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	Offer of employment in position of CEO	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	Variations to proposed terms of contract of employment	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	Recruitment to be undertaken on expiry of certain CEO contracts	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	Regulation	Explanation
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
14.	Confidentiality of information	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	Regulation	Explanation
	Division 3 – Standards for review of performance of CEOs	
15.	Overview of Division	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
16.	Performance review process to be agreed between local government and CEO	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
17.	Carrying out a performance review	<p>Clause 17 deals with how a review of a CEO's performance must be carried out.</p>

	Regulation	Explanation
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	Endorsement of performance review by local government	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	CEO to be notified of results of performance review	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	Division 4 – Standards for termination of employment of CEO's	
20.	Overview of Division	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	General principles applying to any termination	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ul style="list-style-type: none"> a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.
22.	Additional principles applying to termination for performance-related reasons	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> • previously identified any issues with the CEO's performance as part of the performance review process; • informed the CEO of the performance issues; • given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues; • determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and • 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.
23.	Decision to terminate	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	Regulation	Explanation
24.	Notice of termination of employment	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.



Department of
Local Government, Sport
and Cultural Industries



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Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

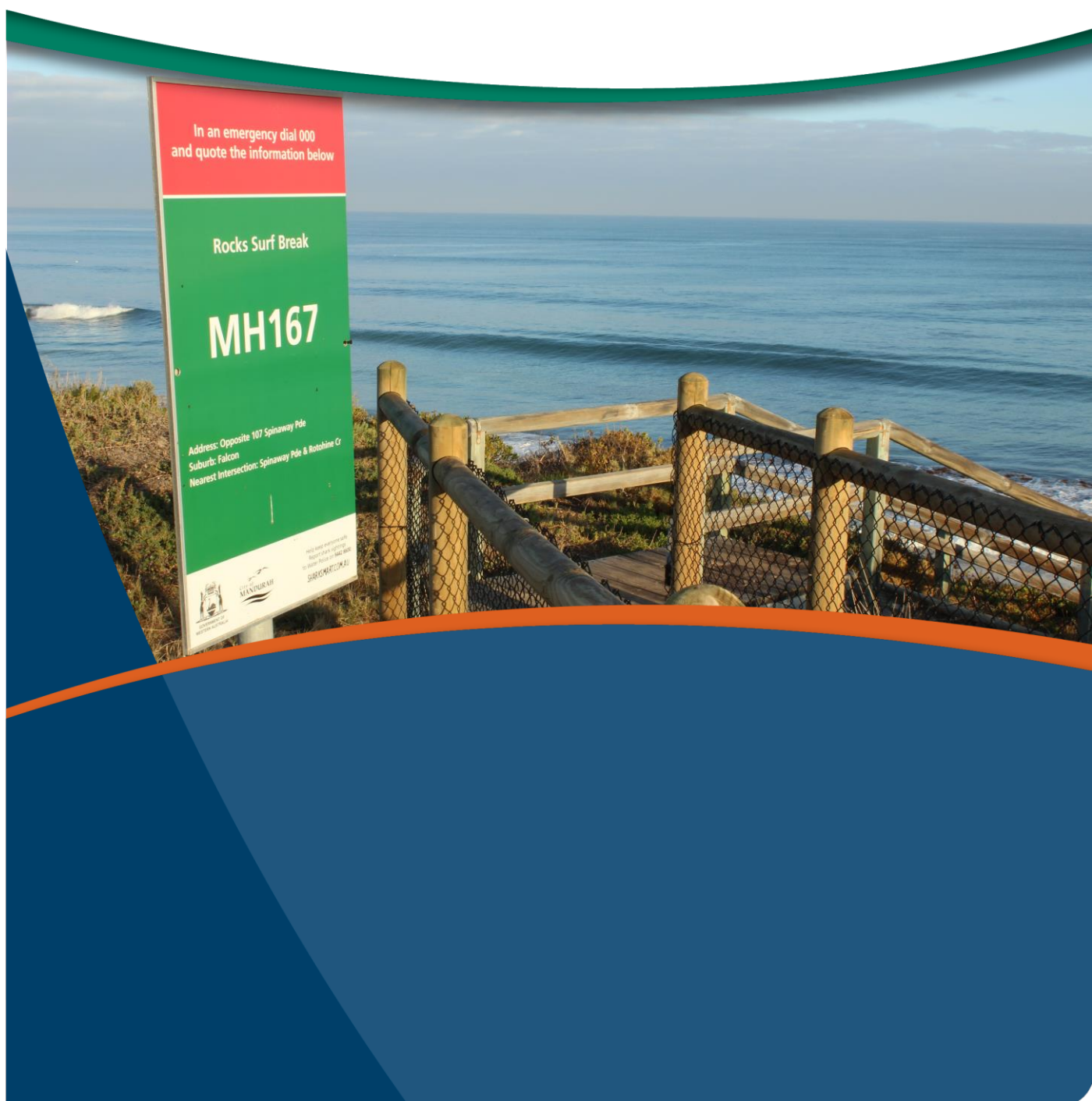
Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Application Guidelines – February 2021



About the program

The Beach Emergency Numbers (BEN) system – named in honour of fatal shark bite victim Ben Gerring - is a coding system that aims to improve emergency response times by installing signs with unique codes at beach access points.

These signs provide specific location information which is vital when emergency services are deployed in the event of a shark sighting, bite or other beach emergency.

In December 2017, the Western Australian Government launched a grants program to provide financial assistance to coastal Local Government Authorities (LGAs) from Geraldton to the South Australian border to introduce BEN signs at beaches.

In December 2020, the program was extended to the 12 coastal LGAs from north of Geraldton to Kununurra.

Organisations involved in implementing the program

Department of Primary Industries and Regional Development (DPIRD) is the lead agency, responsible for:

- Review of proposed sign locations in conjunction with LGAs.
- Review of grant applications against the selection criteria.
- Development of the BEN codes, addresses and other data.
- Liaison with LGAs regarding sign production and installation.
- Audits to ensure signs have been installed at the correct locations.
- Provision and maintenance of BEN data on data.wa.gov.au for emergency services and sharksmart.com.au for the public.

Department of Local Government, Sport and Cultural Industries (DLGSCI) manages the LGA grant agreements, payment and acquittal process.

Landgate provides assistance to register official geographic location names.

Emergency Services Organisations including WA Police, Department of Fire and Emergency Services and St John Ambulance integrate the BEN data into their Computer Aided Dispatch (CAD) systems.

LGAs are responsible for signage location assessment and installation, their own data management and ongoing maintenance (and replacement) of BEN signs.

