



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

ORDINARY COUNCIL MEETING

Agenda

**Meeting Date Thursday 18 April
2024**

Meeting Time 9:00 am

**To be held at Chapman Valley
Administration Office, 3270 Chapman
Valley Road, Nabawa WA 6532,
Council Chambers.**

**Jamie Criddle
Chief Executive Officer**



SHIRE OF
Chapman Valley
love the rural life!

Strategic Community Plan 2022-2032



Snapshot

OUR VISION

"A thriving and diverse community, embracing our coastline, ranges and rural settings to support growth and prosperity, while enjoying our peaceful and quiet lifestyle."

OUR VALUES

Ethical, Honest, Integrity,
Leadership, Respectful, Trustful



COMMUNITY, HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues
- 1.2 Address identified ageing population issues
- 1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/ facilities
- 1.4 Maintain and enhance safety and security in the Shire
- 1.5 Maximise health and lifestyle outcomes through environmental and public health strategies



ECONOMY & POPULATION

- 2.1 Build population and business activity through targeted strategies
Provide support for business development and local employment
- 2.2 Embrace local tourism and regional strategies and trails
- 2.3 Ensure town planning compliments economic and business development, population retention and growth strategies
- 2.4 Develop marketing plan to promote Chapman Valley as place to live, invest, work or visit



ENVIRONMENT & SUSTAINABILITY

- 3.1 Preserve and protect the natural environment and address environmental risks as they arise
- 3.2 Maintain the rural identity of the Shire
- 3.3 Build the green canopy of the Shire's town areas
- 3.4 Address weed and vermin control
- 3.5 Fire mitigation and control



PHYSICAL & DIGITAL INFRASTRUCTURE

- 4.1 Develop, manage, and maintain built infrastructure
- 4.2 Manage and maintain roads, drainage, and other essential infrastructure assets
- 4.3 Aspire to robust communication and digital infrastructure in the Shire through strong partnerships and alliances
- 4.4 Advocate for improved power networks
- 4.5 Advocate for improved water security within the Shire



GOVERNANCE & ACCOUNTABILITY

- 5.1 Ensure governance and administration systems, policies and processes are current and relevant
- 5.2 Be accountable and transparent while managing human and physical resources effectively
- 5.3 Make informed decisions within resources and areas of responsibility
- 5.4 Ensure robust processes and guidelines for development

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

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.

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1 Declaration of Opening & Announcements of Visitors

The President will welcome elected members, staff and visitors to the council meeting and declaring the meeting open.

“The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.”

2 Announcements from the Presiding Member

3 Record of Attendance

3.1 Attendees

The following are anticipated to attend the council meeting:

Elected Members

Cr Kirrilee Warr (President)

Cr Nicole Batten (Deputy President)

Cr Elizabeth Elliott-Lockhart

Cr Catherine Low

Cr Emma Rodney

Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

Beau Raymond, Minute Taker

Visitors

3.2 Apologies

Cr Philip Blakeway

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

Nil

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

**Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016
Part 6 - Public participation**

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.

5 Applications for Leave of Absence

6 Disclosure of Interest

Local Government Act 1995

Administration Part 5

Disclosure of financial interests and gifts Division 6

s. 5.59

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.”

7 Presentations

Local Government Act 1995

SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016
Part 6 - Public participation

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.

7.1 Petitions

The Council has not received any petitions at the time of writing this report.

7.2 Presentations

The Council does not anticipate any presentations at the time of writing this report.

7.3 Deputations

The Council has not received any deputations at the time of writing this report.

8 Confirmation of Minutes from Previous Meetings

Recommendation

That the Minutes of the Ordinary Council Meeting held on 21 March 2024 be confirmed as true and accurate.

ORDINARY COUNCIL MEETING Minutes

Meeting Date Thursday 21 March 2024

Meeting Time 2:00 pm

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road,
Nabawa WA 6532, Council Chambers.



SHIRE OF
Chapman Valley
love the rural life!

Jamie Criddle
Chief Executive Officer

Strategic Community Plan 2022-2032



Snapshot

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Ordinary Council Meeting 21 March 2024 - Minutes

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UNCONFIRMED

Ordinary Council Meeting 21 March 2024 - Minutes

1 Declaration of Opening & Announcements of Visitors

The President welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 2:12 pm.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."

2 Announcements from the Presiding Member

3 Record of Attendance

3.1 Attendees

The following are anticipated to attend the council meeting:

Elected Members

Cr Kirilee Warr (President)

Cr Nicole Batten (Deputy President)

Cr Philip Blakeway

Cr Elizabeth Elliott-Lockhart

Cr Emma Rodney

Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer

Simon Lancaster, Deputy Chief Executive Officer

Dianne Raymond, Manager Finance & Corporate Services

Beau Raymond, Minute Taker

Visitors

Nil

3.2 Apologies

Nil

Ordinary Council Meeting 21 March 2024 - Minutes

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

Cr Katie Low has been approved by resolution to take a leave of absence for the meeting held on March 2024.

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

15 February 2024 Ordinary Council Meeting

Peter Humphrey, 12 Wittenoom Circle, White Peak

Question – Who is responsible for maintenance of dividing fencing between property and bridle path?

The Dividing Fences Guide published by the Building Commission and the Department of Mines, Industry Regulation and Safety provides information relating to the *Dividing Fences Act 1961*. The Guide notes that “*The Act does not apply to the Crown (government) or to land used for public purposes such as roads and paths under the control of local governments. This means that if your property adjoins such land you have to pay the full cost of the dividing fence.*”

4.2 Public Question Time

Nil

5 Applications for Leave of Absence

Nil

6 Disclosure of Interest

Local Government Act 1995

Administration Part 5

Disclosure of financial interests and gifts Division 6

s. 5.59

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.

Ordinary Council Meeting 21 March 2024 - Minutes

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."

7 Presentations**7.1 Petitions**

The council has not received any petitions.

7.2 Presentations

The council did not accept any presentations in the course of the meeting.

7.3 Deputations

The council did not receive any deputations in the course of the meeting

8 Confirmation of Minutes from Previous Meetings**Council Resolution**

Moved: Cr Emma Rodney **Seconded:** Cr Elizabeth Elliott-Lockhart

That the Minutes of the Ordinary Council Meeting held on 15 February 2024 be confirmed as true and accurate.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

Ordinary Council Meeting 21 March 2024 - Minutes

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-1

9 Items to be dealt with En Bloc

Nil

UNCONFIRMED

Ordinary Council Meeting 21 March 2024 - Minutes

10 Officer Reports

10.1 Deputy Chief Executive Officer

Nil

UNCONFIRMED

Ordinary Council Meeting 21 March 2024 - Minutes

10.2 Manager of Finance & Corporate Services

| 10.2.1 | Financial Management Report |
|----------------------|--|
| Department | Finance, Governance & Corporate Services Finance |
| Author | Dianne Raymond |
| Reference(s) | 307.00 |
| Attachment(s) | 1. Financial Management Report [10.2.1.1 - 38 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for January 2024 including the following:
Statement of Financial Activities by Nature or Type
Statement of Financial Activity Information & Notes
Summary of Accounts Paid
Bank Reconciliation
Credit Card Statement

Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Trevor Royce

That Council receives the Monthly Financial Management report supplied under separate cover for January 2024 including the following:
Statement of Financial Activities by Nature or Type
Statement of Financial Activity Information & Notes
Summary of Accounts Paid
Bank Reconciliation
Credit Card Statement

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-2

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Ordinary Council Meeting 21 March 2024 - Minutes

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 January 2024 is detailed in the monthly management report provided as a separate attachment for Council's review.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Not applicable

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

Ordinary Council Meeting 21 March 2024 - Minutes

10.3 Chief Executive Officer

| 10.3.1 | Compliance Audit Return |
|----------------------|--|
| Department | Finance, Governance & Corporate Services Chief Executive Officer Finance |
| Author | Jamie Criddle |
| Reference(s) | 305.00 & 403.05 |
| Attachment(s) | 1. Compliance Audit Return 2023 [10.3.1.1 - 12 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the 2023 Compliance Audit Return and is to be signed by CEO and Shire President prior to lodging with the Department of Local Government, Sport and Cultural Industries

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Emma Rodney

That Council receives the 2023 Compliance Audit Return and is to be signed by CEO and Shire President prior to lodging with the Department of Local Government, Sport and Cultural Industries

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-3

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The completed annual Compliance Audit Return for calendar year 2023 is presented to the Council for consideration. It is a requirement of all Local Governments to complete the Annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Ordinary Council Meeting 21 March 2024 - Minutes

Comment

The Compliance Audit Return has been completed for the 2023 calendar year and is submitted for review. There are no issues of non-compliance identified for further attention. As per the Local Government (Audit) Regulations, this item was presented to the Finance Audit & Risk Management Committee Meeting, held on Thursday 22nd February 2024 and recommended for endorsement by Council. The Return has been recommended to Council by Officers and it attached.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

The following statutory provisions apply:

Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.

Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Relevant staff have been consulted as part of the process to complete the Compliance Audit Report.

Risk Assessment

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

Ordinary Council Meeting 21 March 2024 - Minutes

| 10.3.2 Review of Delegations | |
|------------------------------|--|
| Department | Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 411.03 |
| Attachment(s) | 1. Delegation Reg Review 2024 [10.3.2.1 - 104 pages] |

Voting Requirements

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.

Absolute Majority

Staff Recommendation

That Council endorse the current Delegations Register as presented.

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Trevor Royce

That Council endorse the current Delegations Register as presented.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-4

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Ordinary Council Meeting 21 March 2024 - Minutes

Background

Section 5.42 of the Local Government Act 1995 provides for a local government to 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).

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not 'undermine' the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

Comment

Council is required to review its Delegations Register at least once a year and as the existing delegations appear to be working satisfactorily the Staff Recommendation is to endorse the current Delegations Register as presented. It is also advised that Delegations, as well as Policies can be amended at any time deemed necessary and may be required once the effect of the New Local Government Act 1995 amendments are known.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

s5.42 Delegation of some powers and duties to CEO

s5.43 Limits on delegations to CEO

s5.44 CEO may delegate powers and duties to other employees

s5.45 Other matters relevant to delegations under this Division

s5.46 Register of, and records relevant to, delegations to CEO and employees

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

Ordinary Council Meeting 21 March 2024 - Minutes

GOVERNANCE & ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

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

A Moderate Compliance Risk of Level 3 - Which will likely result in short term non-compliance but with significant regulatory requirements imposed.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

Ordinary Council Meeting 21 March 2024 - Minutes

| 10.3.3 Building & Disability Services Committee Meeting | |
|---|--|
| Department | Development Service Building |
| Author | Jamie Criddle |
| Reference(s) | 801.00 |
| Attachment(s) | <ol style="list-style-type: none"> 1. Unconfirmed Minutes BDSC - March 2024 [10.3.3.1 - 14 pages] 2. Draft Operating Capital Building Programs 2024/25 [10.3.3.2 - 8 pages] 3. Disability Access Inclusion Plan (Desktop Review March 2021) [10.3.3.3 - 27 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

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

1. Minute Reference: BDSC 2024/03-1

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment Draft Operating Capital Building Programs 2024/25** as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget

2. Minute Reference: BDSC 2024/03-2

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

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Trevor Royce

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

1. Minute Reference: BDSC 2024/03-1

The Committee recommends Council consider the draft “*Operating & Capital Building Programs*” **Attachment Draft Operating Capital Building Programs 2024/25** as presented with the following amendments and this be used as a basis to develop the Draft 2023/2024 Budget

Ordinary Council Meeting 21 March 2024 - Minutes

2. Minute Reference: BDSC 2024/03-2

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

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-5

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The Shire of Chapman Valley Building & Disability Services Committee met on the 9th March 2023 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 Unconfirmed Building Committee Minutes***).

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

The report complies with the requirements of the:
Local Government Act 1995

Policy/Procedure Implications

A Policy or Procedure is affected:
Building & Projects Policy & Procedures

Financial Implications**Long Term Financial Plan**

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.

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

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

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

Consultation

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

Risk Assessment

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

A Minor Property Risk of Level 2 - Likely resulting in localised damage rectified by routine internal procedures.

Ordinary Council Meeting 21 March 2024 - Minutes

| 10.3.4 Nabawa Recreation Centre Precinct Upgrade | |
|---|---|
| Department | Development Service Community Development Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 801.00 - A1327 |
| Attachment(s) | <ol style="list-style-type: none"> 1 Nabawa Recreation Centre Summary Doc Urbis [10.3.4.1 - 8 pages] 2 Business Case Nabawa Recreation Centre [10.3.4.2 - 64 pages] 3 Cost Benefit Analysis Nabawa Recreation Centre [10.3.4.3 - 31 pages] 4 Management Plan - Nabawa Recreation Centre [10.3.4.4 - 8 pages] 5 Nabawa Community Recreation Precinct Map [10.3.4.5 - 1 page] 6 Rec Centre Overall Modified Plan March 24 [10.3.4.6 - 1 page] 7 NRCUG MINUTES 6 Feb 2024 [10.3.4.7 - 4 pages] 8 NRCUG MINUTES 5 March 2024 [10.3.4.8 - 4 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council endorses the associated documents below, prepared by staff in conjunction with applications to various funding bodies to progress the Nabawa Recreation Centre Precinct Upgrades

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map
6. Rec Centre Overall Modified Plan March 24
7. NRCUG Minutes 6 February 2024
8. NRCUG Minutes 5 March 2024

Council Resolution**Moved:** Cr Emma Rodney **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council endorses the associated documents below, prepared by staff in conjunction with applications to various funding bodies to progress the Nabawa Recreation Centre

Ordinary Council Meeting 21 March 2024 - Minutes

Precinct Upgrades

1. Nabawa Recreation Centre Summary Doc Urbis
2. Business Case Nabawa Recreation Centre
3. Cost Benefit Analysis Nabawa Recreation Centre
4. Management Plan Nabawa Recreation Centre
5. Nabawa Community Recreation Precinct Map
6. Rec Centre Overall Modified Plan March 24
7. NRCUG Minutes 6 February 2024
8. NRCUG Minutes 5 March 2024

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-6

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The purpose of this report is to give Councillors an update as to the progress of the Nabawa Recreation Centre Precinct Upgrades.

As Councillors will be aware, a funding opportunity arose as part of the Disaster Ready Fund (DRF) to improve Australia's resilience to natural hazards. Council applied and were successful in obtaining funds to the tune of \$900,000 to assist in the redevelopment of the Nabawa Recreation Facility to incorporate a Disaster Recovery Centre.

Originally opened on 1st June 1968, the Nabawa Recreation Centre has a unique two (2) storey design comprising of a downstairs brick facilities encompassing kitchen facilities, home and away changerooms and umpire/ground managers room. The upstairs function room while providing a great vantage point to watch the football/cricket, it did not cater for people with access issues/disabilities as it is only accessible via stairs and has no access to disabled/ambulant toilet facilities.

The downstairs facilities have had a number of upgrades/additions over the years, more notably in 1984 when a new home changeroom was built with the existing changeroom configuration being modified to increase the size of the away rooms. Due to the weight bearing structure above, the reconfiguration unfortunately turned the changeroom facilities into a "Rabbit Warren" and totally impractical and unworkable. There is one toilet and two urinals to service both home & away teams, this includes the female participants on gameday.

Whilst upgrades have been made to the clubhouse over the years, the facility no longer meets current standards, expectations and the needs of a rapidly growing community.

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fit outs which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as

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provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and enjoy the surrounding vistas of Nabawa and the Chapman Valley.