What is covered by the grant

LGAs may apply for up to \$50,000. The grant can be used for the following:

- a BEN sign (as per the template provided) to be located at each (or selected) beach access points within the LGA;
- signage fixtures (e.g. frame, brackets, pole etc); and
- design costs (template provided).

What funding may not be used for

LGA sign location assessment, data management, installation or the ongoing maintenance and/or replacement of signs.

Who can apply

Coastal LGAs located from north of Geraldton to Kununurra. All 12 eligible LGAs are listed in *Appendix One – List of Eligible Councils and BEN Sign Area Prefixes*.

Grant conditions

The grant is to be used solely for the BEN sign program. Any part of the grant funds that is not used in accordance with the BEN sign program must be repaid.

The LGA must provide sign information as outlined in *Appendix Two – Data Collection Requirements* to DPIRD prior to applying for a grant and before the manufacture and installation of signs. Signs must be designed and constructed in accordance with *Appendix Three – BEN Sign Design Guidelines*.

Successful LGAs will be required to complete a signed grant agreement with DLGSCI before payment is received.

How to apply

Step 1: Read the guidelines carefully.

Step 2: Register your interest in the BEN sign program with DPIRD at www.fish.wa.gov.au/eoi-bensign.

Step 3: DPIRD's BEN sign co-ordinator will contact you to discuss the BEN sign program and provide access to the mapping tool. (DPIRD recommends the use of the Collector app or related mapping tool, outlined in *Appendix Two*. The Collector app is the preferred method of data collection and can be used at no additional cost.)

LGAs will need to identify existing beach access signage and additional beach access points (with no current signage) to be considered for BEN signs.

It is strongly recommended that LGAs liaise with the local community, especially local emergency services, in nominating the most appropriate beach access points and in determining the preferred local beach names. Local Emergency Management Committees (LEMCs) may be of assistance for this purpose.

Step 4: Finalise your LGA's list of BEN sign locations (via Collector app or web mapping tool and notify the BEN sign co-ordinator once completed. The BEN sign co-ordinator will review the nominated locations and provide any feedback required using an interactive web map. DPIRD Geospatial Services will also review your data and provide feedback.

The co-ordinator will get back to you once your BEN sign locations have been reviewed and will come to a final agreement about them with you.

Step 5: We then request that all applicants provide a preferred quote for sign production, complete a simple communications plan and provide beach closure guidelines (if available). These items are then attached to the formal online grant application to be completed at www.fish.wa.gov.au/application-bensign/. Refer to *Appendix Six* for a sample application.

All applications will be acknowledged immediately via email. Should you not receive an acknowledgement, please contact the BEN sign co-ordinator to confirm that your application has been received.

Step 6: DPIRD will review the application (ensuring all required information is included) and forward it to DLGSCI for formal approval and payment.

While the application is being reviewed by DSGSCI, DPIRD will develop the required BEN codes, addresses and other data for LGA review.

Step 7: Your LGA will be required to sign off on a BEN sign program grant agreement with DLGSCI before payment is made.

Step 8: Your LGA liaises with their preferred sign writing company, utilising the sign template and BEN sign data provided by DPIRD.

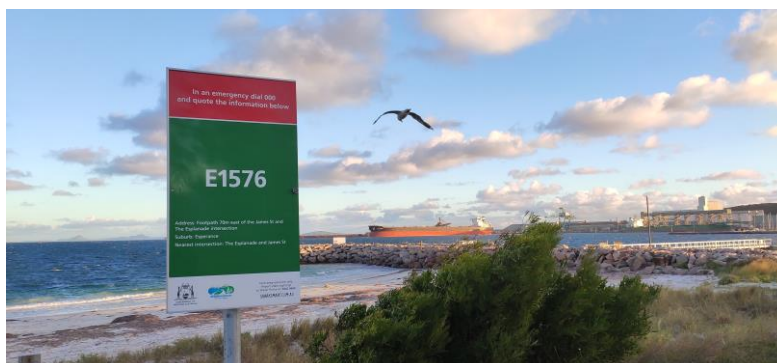
Once sign proofs are produced, they must be reviewed and 'approved' by DPIRD and the LGA prior to manufacture.

Step 9: Your LGA co-ordinates installation of the signs at the agreed locations. DPIRD arranges for emergency service organisations to receive BEN sign data to allow for integration into Government systems, including emergency services CAD systems, the State Government's data sharing site <https://catalogue.data.wa.gov.au/dataset/beach-emergency-numbers-ben-signage> and the SharkSmart WA app and website <https://www.sharksmart.com.au/>

Your LGA will also be required to provide DPIRD with photographs of signs *in situ* installed BEN sign location details for ALL signs installed.

Step 10: Your LGA completes the grant acquital process using the template provided by DLGSCI.

Step 11: As a final check, DPIRD will audit all sign locations to ensure that the correct signs have been installed at the agreed locations.



Assessment criteria

A successful application will meet the following criteria:

1. The application is from an eligible LGA.
2. The application has been discussed with DPIRD prior to submission.
3. The application doesn't exceed the allocated funding of up to \$50,000.
4. The application includes all relevant supporting documentation including:
 - data collection requirements (refer to Appendix Two)
 - preferred quote
 - communications plan (refer to Appendix Four)
 - beach closure guidelines (if available) (refer to Appendix Five)

5. The application has been submitted using the online grant application form.

In the event of high demand, processing priority will be given to LGAs with high use beaches, high numbers of reported shark sightings, tagged shark detections, shark interactions (as per the Australian Shark Attack File) and other incidents.

Assessment and notification

Please allow up to twelve weeks from when the online grant application is submitted for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above.

All LGAs that apply for funding will be notified in writing of the outcome of the submission.

Successful applications

Successful applicants will be required to report on the activities undertaken. Once the project is completed, an acquittal report must be submitted to prove expenditure of the grant against the approved project. An acquittal template will be provided once the grant is approved.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to DLGSCI.

Further information

For further information about the BEN sign program, or assistance completing the application form, please contact the BEN sign co-ordinator.

Frequently Asked Questions

How long does an LGA have to complete the project?

Once a grant agreement is signed, the LGA has 12 months to meet the grant conditions and receive payment.

How many BEN signs have been installed so far?

As of January 2021, over 1,200 BEN signs had been installed along beaches in metropolitan and regional locations in the south-west and WA Police had logged 368 requests for police assistance (via 000 calls) where the use of BEN signs provided important location information. For the same period St John Ambulance had received 304 requests for ambulance attendance referencing BEN signs.

What do BEN signs look like?

A BEN sign template has been created for consistency across Western Australia.

The two-sided sign has a uniform red and green sign on the front and a beach closure alert on the back.

The template takes into consideration the AS 2416 - 2010 Water safety signs and beach safety flags, National Aquatic and Recreational Signage Style Manual (Third Edition), City of Mandurah BEN sign design and other Western Australian Government guidelines.



The aluminum frame and cable tie design reduce the risk of sign corrosion which is an issue with hinged signs and padlocks (when used long-term), however, LGAs may wish to consider other ways to secure signs into frames including cup washers. LGAs will need to consider maintenance and replacement costs in the event signs are damaged or stolen.

Refer to *Appendix Three – BEN Sign Design Guidelines* for further information.

Can an LGA incorporate the BEN numbers into their existing signage?

No. The BEN sign program grants are provided for stand-alone BEN signs at beach access points, incorporating a beach closure alert on the back. Only the design specified by DPIRD will be eligible for the grant. This will help ensure continued consistency and public familiarity with BEN signs.

Each BEN sign also includes the information required in the event of an emergency such as address, suburb and nearest intersection. This additional information is valuable for incident responders and is used by emergency services to verify that the BEN code provided is correct.

On the back of the BEN sign, the beach closure alert will be useful if the LGA already has a beach closure policy, or if one is developed in the future.

Where should BEN signs be located?

BEN signs should be located at beach access points within the LGA, at the discretion of the LGA.

They should be set at the start of beach access points in highly visible locations. e.g. car parks, boat ramps, footpaths, cycle paths. This is to assist arriving emergency services personnel in checking they are at the correct location.

All beaches (including remote and urban locations) should be considered for BEN signage. BEN signs are particularly useful for urban areas where beaches have multiple access points, as they ensure that emergency services access the location at the closest point to the emergency. They may also be useful in remote locations, especially to assist tourists who may not know where they are.

Some signs have also been located at harbours, estuaries, boat ramps, fishing platforms, jetties and lakes. If you are considering such locations, discuss this with the BEN sign co-ordinator.

Are BEN signs restricted to two-wheel drive access points?

No. BEN sign locations can be accessible by both 2WD and 4WD vehicles. This information should be noted in the 'inspection comments' field within the Collector app or related web mapping tool.

Is there a way to prioritise locations for BEN signs?

In the event that the number of BEN signs required exceeds the available funding allocation, LGAs may wish to liaise with the local community, especially local emergency services, in nominating the most appropriate beach access points. Local Emergency Management Committees (LEMCs) may be of assistance for this purpose.

When determining locations for BEN signs, particularly when there are more possible sign locations than finances allow for, it is recommended that signs are placed in areas which:

- are based on coastal risk assessments;
- are considered to be high use visitor locations;
- have public facilities;
- have mobile phone coverage (but it is quite reasonable to locate signs where there is no phone coverage); and
- may have had incidents which could have benefited from BEN signs in the past.

Where should BEN signs be located when there are too many tracks to the beach?

In some areas there may be a honeycomb of tracks to the beach. These situations may require signs to be placed at the main carparks or junctions leading into the area.

How many signs will be funded for each area?

LGAs should consider the number of signs required in their area and the funding available. The location of the BEN signs is at the discretion of the LGA but you can discuss locations with the BEN sign co-ordinator.

How are the emergency numbers allocated?

Each BEN sign has a unique code based on an area prefix followed by a one to five digit number. The prefix is consistent with the Department of Transport's licensing system for number plates. Refer to *Appendix Four – List of Eligible Councils and BEN sign area prefixes*.

The one to five digit numbers, which are usually not sequential, are based on the distance along the coastline from the beach nearest the sign and the LGA's northern or western boundary. For example, AU10 translates to the Shire of Augusta-Margaret River, 1 km from the Shire's northern boundary. This means the BEN code gets higher going further south or east within an LGA area.

The unique BEN codes will be assigned by DPIRD Geospatial Services and provided to LGAs.



Can a LGA use their own numbering system?

No. If a LGA has an existing numbering system it must be replaced with the BEN system. This is necessary to integrate the coding system into emergency service systems and will avoid multiple locations with the same beach identifier. It will also allow for consistent emergency signage at beaches to assist with raising community awareness of the sign program.

Replacement of existing numbering systems with the BEN system has already occurred within a number of metropolitan LGA areas.

Can further BEN signs be added at a later stage?

Yes. The system being used to allocate the unique codes will also allow for more BEN signs to be added later at additional locations. This has already occurred within two metropolitan LGAs.

Can we include a common location name on the sign?

Signs will only include the official geographic name from Landgate's GEONOMA database. If there is no official name, this area of the sign (above the BEN code) will be left blank. LGAs should indicate to the BEN sign co-ordinator if they wish to have a common location name registered with Landgate. This can usually be done very quickly during the development of the BEN data for that LGA but the following basic information will assist:

1. The origin and source of each name.
2. A plan/map showing the location, extent of each beach or coastal feature.
3. The centroid (coordinates) of each feature as an easting, northing and zone or as a latitude and longitude.

How are the addresses on the signs devised?

The addresses may refer to nearby house numbers and streets, such as 'Car park 200m west of 79 Juniper Rd. Where there are no houses, addresses refer to distances and bearings from known locations. e.g. 4WD car park 1.45km north-west from the western end of Juniper Rd.

What are the data collection requirements?

To ensure consistency in data collection and ease of integration into emergency services' CAD systems, LGAs are required to follow the data collection requirements outlined in *Appendix Two – Data Collection Requirements*.

Where can we get our signs manufactured?

Signs can be manufactured under existing LGA procurement processes and is at the discretion of the LGA.

Our LGA has lands managed by the Department of Biodiversity, Conservation and Attractions (DBCA). Who is responsible for BEN signs in these areas?

LGAs wishing to install BEN signs on lands managed by DBCA (formerly the Department of Parks and Wildlife) will be required to discuss their intentions with the local DBCA office. DBCA will consider the LGA request and determine whether BEN signs are appropriate for the locations suggested.

DBCA will consider factors such as level of development at the site (carpark, toilets, other facilities, road access), visitation levels to the site, previous incident history and mobile phone coverage in determining whether BEN signs are appropriate at the identified locations.