As part of the initial Business Case for the Nabawa Community & Recreation Precinct, the following considerations were made:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.
- Future funding
- End of life of existing Recreation Centre
- Shire approval
- Community desire

In the development of this business case, three options were considered. This project will see Option 3 as the preferred development, which encompasses demolishing the existing facilities and replace them with a purpose-based facility for the junior and senior football clubs, junior and senior cricket clubs and basketball association users to meet their existing and future growth needs. This option is estimated to cost \$3.0m (ex GST) and will provide the Shire of Chapman Valley with the following:

- A large main club room (22,000 x 10,820) with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Undercover Clubhouse Verandah with terraced seating;
- Shaded breakout space;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets

Two changerooms (total 568m²) specifically for the use of sporting clubs with each changeroom comprising:

- Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
- Racks, benches and lockers for changing and storage of personal belongings;
- A treatment area for rubdowns, massages and strapping Main foyer;
- Storage areas

Comment

Following the events of Cyclone Seroja in April 2021 and subsequent building assessments performed by Insurance assessors, Council's Building Surveyor/Project Officer and the Chapman Valley Football Club Executive, Council consulted with industry specialists (Teakle

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& Laylor) to ascertain if the Recreation Centre could be upgraded and expanded to meet the community's growing and changing needs.

Key points of the consultation:

BUILDING

The existing Recreation Centre facilities, particularly the downstairs areas are reaching the end of its useful life. Due to its ad hoc nature of construction and improvement over the past fifty years, there is considerable concern over several safety aspects including partially completed double brick construction, severe brick cracking and fretting. Provision of water and electrical services through internal walls (changerooms).

Changerooms

Previous to the 2023 season, the women's League game was played as the last game which meant that they had sole use of the changerooms and the male competitors (Colts, Reserves & League) were all after each other. Now, with the playing order changed by the GNFL to the Colts, Reserves, Women's, then Men's League, the club cannot guarantee the privacy of the female competitors with males playing before and after the women's game. Guards are required to be stationed at the doors to ensure that the women players can shower and get changed without League players unintentionally roaming through the changerooms for treatment or to use the toilets. There are also several floor levels throughout the building which make accessibility impossible for people with disabilities & injuries.

There is also only one (1) toilet in the downstairs changeroom facility which caters for both home and away teams. This also opens to the home showers which creates privacy issues amongst male and female participants.

Kitchen

The ad hoc nature of previous developments/improvements to the Nabawa Recreation Centre has identified that the kitchen facilities located on the bottom floor of the centre are extremely inadequate, not fit for purpose and do not meet current Food Act 2008 & Regulations, Food standards Code and Safe Food Australia Guidelines.

There are also distinct design & fit out flaws including hand washing facilities, floor, walls and ceiling surfaces, fixtures, fittings and equipment, ventilation, lighting which deem the facility near on impossible to license in its current state with minor improvement having to occur to allow the facility to operate.

Function room

While the upstairs function area has been a great area for the local sporting clubs to view the various sporting games, there are too many limitations placed on the facility in terms of the facilities ability to cater for people with disabilities or mobility issues. The only access to the Function centre is via three (3) large staircases with no access to a lift making it near on impossible to access the upstairs function area in a dignified manner. There is also NO accessible (AS1428.1-2009) toilets in the upstairs function area with the doorway entrance to the toilets limited to 600mm width making them non-compliant with existing standards.

There are no kitchen facilities upstairs, which makes catering for functions extremely hard and impractical as well as potential non-compliance with Health Act requirements.

Whilst requirements under the BCA and the Australian (Disability) Standards are only mandatory for new builds and refurbishment of existing buildings, the failure to meet these standards and codes at the current Nabawa Recreation Centre demonstrates the inadequacy of this facility and that it is not an inclusive community space. Given this is the only such facility in the area, its lack of accessibility is of particular concern.

Non-compliant items include:

- The internal and external toilet facilities are not accessible. (one toilet for both changerooms)
- No accessible parking bays.
- Paths and the thresholds of the entrance doors to the hall are not accessible due to steps.
- Upstairs Function Area not accessible (stairs)

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- Upstairs Function area toilets not accessible (No Disabled)
- Non-compliant internal stairs
- Kitchen not to commercial standards, lack of ventilation

To date, the following Funding Contributions/commitments have secured for the project

Funding Contributions/Commitments

| | |
|---------------------------|--|
| \$900,000 | Disaster Ready Fund – Federal - NEMA) COMMITTED |
| \$500,000 | Local Government Resilience Fund (State – DFES) COMMITTED |
| \$1,000,000 | Community Sport & Recreational Fund (CSRFF) COMMITTED |
| \$ 500,000 | Shire of Chapman Valley (Loan Funds) COMMITTED 2023/24 Budget |
| <u>\$1,100,000</u> | Growing Regions Program (DITRDCA) SEEKING – 31/3/2024 |
| <u>\$4,000,000</u> | |

With the recent CSRFF funding announcement, Council now have \$3,000,000 committed to the project with a further \$1.1 million to be announced at the end of March 2024.

Further applications to Lotterywest and Community Energy Upgrades Fund (CEUF) will be submitted in the coming weeks which will assist in furniture & Fit out, Solar energy generation and Electric Vehicle (EV) charging stations.

To give Council an indication of the resources required to apply for such a project, a copy of the associated documents are attached for your perusal:

- Nabawa Recreation Centre Summary Doc Urbis
- Business Case Nabawa Recreation Centre
- Cost Benefit Analysis Nabawa Recreation Centre
- Management Plan Nabawa Recreation Centre
- Nabawa Community Recreation Precinct Map
- Rec Centre Overall Modified Plan March 24

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications**Budgetary Implications**

The budget will be affected in the following ways:

| | |
|---------------------------|--|
| \$ 900,000 | Disaster Ready Fund – Federal - NEMA) COMMITTED |
| \$ 500,000 | Local Government Resilience Fund (State – DFES) COMMITTED |
| \$1,000,000 | Community Sport & Recreational Fund (CSRFF) COMMITTED |
| \$ 500,000 | Shire of Chapman Valley (Loan Funds) COMMITTED 2023/24 Budget |
| <u>\$1,100,000</u> | Growing Regions Program (DITRDCA) SEEKING – 31/3/2024 |
| <u>\$4,000,000</u> | |

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Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.

1.1.1 Development of plans and strategies relevant to emerging population needs.

COMMUNITY HEALTH & LIFESTYLE

1.3 Strengthen our role in regional partnerships and advocacy for continuity of local services/facilities.

1.3.2 Engage in conversations related to the provision of essential and desired services for Chapman Valley residents and visitors.

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.2 Enhance community and property security.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

GOVERNANCE & ACCOUNTABILITY

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

Consultation

To enable the project to progress at the pace that it is, targeted consultation through a User Group (NRCUG) has occurred with a copy of the minutes of the February & March meetings attached.

Once the plans are finalised, Council and the group will consult with the wider community, prior to going to tender.

Risk Assessment

A Moderate Financial Impact Risk of Level 3 - Which will likely be between \$10,001 to \$50,000.

A Moderate Service Disruption Risk of Level 3 - Which will likely result in medium term temporary interruptions with backlogs cleared in less than one week.

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11 Elected Members Motions

The Council has not received any notice of motion from an elected member at the time of writing this report.

12 New Business of an Urgent Nature Introduced by Decision of the Meeting

Nil

13 Delegates Reports

That council receive the following Delegates Reports.

| Delegate | Details |
|-------------------------------------|---|
| Cr Kirilee Warr (President) | Road & Building Inspection |
| | Building Committee Meeting |
| Cr Nicole Batten (Deputy President) | FARM Meeting |
| | Road & Building Inspection |
| | FabCV Meeting |
| | Reinvigorating Regional WA workshop – Perenjori |
| | Roads Committee Meeting |
| | Annual Electors Meeting |
| Cr Philip Blakeway | Road & Building Inspection |
| | Special Council Meeting |
| | Building Committee Meeting |
| Cr Elizabeth Elliott-Lockhart | FARM Meeting |
| | Special Council Meeting |
| | Building Committee Meeting |
| Cr Catherine Low | Road & Building Inspection |
| | Special Council Meeting |

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| | |
|-----------------|---|
| Cr Emma Rodney | FARM Meeting |
| | Road & Building Inspection |
| | Special Council Meeting |
| | Final Audit Exit Meeting |
| | Nabawa Rec Centre Committee |
| | Assistance of Pindone dissemination to Park Falls community |
| Cr Trevor Royce | Road & Building Inspection |
| | Building Committee Meeting |

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14 Announcements by Presiding Member Without Discussion

15 Matters for which Meeting to be Closed to Members of the Public

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Emma Rodney

That Council close the meeting to the public pursuant to the Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

6 / 0

CARRIED UNANIMOUSLY

Minute Reference OCM 2024/03-7

3:05pm - Meeting closed to the public

| | |
|----------------------------|---|
| 15.1 | Tender 02-2023/2024 Depot Office/Crib Room |
| Department | Development Service Building |
| | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reason for Confidentiality | <p>CONFIDENTIAL REPORT</p> <p>Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.</p> <p>CONFIDENTIAL ATTACHMENT</p> <p>Reason for confidentiality - Local Government Act 1995, Section 5.23(c) - A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.</p> |

Council Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

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That Council

1. Notes the evaluation matrix, as included in Confidential Attachment .
2. Accept the tender submitted by MI Global Construction PTY LTD for the tender price of \$269,771.71 (ex GST).

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-8

Reason for deviation - Incorrect loan budget figures.

Council Resolution

Moved: Cr Trevor Royce **Seconded:** Cr Nicole Batten

Council open the meeting to the public.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference OCM 2024/03-9

3:20pm - Meeting open to the public

16 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Ordinary Council Meeting 21 March 2024 at 3:20 pm.

Recommendation

That the Minutes of the Special Meeting of Council held on 22 February 2024 be confirmed as true and accurate.

SPECIAL COUNCIL MEETING

Minutes

Meeting Date Thursday 22 February 2024

Meeting Time 5:00 pm

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road,
Nabawa WA 6532, Council Chambers.

*"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!

Jamie Criddle
Chief Executive Officer

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

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.

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1 Declaration of Opening & Announcements of Visitors

Chief Executive Officer, Jamie Criddle opened the meeting and in absence of the Shire President and with Deputy President (via remote dialling), called for a chairperson from the floor.

Council Resolution

Moved: Cr Emma Rodney **Seconded:** Cr Elizabeth Elliott-Lockhart

That Cr Philip Blakeway be elected as chair for this meeting in absence of Shire President and Deputy President (remote).

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart and Cr Nicole Batten

Against Nil

5 / 0

CARRIED UNANIMOUSLY
Minute Reference SCM 2024/02-1

Cr Philip Blakeway welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 5:11 pm.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."

2 Announcements from the Presiding Member

3 Record of Attendance

3.1 Attendees

The following attended the council meeting:

Elected Members

Cr Nicole Batten (Deputy President)
Cr Philip Blakeway
Cr Elizabeth Elliott-Lockhart
Cr Catherine Low
Cr Emma Rodney

Officers

Jamie Criddle, Chief Executive Officer

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Simon Lancaster, Deputy Chief Executive Officer
Dianne Raymond, Manager Finance & Corporate Services
Beau Raymond, Minute Taker

Visitors

Nil

3.2 Apologies

Cr Kirrilee Warr (President)
Cr Trevor Royce

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

Nil

4 Public Question Time

4.1 Response to Previous Public Questions on Notice

Nil

4.2 Public Question Time

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016
Part 6 - Public participation

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

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- (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.

5 Applications for Leave of Absence

Nil

6 Disclosure of Interest

Nil

7 Presentations

7.1 Petitions

The Council has not received any petitions at the time of writing this report.

7.2 Presentations

The Council does not anticipate any presentations at the time of writing this report.

7.3 Deputations

Special Council Meeting 22 February 2024 - Minutes

The Council has not received any deputations at the time of writing this report.

8 Confirmation of Minutes from Previous Meetings

Nil

9 Items to be dealt with En Bloc

Nil

UNCONFIRMED

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10 Officer Reports

10.1 Manager of Finance & Corporate Services

| 10.1.1 | Manager of Finance & Corporate Services |
|----------------------|---|
| Department | Finance, Governance & Corporate Services Administration & Governance |
| Author | Dianne Raymond |
| Reference(s) | 403.05 and 305.00 |
| Attachment(s) | 1. Feb 24 FARM Agenda Attachments [10.1.1.1 - 197 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all compliance matters be attended to per legislation.

Council Resolution

Moved: Cr Emma Rodney **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council receives and endorse the Finance, Audit and Risk Management Committee Minutes with all compliance matters be attended to per legislation.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart and Cr Nicole Batten

Against Nil

5 / 0

CARRIED UNANIMOUSLY
Minute Reference SCM 2024/02-2

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The Shire of Chapman Valley Finance, Audit & Risk (FARM) Committee met on 22 February 2024 where staff presented the annual audit opinion, compliance audit return and internal controls & risk management report. Minutes of the meeting are supplied under separate cover due to the timing of meetings.

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Comment

In relation to the annual audit the concluding audit exit interview was attended by the Shire President, Cr Rodney, Chief Executive Officer, Manager of Finance & Corporate Services and reporting Management Accountant via teleconference with the Office of Auditor General and Nexia Australia. The audit did not identify any significant deficiencies in internal controls or key risk related areas.

In relation to deficiencies shown in the Regulation 17 Audit (whereby the Chief Executive Officer must biennially review systems and procedures for the appropriateness and effectiveness relating to risk management, internal control and legislative compliance) the consultant recommendations of communication with senior staff will be addressed at once. Consideration of the organisational structure and succession planning will be discussed with staff with the aim to reduce gaps in knowledge.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995 & Local Government Audit Regulations 1996

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

No effect on the Long-Term Financial Plan

Strategic Community Plan/Corporate Business Plan Implications**GOVERNANCE & ACCOUNTABILITY**

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Elected Members and relevant staff discussed the matters at committee and audit exit meetings

Risk Assessment

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

Special Council Meeting 22 February 2024 - Minutes

10.2 Chief Executive Officer**10.2.1 2022/2023 Annual Report and Annual General Meeting of Electors**

| | |
|----------------------|---|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 413.01 |
| Attachment(s) | 1. Annual Report 2022-2023 [10.2.1.1 - 66 pages] |

Voting Requirements

Staff Recommendation 1 - Absolute Majority
Staff Recommendation 2 - Simply Majority

Staff Recommendation 1 (Absolute Majority Vote Required)

That Council accepts the Annual Report for the 2022/2023 Financial Year as required by s5.54 of the *Local Government Act 1995* as presented.

Council Resolution

Moved: Cr Elizabeth Elliott-Lockhart **Seconded:** Cr Emma Rodney

That Council accepts the Annual Report for the 2022/2023 Financial Year as required by s5.54 of the *Local Government Act 1995* as presented.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart and Cr Nicole Batten

Against Nil

5 / 0

CARRIED UNANIMOUSLY
Minute Reference SCM 2024/02-3

Staff Recommendation 2 (Simple Majority Vote Required)

That Council

1. Receives and accepts the Auditors Financial Report for 2022/2023;
2. Receives and accepts the Auditors Management Report 2022/2023;
3. Set the date for the Annual General Meeting of Electors for the 21 March 2024, commencing 5.00pm at the Nabawa Council Chambers and advertise the meeting accordingly.
4. Request the Chief Executive Officer give local public notice of the availability of the Annual Report as required by s5.55 of the Act;
5. Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;

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6. Provides a copy of the Shire of Chapman Valley 2022/2023 Annual Report to the Director General of the Department of Local Government.

Council Resolution

Moved: Cr Katie Low **Seconded:** Cr Elizabeth Elliott-Lockhart

That Council

1. Receives and accepts the Auditors Financial Report for 2022/2023;
2. Receives and accepts the Auditors Management Report 2022/2023;
3. Set the date for the Annual General Meeting of Electors for the 21 March 2024, commencing 5.00pm at the Nabawa Council Chambers and advertise the meeting accordingly.
4. Request the Chief Executive Officer give local public notice of the availability of the Annual Report as required by s5.55 of the Act;
5. Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;
6. Provides a copy of the Shire of Chapman Valley 2022/2023 Annual Report to the Director General of the Department of Local Government.

For Cr Emma Rodney, Cr Katie Low, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart and Cr Nicole Batten

Against Nil

5 / 0

CARRIED UNANIMOUSLY
Minute Reference SCM 2024/02-4

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The purpose of this item is to accept the Shire of Chapman Valley 2022/2023 Annual Report, receive the Auditors Report and Management Letter and set a date/time for the Annual General Meeting of Electors.