Appendices

Appendix One	List of Eligible Councils and BEN Sign Area Prefixes
Appendix Two	Data Collection Requirements
Appendix Three	BEN Sign Guidelines
Appendix Four	Communication Guidelines for LGAs
Appendix Five	Beach Closure Guidelines
Appendix Six	BEN Sign Program Grant Application



Appendix One – List of Eligible Councils and BEN Sign Area Prefixes

Coastal eligible LGAs located from north of Geraldton to the Northern Territory border are eligible for BEN sign program grants:

LGA	LGA_PREFIX
ASHBURTON, SHIRE OF	AS
BROOME, SHIRE OF	BM
CARNARVON, SHIRE OF	C
CHAPMAN VALLEY, SHIRE OF	CV
DERBY-WEST KIMBERLEY, SHIRE OF	KW
EAST PILBARA, SHIRE OF	EP
EXMOUTH, SHIRE OF	EX
KARRATHA, CITY OF	KR
NORTHAMPTON, SHIRE OF	NR
PORT HEDLAND, TOWN OF	PH
SHARK BAY, SHIRE OF	SB
WYNDHAM-EAST KIMBERLEY, SHIRE OF	WY

Appendix Two – Data Collection Requirements

To assist LGAs with identifying beach access points and data collection requirements, DPIRD recommends the use of two collection tools:

1. Collector app; or
2. Web mapping tool

DPIRD Geospatial Services have developed these collection tools to ensure that all the required information is captured for the implementation of BEN signs.

When you have lodged your 'expression of interest' for the BEN sign program grants, DPIRD will provide the relevant login details to use these tools.

LGAs are not restricted to using one tool as the data collected and the login details are shared between the two.

LGAs may use the tools provided to identify all beach access points including those nominated for BEN signs.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

LGAs with access to a GIS resource can supply beach access points in an Excel spreadsheet, CSV, ESRI shapefile or file geodatabase format. Please contact DPIRD Geospatial Services for the preferred table/schema design that will assist with processing the data.

Email: gis.support@dpird.wa.gov.au **Phone:** 08 6551 4307



Collector app

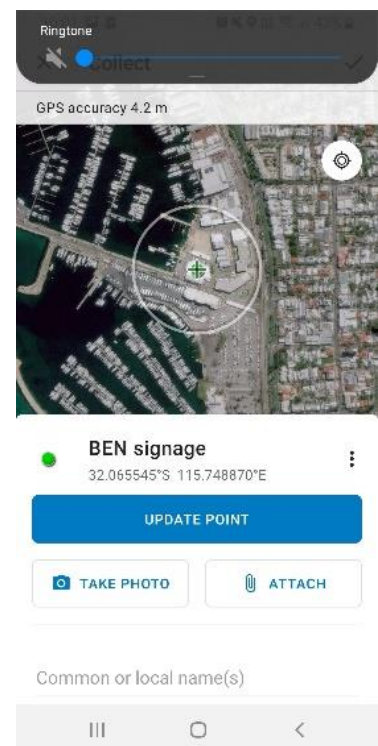
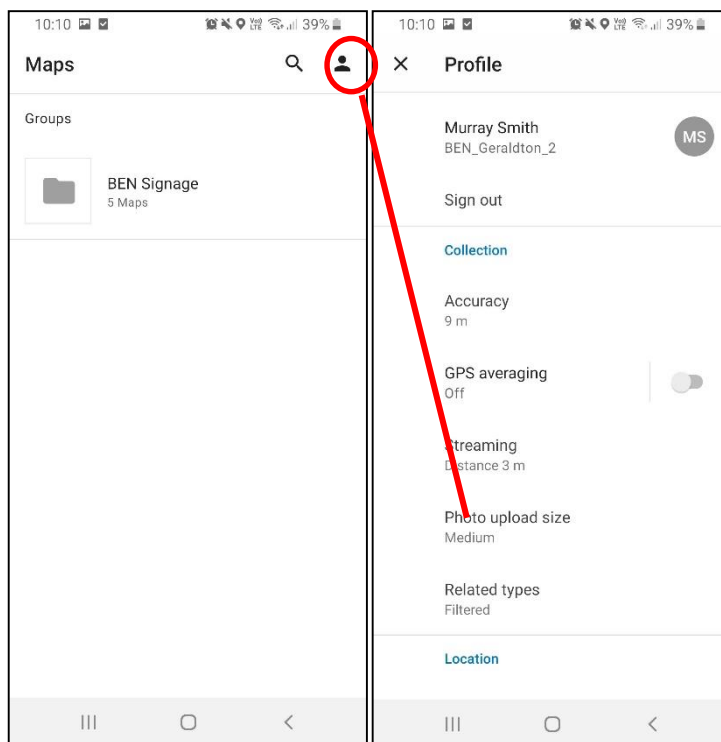
The Collector app can be used in the field or office, by downloading the app onto a mobile device. It may look slightly different based on your mobile device and screen size but the overall experience will be the same.

Getting started

- Advise DPIRD that you would like to use Collector for ArcGIS (Collector) app. Nominate an email to use in the registration process. DPIRD Geospatial Services will provide you with details to access Collector.
- Once you have received your access details, download Collector from your respective app store for Apple or Android devices. Collector is free to download.
- Ensure location services have been enabled on your device. This is required to locate your position on the map in Collector.

Collecting beach access point information

1. Open Collector, select 'ArcGIS Online' and sign in using the details provided by DPIRD Geospatial Services.
2. We recommend going into 'Settings' (person icon) and changing the 'Photo upload size' to 'Medium' to avoid excess data usage.



3. In the 'Maps' menu tap the 'BEN Signage' folder.
 4. Tap the 'BEN Signage (v1.1)' map to open the project.
 5. The map will open with a blue pin identifying your current location. You are still able to move to another location using pinch open, pinch close and drag.
 6. Tap on the '+' icon to collect a feature. By default, the point is placed at your current location, but you can choose an alternative location by tapping and dragging on the map.
- Where there is poor location reception, you will need to tap on the map to place a point at the desired location.

7. Complete the form and upload photos if you wish. Tap the 'Tick' icon to save information (top right corner).
8. If there is an official name for the beach at the access point you have identified, look for a yellow square and tap on this to view the official name. If there is no yellow square, there is no official name. If you are unsure, leave this field blank – DPIRD Geospatial Services will check this later.
9. Continue using the same process to capture all remaining beach access points.

IMPORTANT: Please contact DPIRD Geospatial Services to discuss options for working outside of areas with network coverage.

Review or edit beach access point information

1. To review the details for the locations you have entered, tap on a beach access point (green pin).
2. To edit the form, tap the 'pencil' icon.
3. Tap on any of your previous form responses to change them. Tap 'Update Point' to move the point to a new location.
4. Select 'Update' to save changes or 'Cancel' to disregard.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

Web mapping tool

The web mapping tool is best used in the office and is suitable for access on a desktop computer, laptop or tablet. This option will allow the user to locate sites through the use of a Google style map. Please note that you are unable to manually add GPS coordinates for a beach access point. Users will have to select a location on the map.