When considering setting a date for the Annual General Meeting of Electors it is a requirement of s5.27 '*Electors General Meeting*' of the *Local Government Act 1995* this meeting can be no later than 56 days after accepting the Annual Report (this will be 18 April 2024 if Annual Report is accepted at today's meeting).

The Shire of Chapman Valley last held the Annual General Meeting of Electors for 2021/2022 financial year on 6 February 2023 at the Council Chambers.

Comment

The Staff Recommendation is suggesting the date, time and location to hold the next Annual General Meeting of Electors as being:

- Thursday 21 March 2024
- Commencing at 5.00pm

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- Council Chambers, Nabawa

As mentioned, the Act stipulates the Annual General Meeting of Electors must be held not more than 56 days after the local government accepts the annual report for the previous financial year. Therefore, as mentioned, the latest date the meeting could be held is the 18 April 2024.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995

The *Local Government Act 1995* states the following:

“5.27. Electors’ general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but **not more than 56 days after the local government accepts the annual report** for the previous financial year.*
- (3) *The matters to be discussed at general electors’ meetings are to be those prescribed.”*

5.29. Convening electors’ meetings

- (1) *The CEO is to convene an electors’ meeting by giving -*
 - (a) *at least 14 days’ local public notice; and*
 - (b) *each council member at least 14 days’ notice of the date, time, place and purpose of the meeting.*
- (2) *The local public notice is referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting is held.*

5.32. Minutes of electors’ meetings

The CEO is to-

- (a) *Cause minutes of the proceedings at an electors’ meeting to be kept and preserved; and*
- (b) *Ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors’ meeting are first considered*

5.33. Decisions made at electors’ meeting

- (1) *All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable –*
 - (a) *At the first ordinary council meeting after the meeting; or*
 - (b) *At a special meeting called for that purpose, whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

5.54. Acceptance of annual reports

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- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government **no later than 31 December after that financial year.**
*Absolute majority required.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

Consultation

The Shire President, relevant staff and the Shire's Auditors have been consulted and had input into the development of the 2022/2023 Annual Report.

Members of the Shire of Chapman Valley's Finance Audit & Risk Management Committee were invited to take part in the "Audit Exit Meeting" with the Office of the Auditor General.

Risk Assessment

An Insignificant Compliance Risk of Level 1 - Which will likely result in no noticeable regulatory or statutory impact.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

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11 Elected Members Motions

The Council has not received any notice of motion from an elected member at the time of writing this report.

12 New Business of an Urgent Nature Introduced by Decision of the Meeting

Nil

13 Delegates Reports

Nil

UNCONFIRMED

14 Announcements by Presiding Member Without Discussion

15 Matters for which Meeting to be Closed to Members of the Public

Local Government Act 1995
Administration Part 5
Council meetings, committees and their meetings and electors'
meetings Division 2
s. 5.23

The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
- (h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for.

The Council has no confidential items for consideration.

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16 Closure

Cr Philip Blakeway thanked Elected Members and Staff for their attendance and closed the Special Council Meeting 22 February 2024 at 5:21 pm.

UNCONFIRMED

9 Items to be dealt with En Bloc

10 Officer Reports

10.1 Deputy Chief Executive Officer

| | |
|----------------------|---|
| 10.1.1 | Proposed Outbuilding, 1635 North West Coastal Highway, Buller |
| Department | Development Service Planning |
| Author | Simon Lancaster |
| Reference(s) | A1 |
| Attachment(s) | 1. NWC Hwy outbuilding application [10.1.1.1 - 14 pages] 2. NWC Hwy outbuilding submissions [10.1.1.2 - 2 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council grant formal planning approval for an outbuilding upon 1635 (Lot 11) North West Coastal Highway, Buller subject to the following:

Conditions:

- 1 Development shall be in accordance with the plans provided as Attachment 10.1.1.1 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 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.
- 3 The walls and roof of the outbuilding are to be of materials, finish and colours that are complementary to the existing developments upon the property to the satisfaction of the local government.
- 4 The maintenance of landscaping upon the property for the purpose of reducing the visual impact of the outbuilding from the highway and neighbouring side properties to the satisfaction of the local government.
- 5 All stormwater must be contained and disposed of on-site to the satisfaction of the local government.
- 6 Any soils disturbed or deposited on site shall be stabilised to the satisfaction of the local government.
- 7 The location, design, construction and ongoing maintenance of the access point onto North West Coastal Highway shall be to the requirements of Main Roads WA.
- 8 All parking of vehicles associated with the development shall be provided for within the property boundary and not the road reserve.
- 9 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.

Advice 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) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the

applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.

- (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.

Disclosure of Interest

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

Council is in receipt of an application for a shed upon 1635 (Lot 11) North West Coastal Highway, Buller that exceeds the Outbuildings Policy height and area requirements. The application has been advertised for comment and no objections were received. This report recommends conditional approval.

Comment

1635 (Lot 11) North West Coastal Highway, Buller is a long, rectangular 7.8531ha property, approximately 100m wide and 800m long, that is located on the western side of the highway immediately north of the Drummond Cove Holiday Park.

Figure 10.1.1.1 – Location Plan for 1635 (Lot 11) North West Coastal Highway, Buller



Lot 11 is characterised by 4 distinct sections. The eastern portion of Lot 11 slopes gradually downward from the 52m contour at its highway frontage to the 40m contour across a horizontal distance of 200m. This eastern 2ha area is landscaped with trees and shrubs, contains the existing residence and outbuilding, and is where the proposed outbuilding would be sited.

The property then slopes more steeply down a limestone ridge towards the centre of the property, from the 40m contour to the 10m contour, across a horizontal distance of 250m. This 2.2ha steep ridge section contains remnant vegetation.

The central portion of Lot 11 is a cleared low lying, flat 2ha section at the 5m contour.

The western most section of the property is approximately 1.7ha in area and is comprised of coastal dune and vegetation and rises from the 5m contour to the 15m contour at the western boundary of the property.

Figure 10.1.1.2 – Aerial Photo of 1635 (Lot 11) North West Coastal Highway, Buller



The recent development history for the property is as follows:

- 17 July 2001 Council refused an application to site a second hand transportable residence in the dune section of Lot 11.
- 25 October 2004 Shire approved a 108m² shed.
- 17 December 2004 Shire approved 2 x 45m² extensions either side of existing shed, taking the total outbuilding area to 198m².
- 22 December 2005 Shire approved a 78.4m² shed extension, taking the total outbuilding area to 276.4m²;
- 16 March 2006 Shire approved an application for a 412m², 4 bedroom, 3 bathroom, single storey brick walled and colorbond roofed residence.
- 19 September 2007 Shire approved 48m² patio on residence.

The landowner is seeking to construct a 240m² outbuilding, with a wall height of 5.42m and a total height of 6.772m with green, trimdeck profile wall and roof cladding. The shed would be used to store their boat, cars and household items.

A copy of the applicant's supporting correspondence and submitted site, floor and elevation plans along with site photographs have been included as **separate Attachment 10.1.1.1** to this report.

Given that Lot 11 contains an existing 276.4m² outbuilding area and the application is for a 240m² outbuilding this would increase the total outbuilding area upon Lot 11 to 516.4m².

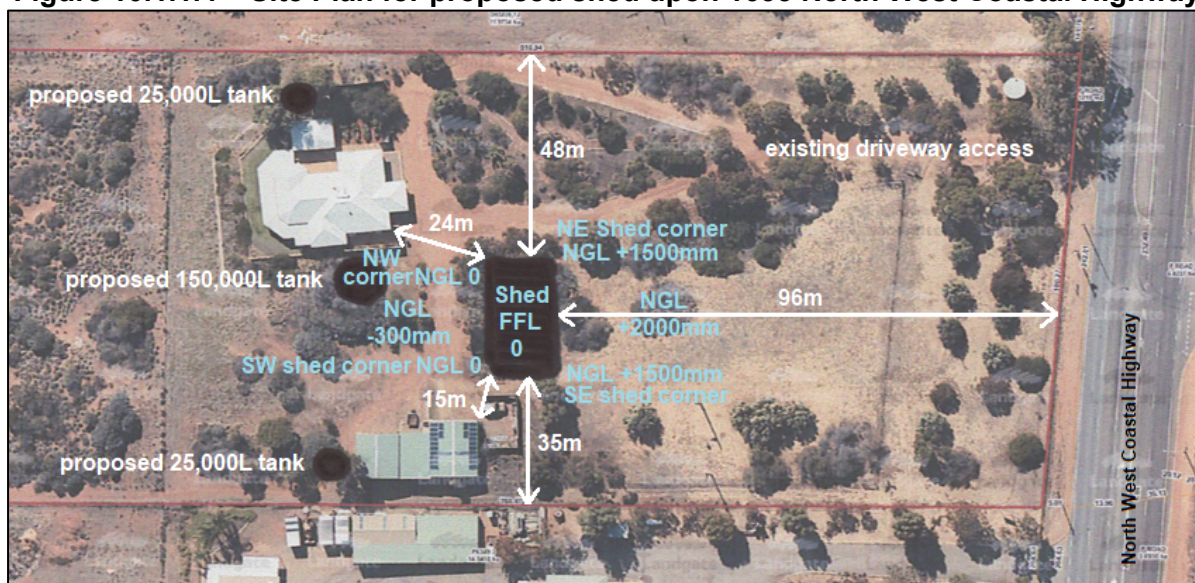
Lot 11 is zoned 'Urban Development' and falls within the area addressed by the Buller Structure Plan which assigns a base density residential code of Low Density Residential R5. The Shire of Chapman Valley Outbuildings Local Planning Policy requires that outbuildings upon R5 lots should have a maximum area of 180m².

The Outbuildings Policy also sets a maximum outbuilding wall height of 4m and maximum total height of 5m for R5 zoned lots and the proposed shed would have a wall height of 5.42m and a total height of 6.772m (although it is noted that the shed would be set into cut earthworks at a depth of 1.5m on the western side thereby presenting a lesser 3.92m height when viewed from the west/highway elevation).

Figure 10.1.1.3 – View looking west at Lot 11 from North West Coastal Highway



Figure 10.1.1.4 – Site Plan for proposed shed upon 1635 North West Coastal Highway



As the application is seeking a variation to the maximum area and height requirements under the Outbuildings Policy it is unable to be determined by Shire staff under delegated authority and is required to be placed before a meeting of Council for determination.

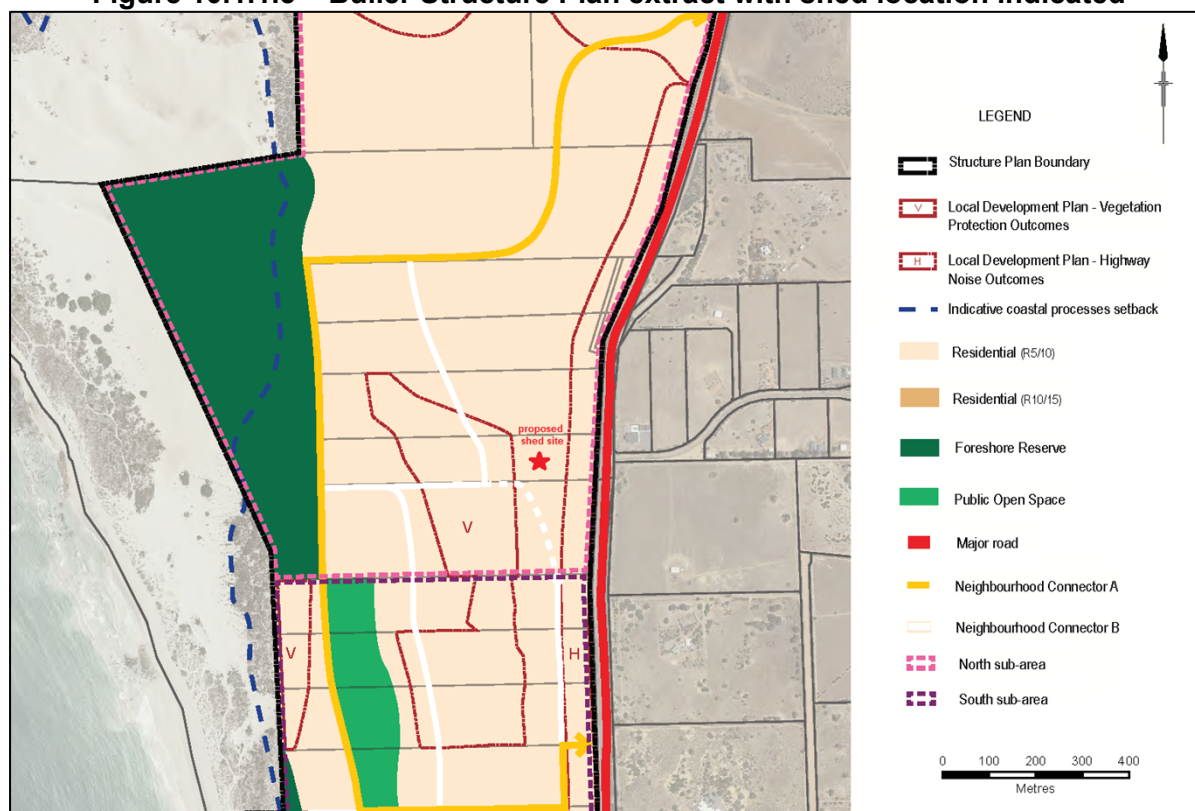
The Shire advertised the application for comment and further information on the advertising period can be found in the Consultation section of this report. 2 submissions were received expressing support for the application, and no objections were received. Copies of the submissions are provided as **separate Attachment 10.1.1.2**.

The officer recommendation to approve the shed is based upon the following:

- The outbuilding would be setback 96m, and downslope, from the front (eastern) property boundary and would be obscured by existing vegetation thereby reducing its street visual impact .

- The outbuilding would be setback 35m from the nearest side (southern) property boundary and 48m from the other (northern) side property boundary.
- The property contains significant landscaping consisting of native trees and shrubs that will assist in screening it from the highway and surrounding properties.
- The outbuilding would be sited outside of (and therefore not impact) the vegetated ridgeline and coastal dune portions of the property that were considered by the Environmental Protection Authority, the Department of Water and Environmental Regulation, and the Department of Biodiversity, Conservation and Attractions to have environmental merit.
- The outbuilding would be clad in green wall and roof sheeting to match the existing shed upon the property and to better blend with existing screening vegetation.
- Whilst the Outbuildings Policy sets a maximum wall height of 4m and maximum total height of 5m for this zone (and the proposed shed would have a wall height of 5.42m and a total height of 6.772m) it is noted that the shed would be set into cut earthworks at a depth of 1.5m on the western side thereby presenting a wall height of 3.92m when viewed from the west, and the property slopes upward a further 2.5m by the time it reaches the highway frontage, meaning the shed would be lower again when viewed from the road.
- The construction of the outbuilding would enable the landowner to store their personal items securely and out of the weather rather than have them in the open, which may be considered to improve visual appearance, security and amenity.
- The acceptance of the proposed outbuilding as being within the character of the surrounding area could be considered to have been demonstrated through no objections being received, and 2 submissions being received in support of the application.
- The assessment of this property is made with regard for Lot 11 not being a standard smaller residential zoned property set amidst smaller residential lots in close proximity, but rather is bordered by the Drummond Cove Holiday Park to the immediate south which contains multiple structures; the heavy haulage route of the North West Coastal Highway to the east, and beyond that a rural residential estate; a 11.9754ha property to the north; and Unallocated Crown Land to the west.
- Approval of this application would not set a precedent as the neighbouring properties contain existing larger outbuildings; with Lot 3 to the immediate south containing multiple buildings including 2 outbuildings totalling 417m² in area sited against the common boundary with Lot 11; Lot 8 the property to the south of Lot 3 containing 2 outbuildings totalling 1,176m² in area, and Lot 12 to the north contains a 252m² shed with a wall height of 4.6m and a gable height of 5m (noting also that the shed on Lot 12 is sited atop fill, raising further its height above natural ground level).
- Whilst the Residential R5 outbuilding policy requirements apply to this property it might be considered that given the 7.8531ha size of Lot 11 that a larger outbuilding would not appear unduly excessive (the combined footprint of all outbuildings and the residence would be 976.4m² which is 1.24% of the total property).
- The Buller 'Development' zone realistically has a long-term timeframe for subdivision due to servicing issues, Main Roads WA restricting highway access locations, subdivisional costs (particularly when compared to other land available for subdivision and market-entry elsewhere in Geraldton) and presently low-demand, meaning that in all likelihood Lot 11 will remain unsubdivided for several decades. Further, the topography and landform of Lot 11 makes it unlikely that even when the property is subdivided that it will be down to a standard R5/2,000m² subdivision layout.
- The outbuilding would be sited so that it does not conflict with the future subdivisional road network as identified in the Buller Structure Plan as illustrated in Figure 10.1.1.5 and the subdivision can be designed to allow for a larger lot to contain the existing built form and screening landscaping.