Getting started

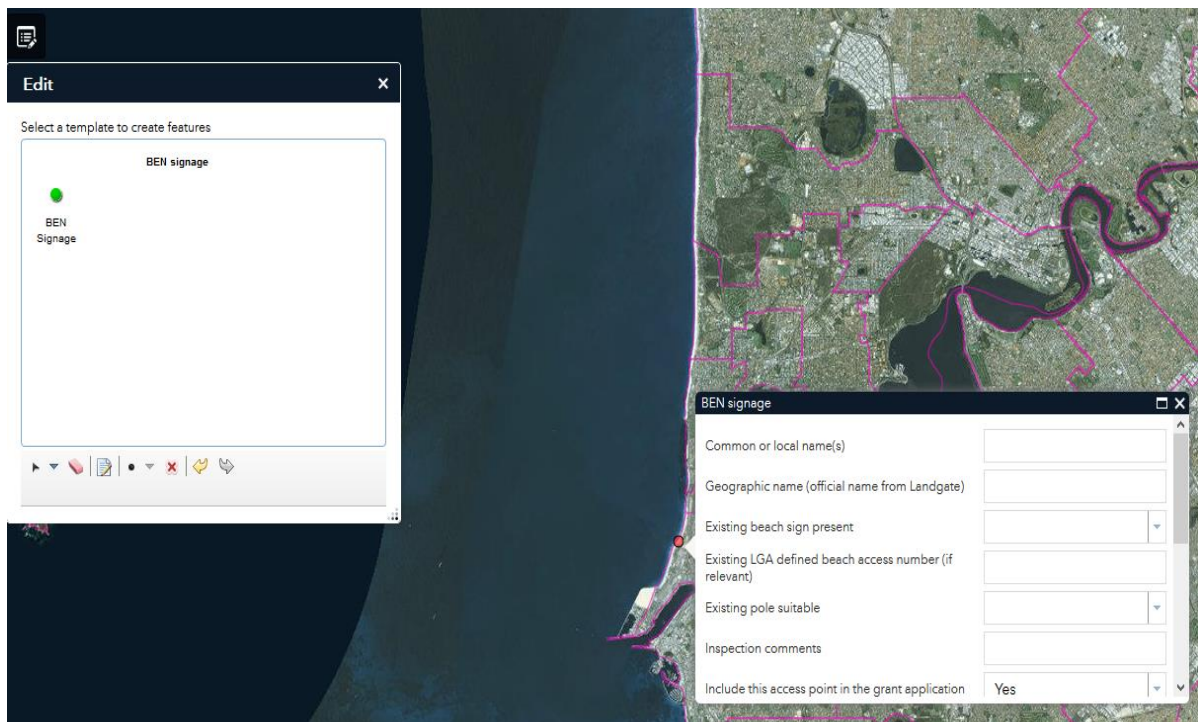
- Advise DPIRD that you would like to use the web mapping tool. Nominate an email to use in the registration process. DPIRD Geospatial Services will provide you with details to access the web map.
- Access the map by clicking on the following link
<http://wafisheries.maps.arcgis.com/apps/webappviewer/index.html?id=a1644f08ca094436bf69dd6db4ebec65>. Use the access details provided to log into the map.



- The map will open in your preferred browser but works best with Google Chrome, Firefox, Safari or Internet Explorer v.11+ or Edge.
- Use the mouse wheel or the +/- button (top left of the map) to zoom in and out of the map. Hold left mouse button to drag the map. On a tablet, use pinch open, pinch close and drag to move around the map.
- If there is an official name for the beach for the access point you have identified, the name will automatically appear above a yellow square. If there is no name and yellow square, there is no official name. (If you are unsure, leave this field blank – DPIRD Geospatial Services will check this later.)

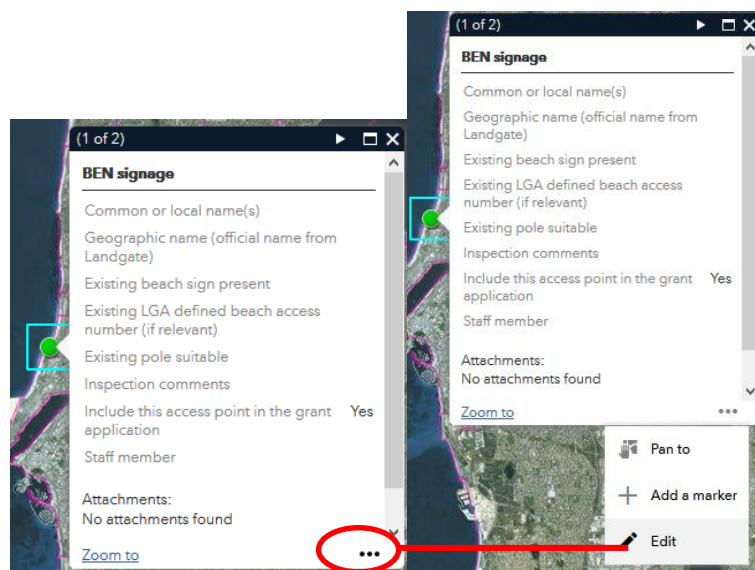
Collecting beach access point information

1. The 'Edit' widget will be open by default on the left. Click on the 'BEN signage' symbol (with green pin) in the 'Edit' widget, then click on the map to place a pin on a beach access point. If you are using a tablet, tap on the map for where you would like to add a point.
2. Complete the form that appears. If you would like to include a photo(s) there is the ability to upload attachments at the bottom of the form. Scroll to the bottom of the form and click 'Close' to save changes.



Review or editing beach access point information

1. To review the details for the beach access points you have entered, select that point by clicking on it or by tapping on it.
2. If the 'Edit' widget is open the form will appear. Otherwise click on the three dots (bottom right of the form) and select 'Edit' to change to the form.



3. You can enter or change details. Click 'Close' to save changes or click 'Delete' if you would like to remove the point.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

Appendix Three – BEN Sign Design Guidelines

The BEN sign design guidelines take into consideration:

- AS 2416.1-2010 Water safety signs and beach safety flags – specifications for water safety signs used in workplaces and public areas;
- AS 2416.2-2010 Water safety signs and beach safety flags – specifications for beach safety flags – colour, shape, meaning and performance;
- AS2416.3-2010 Water safety signs and beach safety flags – guidance for use;
- National Aquatic and Recreational Signage Style Manual, Third Edition;
- Western Australian Government Style Guide; and
- City of Mandurah BEN sign design.

General information:

- Signs are to be reversible to incorporate both the uniform red and green sign on the front and a beach closure alert on the back. (Even if the LGA does not currently have a beach closure policy, such two-sided signage will be useful if this situation changes in the future.)
- Sign size of 860mm x 465mm is based on signage implemented by the City of Mandurah and the over 1,200 BEN signs rolled out in the south-west, to allow for continuity in BEN sign appearance.
- Signs should be made from 1.6mm marine grade aluminium sign plate, with a cast vinyl digital print with a two-part epoxy spray as the finishing process.
- Indicative sign cost provided by the City of Mandurah:
 - Panel and brackets to existing poles \$365 plus GST per sign
 - Panel and brackets to new poles \$435 plus GST per sign
- When your LGA is at the point where it is ready to get signs manufactured, DPIRD will provide print-ready artwork, a sign style guide and a spreadsheet of the unique emergency numbers and other location information required for each sign.

Sign installation:

- The signs are to sit in an aluminium frame to allow rapid roll out of beach closures by beach responders.
- The signs are secured with cable ties that allow them to be cut and the sign flipped when required. In the event the signs are tampered with or stolen, the LGA may choose to use small padlocks or other security devices to secure the signs.
- Signs are to be mounted onto a single 60OD XLT galvanised pole with ARC060 brackets to fit the pole.
- Concrete footings should be in accordance with the relevant Australian Standards.
- Attaching a duplicate (secondary) BEN sign to the back of the pole that the main (primary) sign is attached to, can be considered if:
 - the access track is short enough so the sign can be read – must be within 15 m.
 - there is a clear line of sight between the beach end of the track and the sign at the other end.
 - all other priority ocean beach access points have already been nominated to have BEN signs.
 - the total cost does not exceed the maximum grant allowed for the LGA.

Sign position:

- BEN signs should be set at the start of beach access points in highly visible locations. e.g. car parks, boat ramps, footpaths, cycle paths. This is to assist arriving emergency services personnel in checking they are at the right location.
- All beaches (including remote and urban locations) should be considered for BEN signage. BEN signs are particularly useful for urban areas where beaches have multiple access points, as they ensure that emergency services access the location at the closest point to the emergency. They may also be useful in remote locations, especially to assist tourists who may not know where they are.
- Signs should be located without creating any interference to pedestrian flow or to any other component e.g. other signage.
- Signs should be clear of any obstructions so that the view is not obscured by objects or infrastructure e.g. fencing or foliage.
- Sign placement should be a minimum of 650mm and maximum of 1080mm above ground level or on a sloping surface measuring up from the place that the visitor stands to read the signs. Placement should allow for easy manual handling to reverse the sign when implementing beach closures.
- If existing Level 3 Access Signage is already in place, it is recommended that BEN signs are placed on a new pole to maximise visibility. If this isn't suitable at the location, signs can be placed below existing signs (in accordance with minimum sign height above ground level).



Signs at the beach end of access tracks:

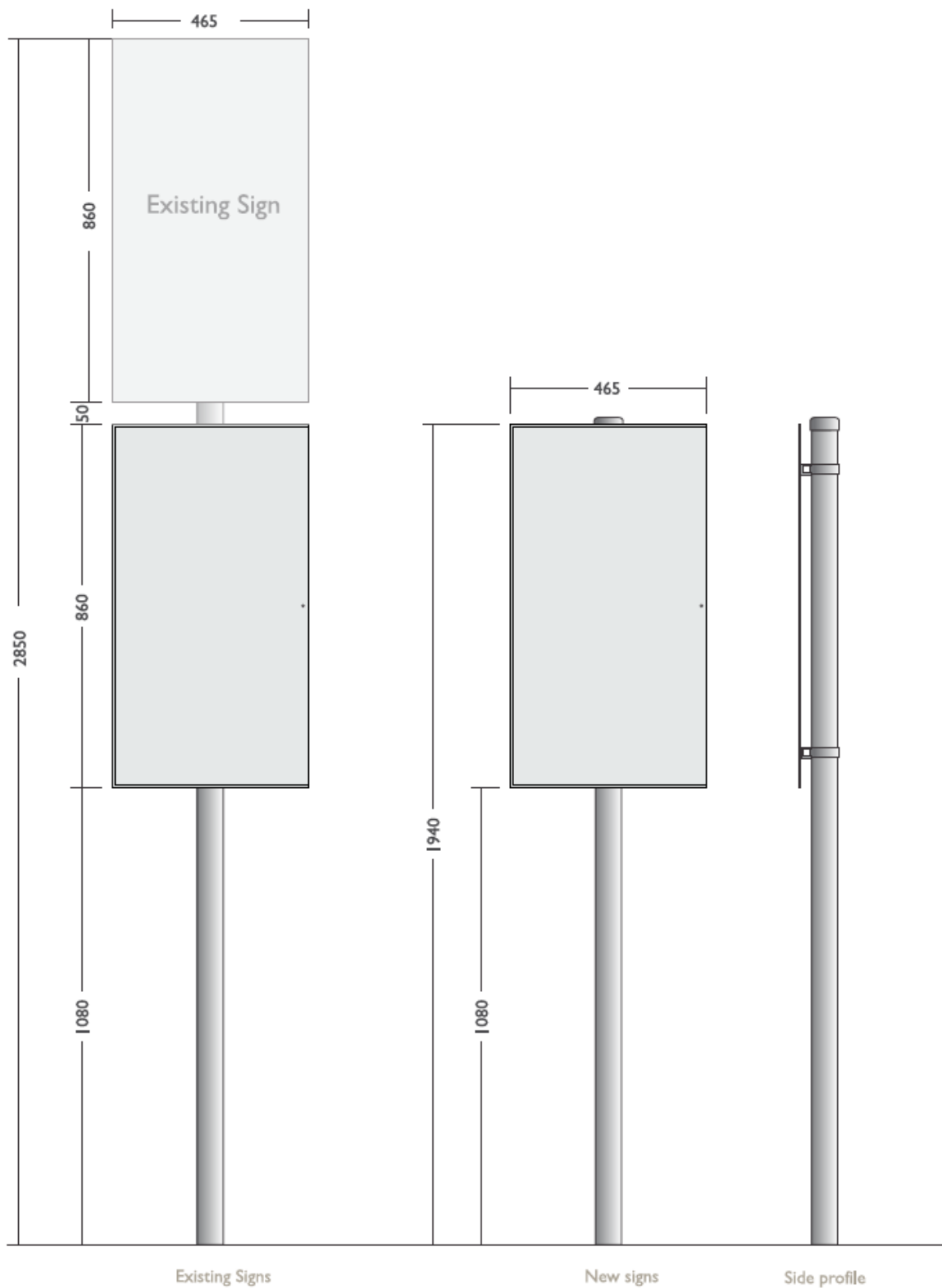
- An additional sign at the beach end of an access track can also be considered if:
 - the access track is longer than 15 m,
 - there is no clear line of sight between the beach end of the track and the sign at the other end,
 - all other priority ocean beach access points have already been nominated to have BEN signs,
 - the total cost does not exceed the maximum grant allowed for the LGA.