Figure 10.1.1.5 – Buller Structure Plan extract with shed location indicated



In the event that Council consider that the application does not meet its requirements and that it should be refused then it may find the following wording appropriate:

“That Council refuse the application for an outbuilding upon 1635 (Lot 11) North West Coastal Highway, Buller for the following reasons:

- 1 The development is considered contrary to Sections 9, 16 & 37 of the Shire of Chapman Valley Local Planning Scheme No.3.*
- 2 The development is considered contrary to Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 3 The development is considered contrary to the objectives and requirements of the Shire of Chapman Valley Local Planning Policy 1.4 – Outbuildings.*
- 4 Approval of this application may well set an undesirable precedent for future variation to the Shire’s statutory and strategic planning requirements.*

Advice Note:

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.”

Statutory Environment

The report complies with the requirements of the:
 Shire of Chapman Valley Local Planning Policy
 Shire of Chapman Valley Local Planning Scheme No.3
 Planning & Development (Local Planning Schemes) Regulations 2015

1635 (Lot 11) North West Coastal Highway, Buller is zoned 'Urban Development' under the Shire of Chapman Valley Local Planning Scheme No.3 ('the Scheme') the objectives for which are listed in Table 1 as being:

- “• To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme.
- To provide for a range of residential densities to encourage a variety of residential accommodation.
- To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development.”

The Buller Structure Plan was adopted by Council at its 17 June 2015 meeting and subsequently given final approval by the Western Australian Planning Commission on 1 February 2016. Section 5.2.1 of the structure plan document assigns a base density code of R5 for lots within the structure plan area.

A copy of the Buller Structure Plan can be viewed at the following link:

<https://www.wa.gov.au/system/files/2021-11/SPL-SPN0655-Chapman-Valley-Buller.pdf>

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;
- (h) any structure plan or local development plan that relates to the development;...
- ...(m) the compatibility of the development with its setting including -
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) 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;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;...
- ...(w) the history of the site where the development is to be located;
- (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

A Policy or Procedure is affected:

Planning and Development Policy & Procedures

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 the Outbuildings Policy sets the following size criteria for the R5 zone.

| Zone | Standard | Maximum |
|--|-------------------------------|-------------------|
| Residential (R5 and lower density) | Area (total aggregate) | 180m ² |
| | Wall Height | 4m* |
| | Overall Height (single story) | 5m* |

* heights are to be measured from natural ground level

Section 6.2 of Council's Outbuildings Policy sets the maximum total aggregate outbuilding area for Lot 11 as being 180m². Lot 11 currently has a total aggregate outbuilding area of 276.4m², and the proposed additional shed would take the total aggregate outbuilding area for the property to 516.4m².

The proposed outbuilding with its 5.42m wall height and 6.772m gable height would exceed the 4m maximum wall height and 5m maximum overall height set by the Outbuildings Policy. Although it is noted that the shed would be set into cut earthworks at a depth of 1.5m on the western side thereby presenting a compliant 3.92m wall height when viewed from the west/highway elevation.

A copy of the Outbuildings Local Planning Policy can be viewed at the following link:

[SoCV_LPP_1_4_Outbuildings.pdf \(chapmanvalley.wa.gov.au\)](https://chapmanvalley.wa.gov.au/SoCV_LPP_1_4_Outbuildings.pdf)

Financial Implications

No Financial Implications Identified.

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 11 North West Coastal Highway, Buller is contained within Planning Precinct No.7 – South West in the Shire of Chapman Valley Local Planning Strategy (2008). The Vision for this Precinct is as follows:

“The planned expansion of the south west area of the Shire, whilst taking into consideration the plans and policies of other local and regional government authorities.”

The Strategy also identifies the following objectives relevant to this application:

“7.1.1 Support the planned expansion of urban with potable reticulated scheme water as identified on the Greater Geraldton Structure Plan 1999 with due regard to land capability/suitability, demand and servicing.”

“7.2.1 Accommodate urban growth sympathetic to rural lifestyle based on appropriate structure planning.”

“7.3.2 Protect and enhance the visual amenity in areas of visual prominence.”

Lot 11 and the Buller ‘Development’ zone is identified in the Greater Geraldton Structure Plan (2011) prepared by the WAPC as being ‘Future Urban’ with Section 3.1.1 of the accompanying report noting that:

“An area of approximately 1,700ha is identified as ‘future urban’ in the Greater Geraldton Structure Plan 2011 to guide the direction of long-term urban expansion. The bulk of this area identified is located at Buller and around Cape Burney, which are at the extremities of the northern and southern coastal corridors respectively.”

Strategic Community Plan/Corporate Business Plan Implications

ENVIRONMENT & SUSTAINABILITY

3.2 Maintain the rural identity of the Shire.

3.2.1 Develop western peri-urban environment in context to rural lifestyle.

Consultation

Section 7.2 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.

On 27 February 2024 the Shire wrote to the 9 surrounding landowners, along with Main Roads WA (as the property fronts a highway) and the Water Corporation (as Lot 11 contains the Geraldton-Northampton water pipeline easement) providing details of the application and inviting comment upon the proposal prior to 22 March 2024. A sign was also erected on-site

to advise of the received application and the opportunity for comment, and a copy of the application and background explanatory information was displayed on the Shire website.

At the conclusion of the advertising period 2 submissions had been received, both in support of the application, and none in objection, and copies of these have been provided as separate Attachment 10.1.1.2. Main Roads WA also provided informal advice that they had no objection to the application, subject to the applying of standard conditions relating to the vehicle crossover and on-street vehicle parking, in the event of approval.

Risk Assessment

No Risks have been Identified.

1635 North West Coastal Highway, Buller, 6532 Lot 11 in the R5 zone

The shed is proposed to accommodate equipment and tools etc...from a 117year broadacre rural property sale. The property already has an existing shed of 258m/sq.. Shed application is a 12m x 20m x 5m River green Trim Deck with fully trussed shed.

The sheds are already choked as not by myself but I also live with Marika Oakley CEO Malgana Aboriginal Community and her 2 boys of 18yrs and 24years. Excess boats, cars, household goods etc..

The area is quite bare but shed location is purposefully situated at a 3m lower than ground level point on the NE corner to provide least amount of view disruption to not only neighbours and surrounding occupants but by passing traffic of NWC Highway 250m away.. The shed does Apex at 6m in centre but in reality less than 4m on every point.. The height is required to logistically manage storage at the restricted area permissible with built in overhead storage to deal with what I own.. 3m retaining wall is to be built on Eastern side and Southern and Northern as well to stop erosion...

Erection and workmanship is to be carried out by Shaun Henzler who has built 75 plus sheds for Pure Steel Sheds. Fabrication and materials are beyond Australian Standards.

Point of shed is 48m above sea level and highway is 69m above sea level..

The longest equipment stored and accessing Highway will be a 10m boat and trailer with a 6m long small truck..

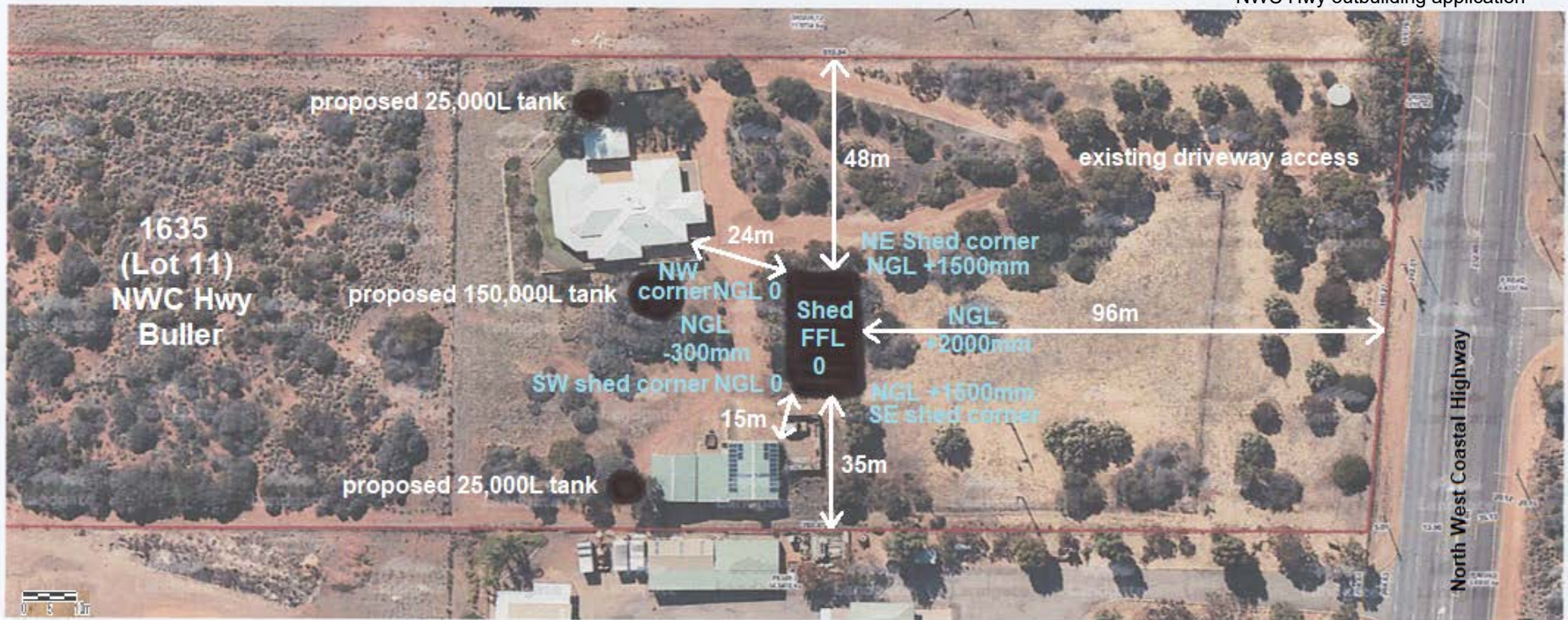
Western Power have been communicated with as the main cable goes under the shed

Main Roads been contacted in regards to boat leaving property

Regards Rhys Allan Carson

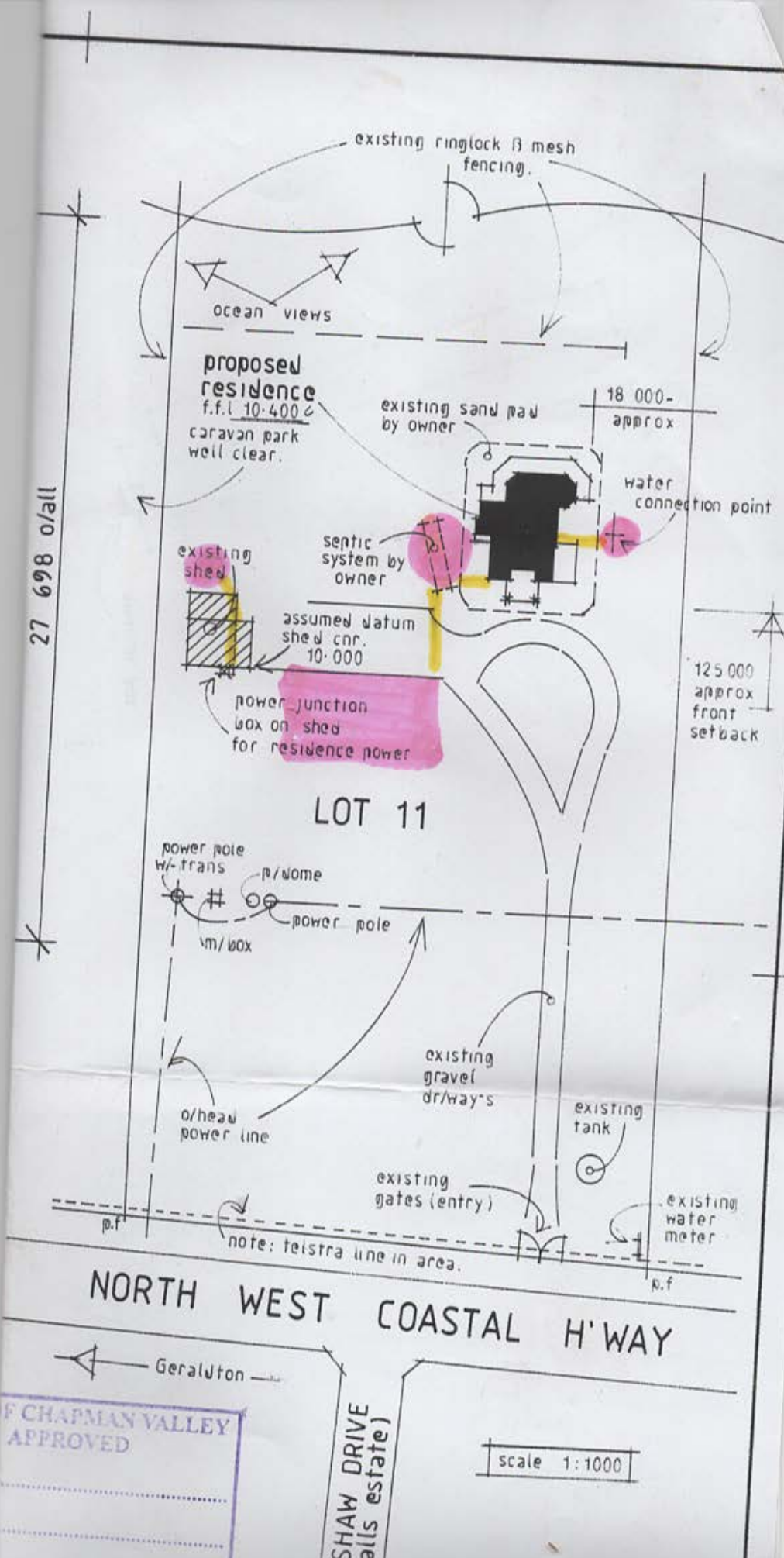
Director Rockvale PTY LTD





- * Shed with sliding doors facing west
 - * 3x 600mm bunyon - cement blocks on east and half north & south side.
 - * Capture of rainwater is a key desire of myself with a 150000L kingspan tank on SE corner supplied by shed & south side of house
 - * Tank of 25000L will go on existing shed and north-side of granny flat.
- (FFL - finished floor level
NGL - natural ground level)





NWC Hwy outbuilding application

DESIGN CRITERIA:

DESIGN CRITERIA IN ACCORDANCE WITH 1170.2:

IMPORTANCE 1

V₅₀=V 500=57.0 m/s

M₀=1.0

M₀=1.3

M₀=1.05

M₀cat=1.01

REGION B TC 1.0

V serviceability=44 m/s

C_{point}=0.3cr+0.3

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.4:

PROBABILITY P = 1/500 (TABLE 3.1)

KP = 1.0 (TABLE 3.1)

SITE HAZARD FACTOR Z ALLOWED = 0.09 (FIGURE 3.2(C))

EARTHQUAKE DESIGN CATEGORY = 11

PER APPENDIX A

GENERAL NOTES:

1.CHECK ALL DIMENSIONS ON SITE. DO NOT SCALE FROM DRAWINGS.

2. READ ALL ENGINEERING DOCUMENTATION IN CONJUNCTION WITH ARCHITECTURAL DRAWINGS. ANY DISCREPANCIES BETWEEN ARCHITECTURAL DRAWINGS AND

ENGINEERING DRAWINGS MUST BE CONFIRMED PRIOR TO COMMENCEMENT OF CONSTRUCTION.

3.ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION.

4.ALL WORK TO CONFORM TO THE NCC.

5.ALL DETAILS TO BE CHECKED AND SITE MEASURED, AS REQUIRED, PRIOR TO ORDERING. CHECK ANY DISCREPANCIES WITH THE ENGINEER.

FOOTING NOTES:

1.FOOTING AND SLAB DESIGN IS APPLICABLE FOR CLASS "S" SOIL.

2.PRIOR TO CUTTING BASE, REMOVE ALL VEGETATION, TOPSOIL AND DELETERIOUS FILL MATERIAL.

3.NOTIFY THE ENGINEER OF ANY UNUSUAL FEATURES, DISCREPANCIES OR SIGNIFICANT VARIATIONS IN SOIL TYPE OVER THE BUILDING AREA WHICH MAY BECOME EVIDENT

DURING EARTHWORKS.

4.PRIOR TO PLACING SAND FILL, ENSURE PREPARED BASE IS DRY.

5.SAND PAD DEPTH NOT TO EXCEED 150 % OF MINIMUM DEPTH OR 2000 mm WITHOUT THE ENGINEER'S APPROVAL.

6.ALL SAND FILL MATERIAL TO BE CLEAN, WELL GRADED SAND, COMPACTED IN WATERED 300 mm LAYERS. FILL TO BE TESTED FOR FULL DEPTH USING STANDARD PERTH

SAND PENETROMETER TO ACHIEVE TEST RESULTS OF MIN 7 BLOWS/300 mm.

7.ROOF WATER TO BE TAKEN AWAY AND NOT ALLOWED TO PERCOLATE UNDER FOOTINGS. IF NECESSARY CONNECT INTO SUBSOIL DRAIN SYSTEM.

8.SURFACE WATER NOT TO POND IMMEDIATELY ADJACENT TO FOOTINGS.

9.WHERE PLUMBING PIPES PASS THROUGH THE FOOTINGS, INCREASE FOOTING DEPTH LOCALLY BY AN AMOUNT AT LEAST EQUAL TO THE PIPE DIAMETER.

10.BUILDER TO ENSURE THAT CLIENT BE INFORMED OF NECESSITY TO MAINTAIN DRAINS IN GOOD WORKING ORDER AT ALL TIMES.

CONCRETE NOTES:

1.ALL CONCRETE SHALL BE IN ACCORDANCE WITH THE CONCRETE STRUCTURES CODE AS 3600. BLENDED CEMENT (TYPE GB) SHALL CONFORM WITH AS 3972.

2.REFER TABLE FOR 28 DAY CYLINDER STRENGTH AND SLUMP VALUES.

3.REINFORCEMENT SHALL BE IN ACCORDANCE WITH THE FOLLOWING STANDARDS;

R INDICATES PLAIN REINFORCING BAR R250N TO AS/NZS 4671.

L INDICATES PLAIN OR DEFORMED WIRE R500L OR D500L TO AS/NZS 4671.

RL INDICATES DEFORMED RECTANGULAR MESH D500RL TO AS/NZS 4671.

SL INDICATES DEFORMED SQUARE MESH D500L TO AS/NZS 4671.

N INDICATES DEFORMED BARS D500N TO AS/NZS 4671.

S INDICATES DEFORMED BARS D250N TO AS/NZS 4671.

TM SUFFIX INDICATES TRENCH MESH USING DEFORMED BARS D500L TO AS/NZS 4671.

4.REINFORCEMENT SHALL BE PLACED WITH ACCURATE COVER AS PER TABLE BELOW. ALL SUSPENDED SLAB REINFORCEMENT SHOULD BE INSPECTED AND APPROVED BY

THE ENGINEER BEFORE COMMENCEMENT OF THE POUR.

5.a) MAIN REINFORCEMENT SHALL NOT BE SPLICED UNLESS SPECIFICALLY SHOWN ON THE DRAWING.

b) DISTRIBUTION STEEL IN SLABS MAY BE SPLICED AS NECESSARY WITH A LAP OF 36 x DIAMETER.

c) MESH TO BE LAPPED AS SHOWN ON DRAWINGS.

6.ALL GALVANIZED ITEMS WHICH ARE CAST INTO CONCRETE ARE TO BE PASSIVATED IN A 0.2% SODIUM DICHROMATE SOLUTION OR EQUIVALENT.

7.ALL FORMWORK SHALL BE RIGIDLY CONSTRUCTED OF APPROVED MATERIAL. FORMWORK AND SUPPORTS SHALL BE DESIGNED TO WITHSTAND ALL POSSIBLE LOAD

COMBINATIONS DURING CONSTRUCTION.

8.POUR SLABS MONOLITHICALLY.

9.UNLESS OTHERWISE SHOWN, CONSTRUCTION JOINTS IN CONCRETE SHALL ONLY BE MADE WITH THE APPROVAL OF THE ENGINEER.

10.ALL SUSPENDED SLAB CONCRETE SHALL BE WELL COMPACTED BY MEANS OF IMMERSION TYPE VIBRATORS.

11.ALL CONCRETE SHALL BE CURED CONTINUOUSLY BY APPROVED METHODS AFTER PLACING FOR PERIODS SHOWN BELOW.

12.LOAD BEARING WALLS AND WET AREAS SHOWN SHADED. WALLS ON SLAB SHOWN DASHED.

13.SUSPENDED SLAB TO BE KEPT PROPPED FOR A MINIMUM 21 DAYS AFTER CONCRETE POUR. DO NOT CONSTRUCT BRICK WALLS ON PROPPED SLAB UNLESS APPROVED BY

THE ENGINEER.

WHEN STRIPPING:

15.PROVIDE TWO LAYERS OF PGI OVER SLAB LOADED WALLS EXCEPT RETAINING WALLS. BEAR ONTO CLEAN BRICKWORK FOR TOP OF RETAINING WALLS.

16.MINIMUM CHARACTERISTIC UNCONFINED COMPRESSIVE STRENGTH OF ALL BRICKS USED IN WALLS SUPPORTING SLAB TO BE 12 MPa.

| LOCATION | CONCRETE | TYPE OF CEMENT | COVER TO REINF | MIN CURING TIME |
|-------------|-----------|----------------|----------------|-----------------|
| GROUND SLAB | N32/20/80 | GB OR GP | 30 TOP COVER | 3 DAYS |
| FOOTINGS | N20/20/80 | GB OR GP | 70 | 3 DAYS |

STEEL NOTES:

1.a)ALL FABRICATION OF STEEL WORK AND TOLERANCES SHALL BE IN ACCORDANCE WITH AS 4100 - STEEL STRUCTURES CODE. MINIMUM WELD TO BE

6mm FILLET.

b) ALL HOLLOW SECTIONS (CHS, RHS AND SHS) SHALL COMPLY WITH AS 1163 - STRUCTURAL STEEL HOLLOW SECTIONS.

2.ALL WELDING SHALL BE WELD CATEGORY SP (STRUCTURAL PURPOSE) IN ACCORDANCE WITH THE S.A.A. CODE FOR WELDING OF STEEL STRUCTURES AS

1554 PART 1.

3.THE CONTRACTOR SHOULD SUBMIT TO THE ENGINEERS FOR APPROVAL 2 COPIES OF THE SHOP DRAWINGS BEFORE COMMENCING FABRICATION.

4.ALL COLUMN BASE PLATES SHALL BE SET ON 20mm MIN OF 1:2 CEMENT AND SAND GROUT.

5.EXCEPT WHERE OTHERWISE SHOWN IN THE DETAILS ALL STEEL TO STEEL CONNECTIONS SHALL BE 8PL CLEAT AND SHALL HAVE A MINIMUM OF 2-M16

(4.6'S) BOLTS.

6.ALL BOLTS SHALL BE CADMIUM PLATED OR GALVANIZED UNLESS OTHERWISE NOTED.

7.PROVIDE HOLES OR FIXING CLEATS FOR OTHER TRADES AS DIRECTED IN THE SPECIFICATION OR SHOWN ON THE ARCHITECTURAL DRAWINGS.

8.PROVIDE APPROVED BRICK TIES TO ALL STEEL COLUMNS ETC. WHERE FACES ABUT BRICKWORK OR BLOCKWORK. SEE DETAILS.

9.SEAL ALL OPEN ENDS OF PIPES OR RHS MEMBERS. GRIND OFF ALL VISIBLE WELDS AND BRAND MARKS TO NEAT APPEARANCE WHERE SPECIFIED.

10.a) THE CONTRACTOR SHALL REMAIN RESPONSIBLE AT ALL TIMES FOR PROVIDING ALL NECESSARY TEMPORARY BRACING AND OTHER SUPPORTS

DURING ERECTION, TO STABILISE THE PARTIALLY CONSTRUCTED BUILDING.

b) PARTICULAR ATTENTION MUST BE PAID TO THE BUCKLING STABILITY OF BEAMS AND COLUMNS PRIOR TO THE CONNECTION OF PURLINS, GIRTS,

FLYBRACES AND OTHER BRACING ELEMENTS.

c) IT IS THE RESPONSIBILITY OF THE BUILDER TO OBTAIN PROPER TECHNICAL ADVICE WHEREVER NECESSARY TO ENSURE THE PARTIALLY COMPLETED

STRUCTURE IS SAFE FROM COLLAPSE.

11.a) AND CONCRETE ANCHORS WILL GENERALLY NOT BE CONSIDERED AS A SUITABLE ALTERNATIVE TO CAST-IN FERRULES EXCEPT AS SPECIFICALLY

NOTED ON THE DRAWINGS.

b) ALL MASONRY AND CONCRETE ANCHORS SHALL BE INSTALLED STRICTLY IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. THE BUILDER

MUST ENSURE THE ANCHOR LENGTH IS ADEQUATE TO ENSURE CORRECT EMBEDMENT, BEARING IN MIND THE THICKNESS OF THE PART BEING FASTENED.

c) ALL MASONRY ANCHORS FOUND TO BE INSTALLED INCORRECTLY WILL BE REJECTED.

12.THE INSTALLATION OF STATIC SAFETY LINE FIXING POINTS (WHERE REQUIRED BY THE RELEVANT AUTHORITIES) SHALL BE THE BUILDER'S

RESPONSIBILITY.

13. PAINT STEEL IN CONTACT WITH CONCRETE OR SOIL AND WITHIN 150mm OF THIS CONTACT IS TO HAVE ADDITIONAL BITUMINOUS PAINT OVER THE

SURFACE (ie ORMANOID).

STEEL SURFACE TREATMENT:

1.HOT ROLLED STEEL INCLUDING CLEATS TO BE CLASS 2.5 ABRASIVE BLAST CLEANED AND PAINTED WITH TWO COATS OF ZINC SILICATE PAINT (75 MICRON

MINIMUM DRY THICKNESS)

2.SITE WELDING TO BE POWER TOOL CLEANED AND PAINTED WITH TWO COATS OF ZINC SILICATE PAINT (75 MICRON MINIMUM DRY THICKNESS).

FIRE COMPLIANCE NOTES:

1.THE BUILDING HAS BEEN DESIGNED TO ENSURE ADEQUATE PERFORMANCE OF THE CONCRETE TILT-UP WALLS IN A FIRE, AS REQUIRED BY THE B.C.A.

(CLAUSE C.1.1).

2.PANEL JOINT LOCATIONS ARE NOT TO BE AMENDED WITHOUT PRIOR REFERENCE TO THE STRUCTURAL ENGINEER. (ANY CHANGES COULD HAVE A

SIGNIFICANT EFFECT ON OTHER STRUCTURAL ELEMENTS)

BCA COMPLIANT STRUCTURAL MATERIALS:

1.THE DESIGN ASSUMES THAT ALL STRUCTURAL MATERIALS USED IN THE CONSTRUCTION OF THIS PROJECT (INCLUDING, BUT NOT LIMITED TO STEEL (STRUCTURAL AND REINFORCING), CONCRETE, MASONRY (INCLUDING BRICKS / BLOCKS AND THE ASSOCIATED MORTAR) AND TIMBER COMPLY IN ALL RESPECTS TO THE BUILDING CODE OF AUSTRALIA. THIS GENERALLY MEANS THAT THEY MUST COMPLY WITH THE REQUIREMENTS OF THE APPROPRIATE AUSTRALIAN STANDARDS FOR THAT MATERIAL.

2.IF THE BUILDER PROPOSES TO USE ANY STRUCTURAL MATERIALS THAT ARE SOURCED FROM OUTSIDE AUSTRALIA, IT WILL BE THE BUILDERS ABSOLUTE RESPONSIBILITY TO VERIFY THAT THEY COMPLY WITH THE BUILDING CODE OF AUSTRALIA. 'PROMPT' MUST BE INFORMED OF ANY STRUCTURAL MATERIALS PROPOSED TO BE SOURCED FROM OUTSIDE AUSTRALIA AND ALL SUPPORTING DOCUMENTATION REGARDING THEIR COMPLIANCE WITH THE BCA AND / OR THE RELEVANT AUSTRALIAN STANDARDS MUST BE SUPPLIED TO 'PROMPT' FOR ASSESSMENT.

3.THE BUILDER MUST UNDERSTAND THAT THERE MAY BE SIGNIFICANT STRENGTH AND STIFFNESS DEFICIENCIES (COMPARED WITH THOSE ASSUMED IN DESIGN) IN MATERIALS SOURCED FROM OUTSIDE AUSTRALIA AND THAT THESE COULD SEVERELY IMPACT ON THE SAFETY AND SERVICEABILITY OF THE STRUCTURE.