Signs in other locations:

- Some signs have also been located at harbours, estuaries, boat ramps, fishing platforms, jetties and lakes. If you are considering such locations, discuss this with the BEN sign co-ordinator.
- Signs at access points within harbours and estuaries can be considered if:
 - the locations are within 3 km of the mouth/entry to the ocean,
 - the harbours/estuaries are continuously connected to the ocean and meet the definitions below¹,
 - the locations have a high level of visitor use,
 - may have had incidents which could have benefited from BEN signs in the past,
 - all other priority ocean beach access points have already been nominated to have BEN signs,
 - the total cost does not exceed the maximum grant allowed for the LGA.

¹ A harbour is defined as a portion of a body of water along the shore deep enough for ships, and so situated with respect to coastal features, whether natural or artificial, as to provide protection from winds, waves and currents.

An estuary is defined as (1) the part of the mouth or lower course of a river in which its current meets the sea's tides, and is subject to their effects and (2) an arm or inlet of the sea.



BEN sign placement with existing Level 3 Access Signage versus placement on its own pole (NB. Minimum height above ground level is 650 mm.)

Location name:

- The location name must be the official geographic name from Landgate's GEONOMA database.
- No common names are to be used on the signs.
- LGAs should indicate to the BEN sign co-ordinator if they wish to have a common location name registered - this can usually be done very quickly by DPIRD Geospatial Services during the development of the BEN data for that LGA.

Beach emergency numbers:

- The LGA's unique area prefix (as outlined in *Appendix One – List of Eligible Councils and BEN Sign Area Prefixes*) followed by a one to five-digit number will be assigned by DPIRD Geospatial Services.
- The one to five-digit number will be the distance to the beach access point along the coastline from the beach nearest the sign and the LGA's northern or western boundary. For example, AU10 translates to the Shire of Augusta-Margaret River, 1 km from the Shire's northern boundary.

Additional information:

- Address, suburb and nearest intersection information is used by emergency service organisations to verify that the BEN code provided is correct
- This information, along with the beach emergency numbers, will be provided by DPIRD Geospatial Services.



Appendix Four – Communication Guidelines for LGAs

Promoting the BEN sign program and SharkSmart safety messages is an important aspect of the grants program. It will also help raise community awareness of the LGAs who have participated in the grants.

LGAs are required to ensure adequate local publicity and adopt the consistent messaging provided in this document to help facilitate improved safety outcomes for the community.

Water use is at the heart of the Western Australian lifestyle and community, and the BEN sign program will have a positive impact by:

- improving emergency response times by integrating the unique codes into Computer Aided Dispatch (CAD) systems; and
- enabling beach managers to be in attendance earlier to implement beach closures in the event of a shark sighting, incident or other emergency, with accurate beach location descriptions and integrated beach closure signs.

Consistent messaging


- When communicating the grants, e.g. on your website, in brochures and with the press, you should use the brand name of the grant program: Beach Emergency Numbers (BEN) sign program.
- The BEN sign program is designed to improve emergency response times by installing signs with a unique code at beach access points. These codes have been created with a unique prefix and have been integrated into CAD systems used by emergency services. These signs provide specific location information which is vital when emergency services are deployed.
- When visiting the beach, users should become familiar with BEN signs and take note of the unique code on the beach access point they use.
- BEN signs may also be referred to when reporting shark sightings to Water Police on 9442 8600. This will enable beach managers to implement beach closures earlier with accurate beach location information.
- In the event of an emergency, dial 000 and quote the unique code and specific location information. Where possible, the caller should wait at the beach access point until emergency service crews arrive.
- Additional shark safety messages:
 - Report shark sightings to Water Police on 9442 8600.
 - Stay informed of shark activity information by checking <http://sharksmart.com.au/>, downloading the SharkSmart WA app and/or following the Surf Life Saving WA twitter feed <https://twitter.com/SLSWA>.
- Emergency+ app
 - LGAs are also encouraged to promote the Emergency+ app when BEN signs aren't suitable.
 - The app uses the GPS functionality built into smart phones to provide location information including GPS coordinates and street address, which will assist in an emergency.
 - The app allows the user to call Triple Zero (000), as well as State Emergency Service and Police general assistance line numbers so non-emergency calls are made to the most appropriate number.
 - For more information visit <http://emergencyapp.triplezero.gov.au/>

Check list

Please find below a list of recommended promotional activities:


Inclusion of information on the LGA website e.g. creating a beach safety information page (if one doesn't exist already);

- ☐ Creating a newsletter and/or website article;
- ☐ Promotion on LGA social media channels such as Facebook, Twitter and Instagram – enabling sharing of information with people who are not regular visitors to your website;
- ☐ Engage with other entities that may help disseminate information about the program e.g. local community groups;
- ☐ Liaison with local media; and
- ☐ Internal communication – promote to colleagues within your organisation.



Shire of
Ravensthorpe

RAVENSTHORPE
WEATHER



27°C
broken clouds

Council ▾Live ▾Work ▾Play ▾Contact ▾

Home > Latest News > News Submit

Council

My Council +

Services +

Noticeboard -

> Harvest Bans

> Local Laws

> **News**

> Public Notices


> Publications

> Road Report

Beach Emergency Numbers (BEN) Signs

Published on Monday, 8 February 2021 at 9:28:27 AM

Beach Emergency Numbers (BEN) Signs



Shire of Ravensthorpe has recently completed the installation of 29 Beach Emergency Number (BEN) Signs at Shire managed coast locations from Culham Inlet through to Fishermans Camp. The Department of Biodiversity Conservation and Attractions has also installed a further 11 signs within the Fitzgerald River National Park between Trigelow Beach and Four Mile Beach.

The BEN sign program came about following the fatal shark attack at Falcon in 2016 that claimed the life of Ben Gerring when his brother Rick put forward the idea of beach emergency numbers after concerns about possible delays in attending emergency services being able to locate the closest beach access point to the incident.

Appendix Five – Beach Closure Guidelines

LGAs are requested to provide a copy of their shark response policies (including beach closure guidelines) as part of the grant application process. In the event an LGA doesn't have an existing guideline in place, the LGA is encouraged to implement one to provide procedures to reduce the likelihood of a shark encounter, providing a safer environment for residents and visitors.

LGAs are encouraged to review Surf Life Saving WA information when developing their own procedures and guidelines. In the event of a shark sighting, Surf Life Saving WA will implement the following precautions:

- If the shark is larger than three metres and within one kilometre of the shore – close the beach and water 1km either side of the shark location for one hour (two hours if at dawn; for the remainder of the evening if at dusk).
- If the shark is 2 – 3 metres in length and/or schooling sharks and within 500 metres of the shore – close the beach and water 1km either side of the shark location for one hour (two hours if at dawn; for the remainder of the evening if at dusk).
- If the shark is less than two metres in length – advise the public but maintain normal operations.