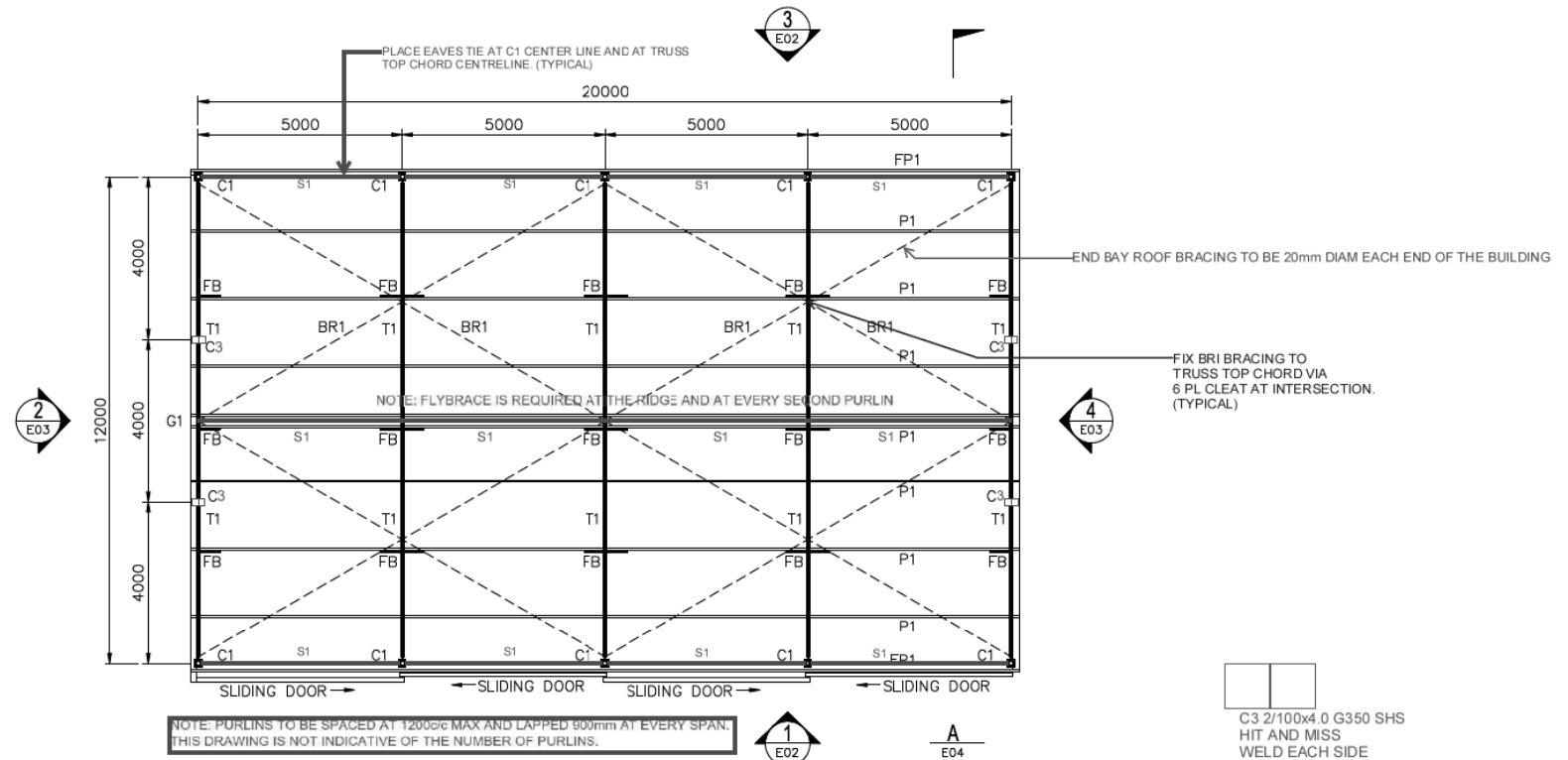
4. 'PROMPT' RESERVES THE RIGHT TO CHARGE A FEE TO MAKE THE APPROPRIATE ASSESSMENT AND TO ALTER OUR DESIGN SHOULD THIS BE A NECESSARY

NOTE: THIS DESIGN CONFORMS WITH SECTION B OF NCC 2019

PROMPT ENGINEERING
Michael Young
MICHAEL YOUNG BE MIE (276533)
PLN_83278.08-02-2024

NICKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501

| | | | | | |
|----------|----------------------|----------------------|---|-----------------------|--|
| REV 0 | title scale 1:125 | ROOF PLAN 691-E01 | project PROPOSED GP STORAGE SHED 1635 NORTHWEST COASTAL HWY BULLER | client RHYS CARSON | builder PURE STEEL SHEDS CONSTRUCTION |
|----------|----------------------|----------------------|---|-----------------------|--|



GENERAL NOTES

- 1 ALL WORK TO CONFORM WITH THE BCA
- 2 SITE TO BE CLEARED OF VEGETATION & UNSTABLE MATTER
- 3 FOUNDATION SOIL TO BE COMPACT (90% MOD DRY DENSITY)
- 4 DRAIN SURFACE & ROOF RUNOFF AWAY FROM FOUNDATIONS

GENERAL NOTES STEEL

- 1 CHECK ALL DIMENSIONS ON SITE
- 2 ALL FABRICATION OF STEELWORK SHALL COMPLY WITH AS1250 & AS1554
- 3 ALL WELDING TO COMPLY WITH AS 1554
- 4 MINIMUM WELDS TO BE 6mm FILLET CONTINUOUS
- 5 CORRECT ALL MEMBER DISTORTIONS BEFORE & AFTER WELDING
- 6 PROVIDE ALL CLEATS BRACKETS WELDING & BOLTING TOGETHER WITH ANY TEMPORARY BRACING FOR THE COMPLETION OF THE BUILDING
- 7 ALL NUTS & BOLTS SHALL BE CADMIUM PLATED UNLESS STATED OTHERWISE
- 8 ALL RHS & SHS SECTIONS TO BE DURAGAL (C450)
- 9 SEAL ALL OPEN ENDS OF RHS & SHS SECTIONS
- 10 PURLINS TO BE FIXED ACCORDING TO MANUFACTURERS RECOMMENDATIONS
- 11 PURLIN & GIRT SPACING TO SUIT CLADDING
- 12 WALL & ROOF SHEETING TO BE FIXED ACCORDING TO MANUFACTURERS RECOMMENDATIONS
- 13 ALL STEELWORK (INCLUDING FASTENERS) TO BE TREATED FOR CORROSION IN ACCORDANCE WITH THE ATTACHED CORROSION PROTECTION GUIDELINES FOR R4 SEVERE MARINE
- 14 MATERIAL SELECTION FOR ROOF AND WALL CLADDING SHALL BE SUITABLE FOR SEVERE MARINE CONDITION (DISTANCE FROM BEARKING SURF OR EXPOSED MARINE LESS THAN 10M), TO MANUFACTURER'S SPECIFICATION.

LEGEND

- C1 COLUMN =C3 SHS
C2 COLUMN 100 x 3 SHS
T1 TRUSS REFER E04/5
R1 RAFTER 150x50x4 RHS
P1 200mm LAPPED PURLIN 150x21.5 WITH ONE CENTRAL BRIDGING THROUGHOUT
FP1 FASCIA PURLIN 150x21.5 WITH ONE CENTRAL BRIDGING THROUGHOUT, DOUBLE CONTINUOUS SPAN MIN.
G1 WALL GIRT 150x21.5 WITH ONE CENTRAL BRIDGING THROUGHOUT, DOUBLE CONTINUOUS SPAN MIN.
BR1 BRACING 16# TENSIONED ROD
FB FLY BRACE 32x3 FL
S1 75 x 4.0 SHS EAVES TIE

C3 2/100x4.0 G350 SHS
HIT AND MISS
WELD EACH SIDE
5/50(200)
ALTERNATIVE IS A 150x100x4 G350 RHS

PROMPT ENGINEERING *Michael Young*
MICHAEL YOUNG BE MIE (276533)
PLN_83278-08-02-2024

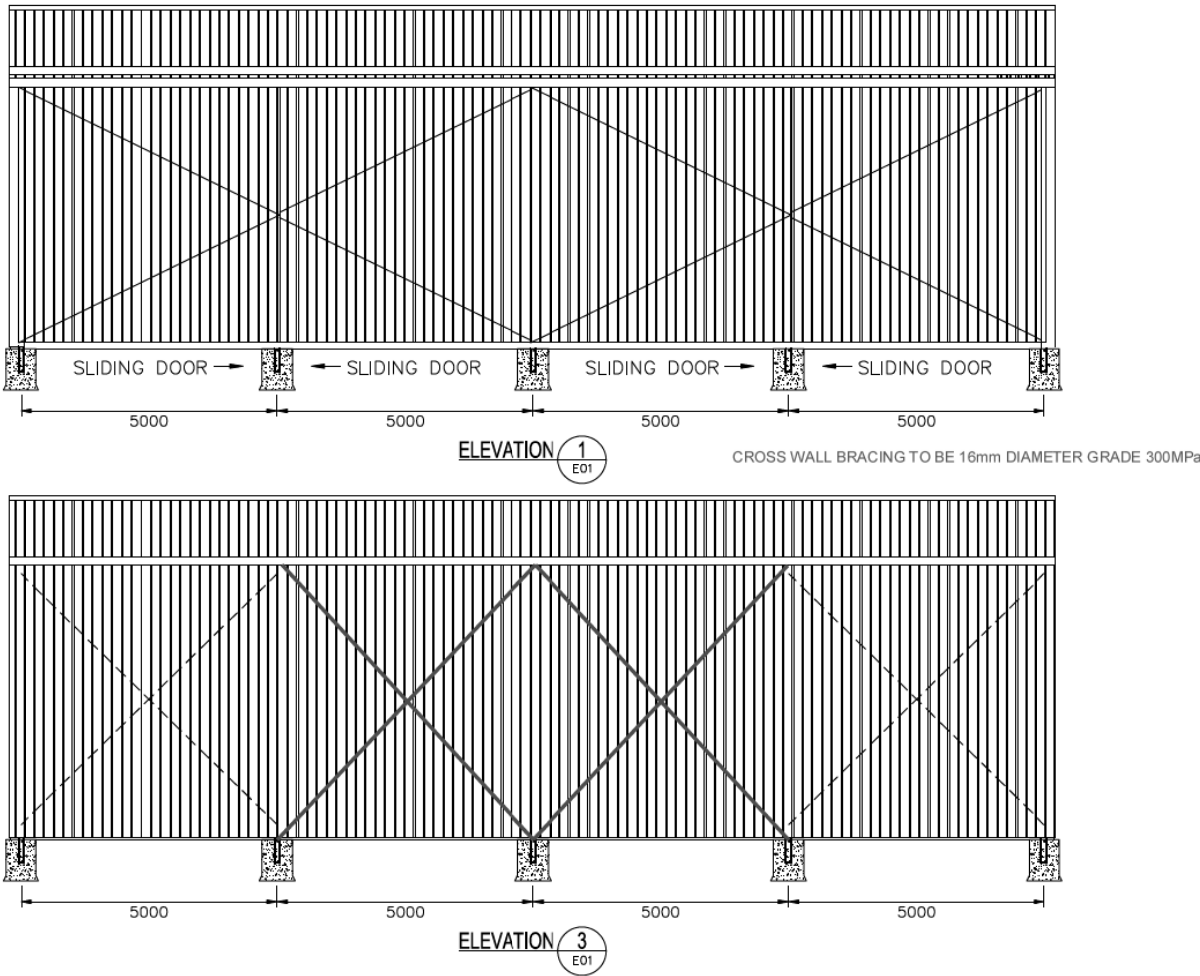
REV
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title
ROOF PLAN
scale 1:125
691-E01

project
PROPOSED GP STORAGE SHED
1635 NORTHWEST COASTAL HWY
BULLER

client
RHYS CARSON
builder
PURE STEEL SHEDS CONSTRUCTION

NICKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501



PROMPT ENGINEERING *Michael Young*
MICHAEL YOUNG BE MIE (276533)
PLN_83278.08-02-2024

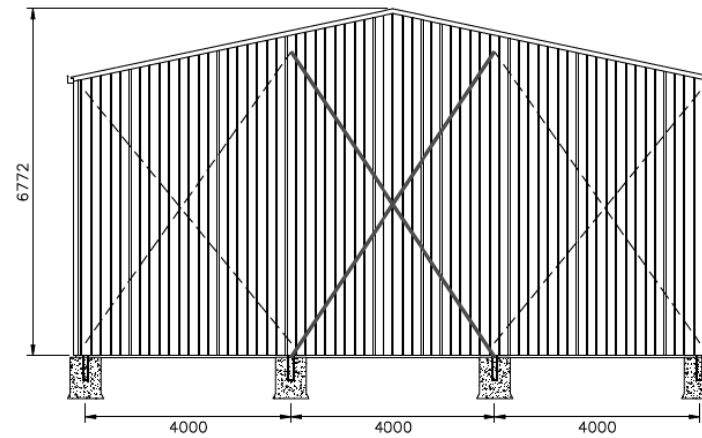
NiCKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501

REV
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title
ELEVATIONS 1 & 3
scale 1:100 691-E02

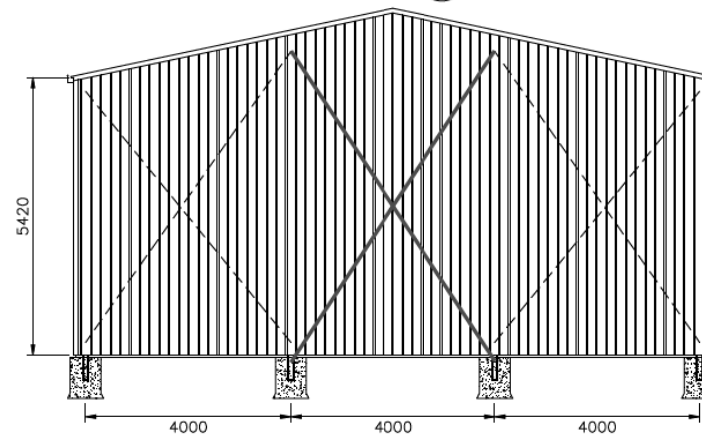
project
PROPOSED GP STORAGE SHED
1635 NORTHWEST COASTAL HWY
BULLER

client
RHYS CARSON
builder
PURE STEEL SHEDS CONSTRUCTION



ELEVATION 2
E01

SIDE WALL BRACING TO BE 16mm DIAMETER GRADE 300MPa



ELEVATION 4
E01

PROMPT ENGINEERING *Michael Young*
MICHAEL YOUNG BE MIE (276533)
PLN_83278.08-02-2024

REV
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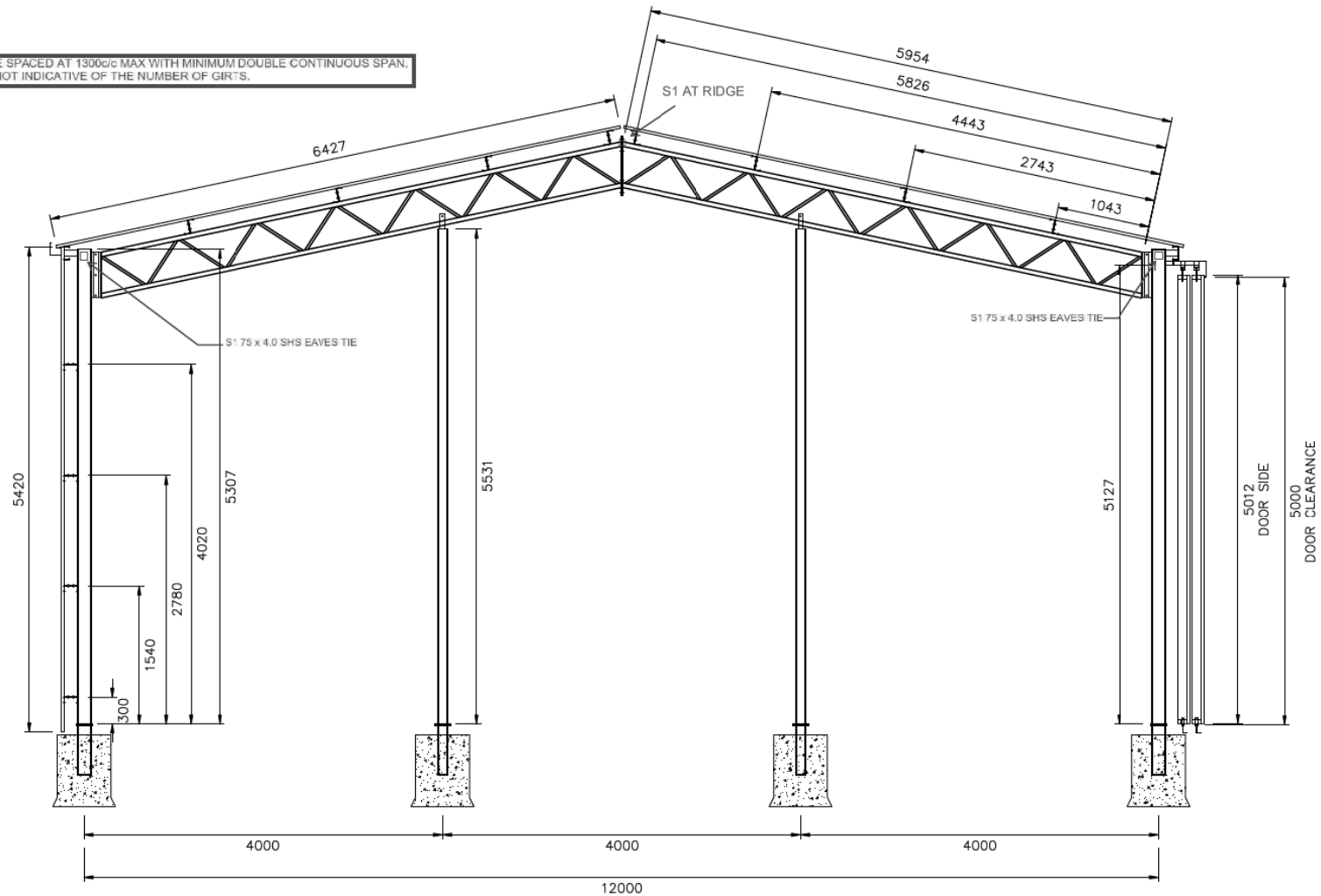
title ELEVATIONS 2 & 4
scale 1:100 691-E03

project PROPOSED GP STORAGE SHED
1635 NORTHWEST COASTAL HWY
BULLER

client RHYS CARSON
builder PURE STEEL SHEDS CONSTRUCTION

NiCKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501

NOTE: GIRTS TO BE SPACED AT 1300/c MAX WITH MINIMUM DOUBLE CONTINUOUS SPAN.
THIS DRAWING IS NOT INDICATIVE OF THE NUMBER OF GIRTS.



SECTION **A**
E01

PROMPT ENGINEERING
MICHAEL YOUNG BE MIE (276533)
PLN_83278.08-02-2024

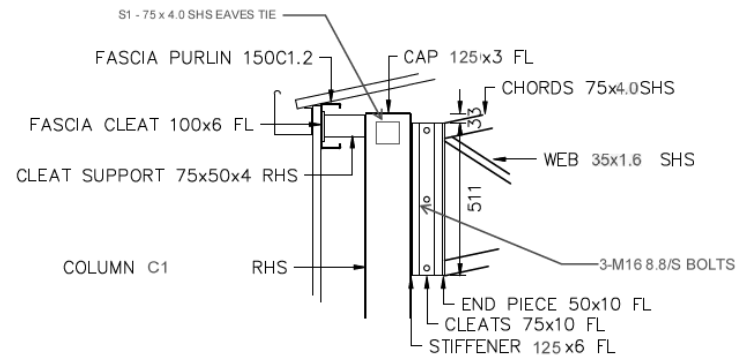
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SECTION A
scale 1:50 691-E04

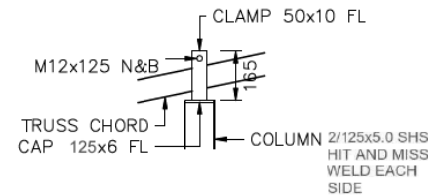
project
PROPOSED GP STORAGE SHED
1635 NORTHWEST COASTAL HWY
BULLER

client
RHYS CARSON
builder
PURE STEEL SHEDS CONSTRUCTION

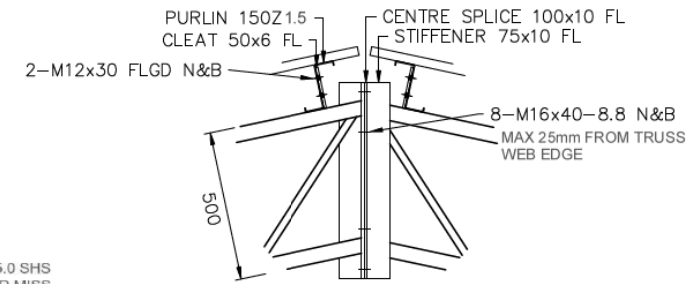
NiCKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501



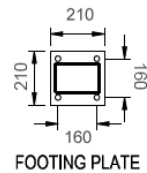
**TRUSS TO COLUMN
CONNECTION**



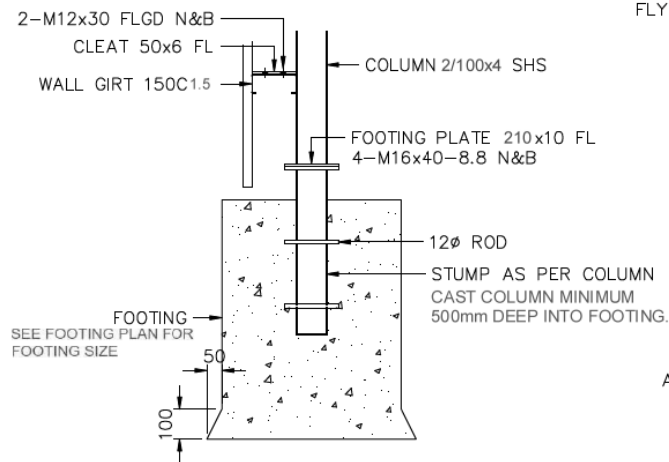
**END COLUMN TO TRUSS
CONNECTION**



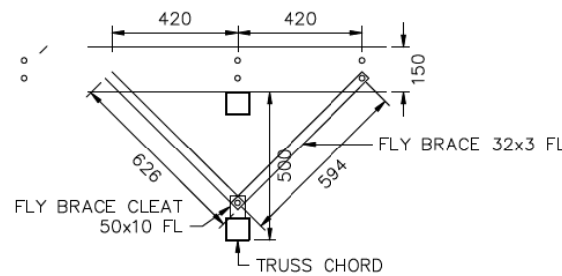
**CENTRE SPLICE
CONNECTION**



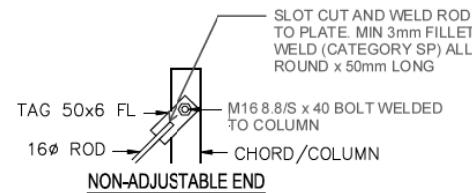
FOOTING PLATE



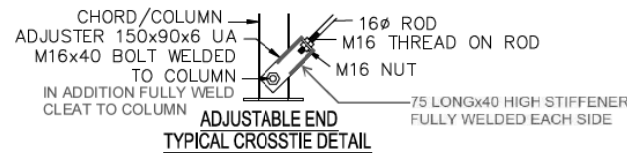
FOOTING DETAIL



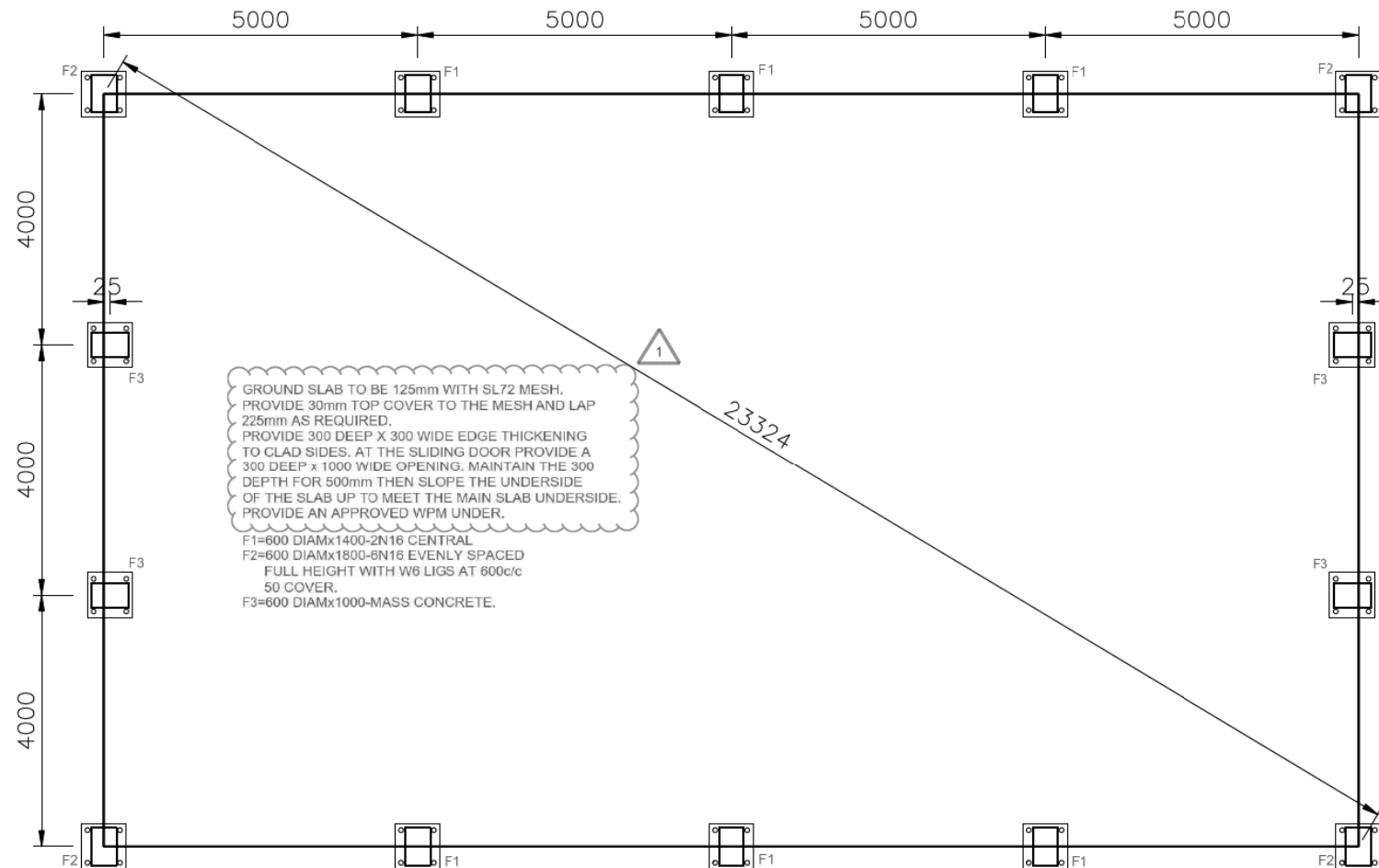
FLY BRACE



NON-ADJUSTABLE END



**ADJUSTABLE END
TYPICAL CROSS TIE DETAIL**



PROMPT ENGINEERING *Michael Young*
MICHAEL YOUNG BE MIE (276533)
PLN_83278.08-02-2024

REV
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title
FOOTINGS
scale 1:75
691-E06

project
PROPOSED GP STORAGE SHED
1635 NORTHWEST COASTAL HWY
BULLER

client
RHYS CARSON
builder
PURE STEEL SHEDS CONSTRUCTION

NiCKAD DESIGN DRAFTING
P.O. Box 398 Muchea WA 6501

view looking south-east at shed site



view looking south at shed site



view looking north-east at shed site



view looking north-west at shed site



Development
Services

629 Newcastle Street
Leederville WA 6007

PO Box 100
Leederville WA 6902

T (08) 9420 2099
F (08) 9420 3193



Your Ref: A1
Our Ref: 168970947 – DEV407783
Enquiries: Julie Doessel
Direct Tel: 9420 2099
Email: land.planning@watercorporation.com.au

11 March 2024

Chief Executive Officer
Shire of Chapman Valley
PO BOX 1
NABAWA WA 6532

Attention of: **Simon Lancaster**

Re: Development Application – 1635 North West Coastal Highway Buller - Outbuilding

Thank you for your letter dated 27th February 2024. As our infrastructure is not affected by the proposed development (outbuilding-shed) Water Corporation does not object to the proposal.

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid. Please provide the above comments to the landowner, developer and/or their representative.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

Kind Regards

Julie Doessel

Julie Doessel
Advisor - Land Use Planning
Development Services



| | |
|--------|-------------|
| DATE | 06 MAR 2024 |
| FILE | A1. |
| RECORD | CR2425388. |

DEVELOPMENT APPLICATION SUBMISSION FORM

Shire Reference: A1

| |
|--|
| <p align="center">PROPOSED OUTBUILDING 1635 (LOT 11) NORTH WEST COASTAL HIGHWAY, BULLER</p> |
|--|

Name: CLAYTON & JACQUELINE MILLSPostal Address: [REDACTED]Phone Number: [REDACTED]

SUBMISSION: ☒ Support ☐ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

Signature: [Signature] Date: 7/3/24

Please return to: Chief Executive Officer or cso@chapmanvalley.wa.gov.au
 Shire of Chapman Valley or (fax) 9920 5155
 PO Box 1
 NABAWA WA 6532

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4:00pm Friday 22 March 2024

| | |
|----------------------|---|
| 10.1.2 | Proposed Road Name, Oakajee |
| Department | Development Service Planning |
| Author | Simon Lancaster |
| Reference(s) | A2111 & 1008.00 |
| Attachment(s) | 1. Shire Road Names Policy [10.1.2.1 - 2 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

- 1 Thank the Yamatji Southern Regional Corporation for its suggested road name for the Oakajee Access Road and welcome the future submission of further road name suggestions for the Oakajee Industrial Estate.
- 2 Advise the Department of Planning, Lands & Heritage's Geographic Names Committee that it supports the assignation of the road name 'Nhanagardi Road' to the Oakajee Access Road.
- 3 Request that the Department of Planning, Lands & Heritage's Geographic Names Committee include the following names on a reserve list of road names for future use in the Oakajee Industrial Estate:
 - Gelirah;
 - Minyanogo; &
 - Wannegarangee.

Disclosure of Interest

No officer declared an interest under the *Local Government Act 1995*, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

Development WA will be commencing construction of an access road into the Oakajee Industrial Estate in 2024 and a name for the road is required. The Shire wrote to the Yamatji Southern Regional Corporation inviting a suggested road name, and the name 'Nhanagardi' has been provided. This report recommends that the name 'Nhanagardi Road' be forwarded to the Departments of Planning, Lands & Heritage's (DPLH) Geographic Names Committee for pre-approval so that it can then be applied to the Deposited Plan of Survey that will formally create the road reserve.

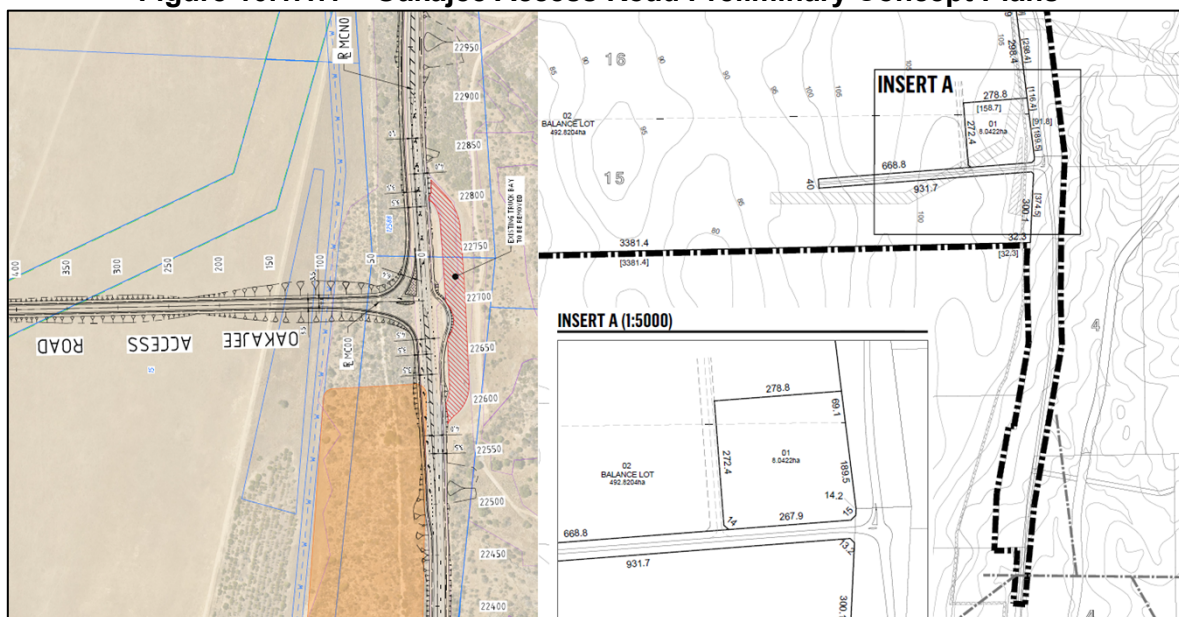
Comment

Development WA in partnership with Main Roads WA have been advancing the design for the entry road into the Oakajee Industrial Estate. The highway intersection location accords with the siting of the 'Indicative Central Access Road' upon the Oakajee Structure Plan.

The road is proposed to initially be constructed for a 660m length and would have a RAV10 standard intersection design onto the North West Coastal Highway.

Council supported the subdivision application to create the road reserve at its 15 December 2022 meeting.

Figure 10.1.1.1 – Oakajee Access Road Preliminary Concept Plans



Council also discussed preparing a list of road names for the Oakajee Industrial Estate at its 18 August 2022 Concept Forum.