Reference:

- Shark Safety - <https://www.mybeach.com.au/safety-rescue-services/beach-safety/shark-safety/>



Appendix Six – BEN Sign Program Grant Application

All grant applications must be completed online. The online form is available at:
www.fish.wa.gov.au/application-bensign/

If you are unable to complete the online form at once, there is a save function within the application form so you can come back to it later.

Beach Emergency Numbers (BEN) Sign Program Grant Application

Grant Application Form

Thank you for your interest in the BEN Sign Program. Before completing this form, please ensure that you:

1. Have read and understood all of the information in the BEN Sign Program guidelines.
2. Have submitted your 'expression of interest' with the Department of Primary Industries and Regional Development (DPIRD), to discuss the BEN Sign Program and data collection requirements.
3. Have all supporting documentation ready prior to completing the application form including:
 - Completed data collection requirements
 - Communications plan
 - Shark response policies (if available)

All enquiries should be emailed to bensign@dpird.wa.gov.au

Once you have submitted your application form you will receive a confirmation email including a record of your submission.

All fields marked with an asterisk (*) are mandatory. You will be unable to complete the online application process without all mandatory fields completed.

Section One – Application Details

Organisation

Legal name of organisation: *

ABN: *

Postal address: *

Suburb: *

Postcode *

Telephone: *

Bank account details

Bank name: *

Bank branch (suburb): *

Name of bank account: *

BSB number (must be 6 digits): *

Bank account number (up to 9 digits): *

Contact Person

Name the contact person responsible for the daily coordination of the project

Name: *

Position: *

Telephone: *

Mobile: *

Email: *

Email Verification *

Section Two – Project Budget

If an item is not required please enter the number as zero.

Standard reversible sign including frame and brackets and pole

Number *

Unit Cost

\$ Cost inc GST

Standard reversible sign including frame and brackets, but without pole

Number *

Unit Cost

\$ Cost inc GST

Standard reversible sign plus another red and green sign on back of frame, including frame, brackets and pole

Number *

Unit Cost

\$ Cost inc GST

Standard reversible sign plus another red and green sign on back of frame, including frame and brackets, but without pole

Number *

Unit Cost

\$ Cost inc GST

Sticker production - location names

Number *

Unit Cost

\$ Cost inc GST

Design costs – using existing template

\$ Cost inc GST

TOTAL

Total Cost inc GST

\$0.00

Please upload a copy of your BEN sign production quote *

Upload

or drag files here.

Section Three – Supporting Documentation

1. What beach access point data collection tool was used? *

- ☐ Collector App and/or web mapping tool
- ☐ LGA supplied information. Please upload your beach access points in an Excel spreadsheet, CSV, ESRI shapefile or file geodatabase format.

2. Please upload a copy of your BEN Sign Program communications plan *

Upload

 or drag files here.

3. LGAs are requested to provide a copy of their shark response policies (including beach closure guidelines) if available. *

- ☐ Shark response policies are in place. Please upload your guidelines.
- ☐ Shark response policies are currently not available

Section Four – Comments

Comments

Section Five – Declaration

This declaration is made by the applicant:

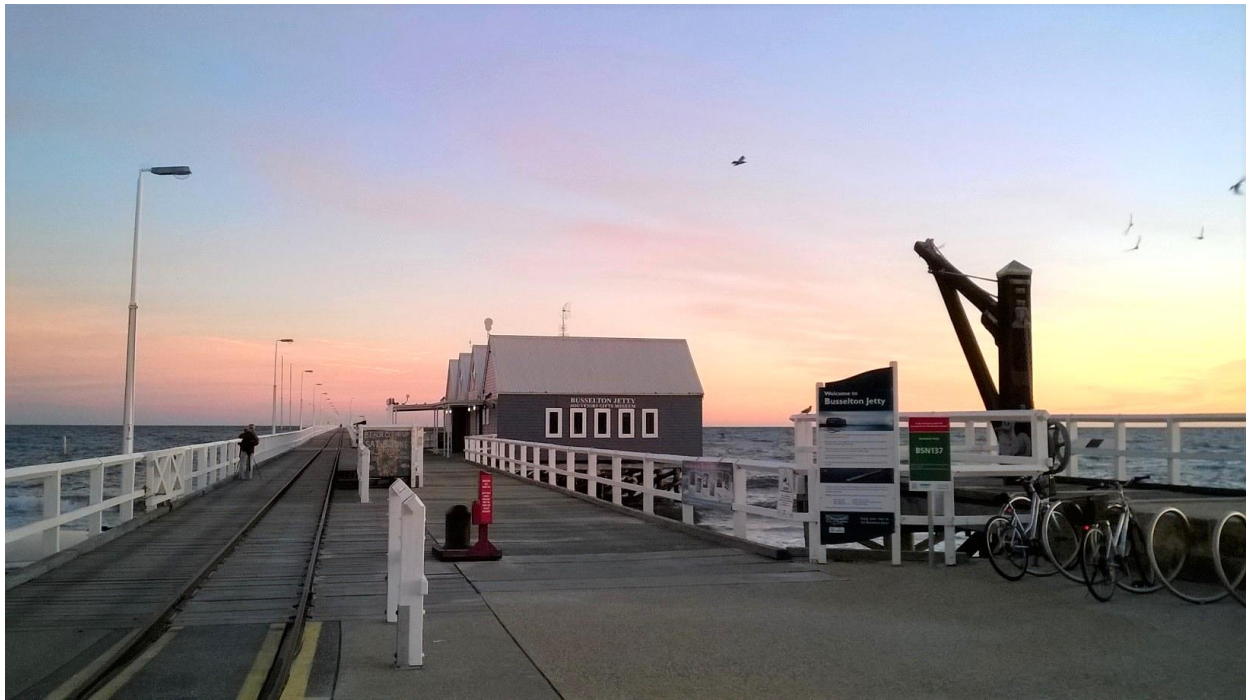
- I have read and understood all of the information in the BEN Sign Program guidelines.
- I declare that I am currently authorised to submit this application on behalf of the organisation.
- I declare that all the information provided is true and correct.
- If a grant is provided:
 - I am aware that a formal grant agreement will apply to ensure the BEN Sign Program is completed and accountability requirements are met; and
 - I agree to provide an acquittal report to prove expenditure of the grant against the approved project, by the agreed date.

Declaration *

- ☐ I agree to the declaration above

Submit application

Save



Important disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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