The recognition of notable landmarks, local identities, local flora, local heritage places and events as road names assist in promoting the Shire of Chapman Valley and its history and features rather than the application of more generic titles.

The DPLH's Geographic Names Committee are responsible for the final approval of road names and ensuring that road names are not duplicated wherever possible. The Geographic Names Committee deem under their road naming guidelines that the following are not suitable:

- names of living persons;
- first names;
- derogatory or discriminatory names;
- company or commercialised names;
- names that are duplicated or similar to existing road names within a 50km radius.

For interested Councillors further information in regards to the road naming process can be viewed at the following link to the DPLH website:

<https://www0.landgate.wa.gov.au/?a=46421>

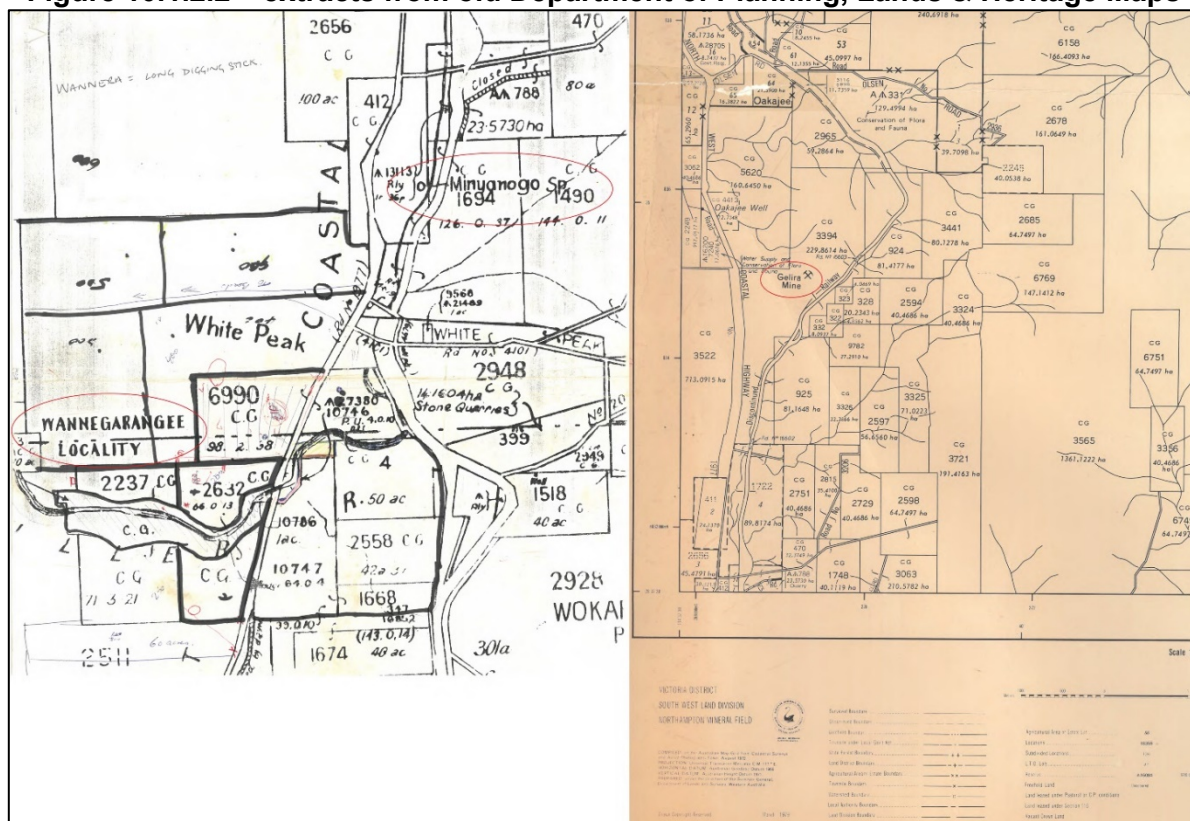
Shire Policy CP-102-Road Names provides a Council pre-approved list of road names for application in the Shire of Chapman Valley and Council may wish to choose from these pre-approved names.

However, when this matter was discussed at the 18 August 2022 Concept Forum the general agreement was that a list of road names should be compiled specifically for the Oakajee Industrial Estate, which is similar to the process Council undertook for the Wokarena Heights Structure Plan area.

As a starting point for discussion at the 18 August 2022 Concept Forum it was suggested that the following names could be included in a list of road names:

- Wannegarangee (this being the old locality name for the area north of Buller River);
- Minyanogo (this being the name of a spring approximately 800m north of White Peak Road, where White Peak Quarry operated, and was along the former Geraldton-Northampton railway line that used to run through the Oakajee locality);
- Gelirah (this being the name of the Galena (lead(II)sulfide) mine that used to operate in the Oakajee area approximately 1.5km east of the North West Coastal Highway and 400m south of Wells Road).

Figure 10.1.2.2 – extracts from old Department of Planning, Lands & Heritage Maps



Council also considered that if a list of names was to be compiled for the Oakajee Industrial Estate that drew from the local history of the area it should write to the Yamatji Southern Regional Corporation enquiring whether it would like to submit historical/cultural names relevant to the Oakajee area for inclusion on a road reserve name list.

The Yamatji Southern Regional Corporation have considered this matter and advised the Shire on 26 March 2024 as follows:

"We have met with our Southern Yamatji Cultural Committee today and they have suggested the name Nhanagardi (nhan-na-ga-di) for the access road.

Brief background:

Nhanagardi Peoples is a traditional name for the people and Country in the Southern Yamatji Native Title Claimant area. Nhanagardi is also associated with the Moresby Ranges.

We have also requested for other cultural names to be submitted for future roads in the area."

Statutory Environment

The report complies with the requirements of the:
Shire of Chapman Valley Local Planning Scheme No.3

Local governments are required to forward its suggested road names to the DPLH's Geographic Names Committee for consideration and final approval as per Section 26A of the *Land Administration Act 1997*:

"26A New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.*
- (2) The local government may require the person so subdividing the land -
 - (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and*
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.**
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.*
- (4) The Minister may -
 - (a) approve the proposed name; or*
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
 - (c) refuse to approve the proposed name.**
- (5) A person must not -
 - (a) assign a name to the area or road unless the name is first approved by the Minister;*
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.**

Penalty: \$1 000 and a daily penalty of \$100."

Policy/Procedure Implications

A Policy or Procedure is affected:
Planning and Development Policy & Procedures

Shire Policy 15.210 'Road Names' (provided as separate Attachment 10.1.2) provides guidance on the application of road names in the Shire of Chapman Valley.

Shire of Chapman Valley Local Planning Policy 7.5 – Subdivision Standards provides guidance that the access road must be designed and constructed in accordance with the requirements of the Institute of Public Works Engineering Australasia's 'Local Government Guidelines for Subdivisional Development' (amongst other documents). A copy of Policy 7.5 can be viewed at the following link:

<https://www.chapmanvalley.wa.gov.au/local-planning-policies.aspx>

Financial Implications

No Financial Implications Identified.

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

The 2021/2022 State Budget included allocation of \$7.5 million to fund the construction of an access road into the Oakajee Strategic Industrial Area:

[\\$61.5 million boost for WA's renewable hydrogen industry | Western Australian Government \(www.wa.gov.au\)](https://www.wa.gov.au/government/news/61.5-million-boost-for-wa-s-renewable-hydrogen-industry)

Subsequently the State Government conducted an expression of interest process and on 18 October 2022 announced it had approved land allocations for 6 proponents to pursue renewable hydrogen projects in the Oakajee Strategic Industrial Area:

[Oakajee Strategic Industrial Area gains land allocation approval | Western Australian Government \(www.wa.gov.au\)](https://www.wa.gov.au/government/news/oakajee-strategic-industrial-area-gains-land-allocation-approval)

The road construction represents an initial on-ground step towards this ultimate goal of creating a multi-product renewable hydrogen precinct in the Oakajee Strategic Industrial Area:

<https://developmentwa.com.au/projects/industrial-and-commercial/oakajee-sia/overview>

The Shire of Chapman Valley Local Planning Strategy was endorsed by the WAPC on 20 November 2007 and the subject area is identified within Precinct No.6 – Oakajee the vision for which is:

“Large-scale regional and significant industry that is developed in the Precinct is protected by a buffer of compatible uses.”

The Oakajee Industrial Estate is a 2,332ha land area that is owned by the State Government with the acquisition of this core area occurring through 1997-2004. The industrial estate is surrounded by a 4,071ha Buffer area also now entirely under government ownership, with the acquisition of all privately owned lots within the buffer area concluded by the State Government in 2014.

The Oakajee Industrial Estate Structure Plan was prepared by Development WA to address the estate and buffer area and was endorsed by the Shire of Chapman Valley and subsequently approved by the WAPC in 2012.

The proposed subdivision is in accordance with the strategic planning document of the Oakajee Industrial Estate Structure Plan. A copy of the Oakajee Industrial Estate Structure Plan can be accessed at the following link:

<https://www.wa.gov.au/system/files/2021-11/SPL-SPN0303-Chapman-Valley-Oakajee-Industrial-Estate.pdf>

The technical reports accompanying the Oakajee Industrial Estate Structure Plan can be accessed at the following link:

<https://www.chapmanvalley.wa.gov.au/oakajee-industrial-estate-structure-plan.aspx>

Strategic Community Plan/Corporate Business Plan Implications

ECONOMY & POPULATION

2.4 Ensure town planning scheme allows for economic development / population retention / growth.

2.4.1 Town Planning review for residential land, aged care facilities or business / industrial

development opportunities.

GOVERNANCE & ACCOUNTABILITY

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.4 Effectively Engage and communicate with the community.

Consultation

The Shire wrote to the Yamatji Southern Regional Corporation on 6 September 2022 enquiring whether it would like to submit historical/cultural names relevant to the Oakajee area for inclusion on a road reserve name list. The Yamatji Southern Regional Corporation responded to the Shire on 26 March 2024 and this matter is returned to Council for consideration.

The DPLH referred the subdivision application to create the Oakajee Access Road to the following agencies inviting comment prior to determination; Shire of Chapman Valley, Department of Biodiversity, Conservation & Attractions, Department of Fire and Emergency Services, Department of Jobs, Tourism, Science & Innovation, Department of Water & Environmental Regulation, Main Roads WA, Telstra, Water Corporation and Western Power.

Risk Assessment

No Risks have been Identified.

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.

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 |

10.2 Manager of Finance & Corporate Services

| 10.2.1 | Financial Management Report |
|---------------|--|
| Department | Finance, Governance & Corporate Services Finance |
| Author | Dianne Raymond |
| Reference(s) | Nil |
| Attachment(s) | 1. Financial Management Report February 2024 [10.2.1.1 - 33 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council receives the Monthly Financial Management report supplied under separate cover for February 2024 including the following:
Statement of Financial Activities by Nature or Type
Statement of Financial Activity Information & Notes
Summary of Accounts Paid
Bank Reconciliation
Credit Card Statement

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 2024 is detailed in the monthly management report provided as a separate attachment for Council's review.

Statutory Environment

The report complies with the requirements of the:
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy/Procedure Implications

No Policy or Management Procedure affected

Financial Implications

No Financial Implications Identified.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

Not applicable

Risk Assessment

No Risks have been Identified.

SHIRE OF CHAPMAN VALLEY
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 29th February 2024

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

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Statements required by regulation

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| Note 3 Explanation of Material Variances | 6 |

SHIRE OF CHAPMAN VALLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

| | Supplementary Information | Amended Budget Estimates (a) \$ | YTD Budget Estimates (b) \$ | YTD Actual (c) \$ | Variance* \$ (c) - (b) \$ | Variance* % ((c) - (b))/(b) % | Var. |
|---|------------------------------|---|---|----------------------------|------------------------------------|--|------|
| OPERATING ACTIVITIES | | | | | | | |
| Revenue from operating activities | | | | | | | |
| General rates | 10 | 3,021,512 | 3,021,512 | 3,028,448 | 6,936 | 0.23% | |
| Rates excluding general rates | | 136,724 | 136,724 | 136,310 | (414) | (0.30%) | |
| Grants, subsidies and contributions | 14 | 1,248,227 | 493,272 | 585,469 | 92,197 | 18.69% | ▲ |
| Fees and charges | | 371,929 | 320,752 | 371,179 | 50,427 | 15.72% | ▲ |
| Interest revenue | | 34,615 | 25,666 | 58,707 | 33,041 | 128.73% | ▲ |
| Other revenue | | 21,375 | 12,752 | 13,458 | 706 | 5.54% | |
| Profit on asset disposals | 6 | 20,000 | 0 | 20,320 | 20,320 | 0.00% | ▲ |
| | | 4,854,382 | 4,010,678 | 4,213,891 | 203,213 | 5.07% | |
| Expenditure from operating activities | | | | | | | |
| Employee costs | | (3,020,842) | (1,832,872) | (1,331,171) | 501,701 | 27.37% | ▲ |
| Materials and contracts | | (3,736,398) | (1,927,446) | (1,562,114) | 365,332 | 18.95% | ▲ |
| Utility charges | | (56,907) | (40,833) | (32,239) | 8,594 | 21.05% | ▲ |
| Depreciation | | (6,869,792) | (1,615,112) | (3,691,122) | (2,076,010) | (128.54%) | ▼ |
| Finance costs | | (9,356) | (1,632) | (781) | 851 | 52.14% | ▲ |
| Insurance | | (298,552) | (197,778) | (282,777) | (84,999) | (42.98%) | ▼ |
| Other expenditure | | (134,326) | (74,150) | (62,811) | 11,339 | 15.29% | ▲ |
| Loss on asset disposals | 6 | (20,000) | 0 | 0 | 0 | 0.00% | |
| | | (14,146,173) | (5,689,823) | (6,963,015) | (1,273,192) | (22.38%) | |
| Non-cash amounts excluded from operating activities | Note 2(b) | 6,776,563 | 1,745,596 | 3,801,286 | 2,055,690 | 117.76% | ▲ |
| Amount attributable to operating activities | | (2,515,228) | 66,451 | 1,052,162 | 985,711 | 1483.37% | |
| INVESTING ACTIVITIES | | | | | | | |
| Inflows from investing activities | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 15 | 3,372,849 | 787,200 | 362,400 | (424,800) | (53.96%) | ▼ |
| Proceeds from disposal of assets | 6 | 163,000 | 13,000 | 26,420 | 13,420 | 103.23% | ▲ |
| | | 3,535,849 | 800,200 | 388,820 | (411,380) | (51.41%) | |
| Outflows from investing activities | | | | | | | |
| Payments for property, plant and equipment | 5 | (3,954,012) | (837,112) | (104,567) | 732,545 | 87.51% | ▲ |
| Payments for construction of infrastructure | 5 | (1,175,122) | (1,175,122) | (827,039) | 348,083 | 29.62% | ▲ |
| | | (5,129,134) | (2,012,234) | (931,605) | 1,080,628 | 53.70% | |
| Amount attributable to investing activities | | (1,593,285) | (1,212,034) | (542,785) | 669,248 | 55.22% | |
| FINANCING ACTIVITIES | | | | | | | |
| Inflows from financing activities | | | | | | | |
| Proceeds from new debentures | 11 | 1,277,024 | 0 | 0 | 0 | 0.00% | |
| Transfer from reserves | 4 | 573,543 | 0 | 0 | 0 | 0.00% | |
| | | 1,850,567 | 0 | 0 | 0 | 0.00% | |
| Outflows from financing activities | | | | | | | |
| Repayment of borrowings | 11 | (31,000) | 0 | 0 | 0 | 0.00% | |
| Payments for principal portion of lease liabilities | 12 | (7,886) | (6,045) | (6,045) | 0 | 0.00% | |
| Transfer to reserves | 4 | (115) | 0 | (199,626) | (199,626) | 0.00% | ▼ |
| | | (39,001) | (6,045) | (205,671) | (199,626) | (3302.33%) | |
| Amount attributable to financing activities | | 1,811,566 | (6,045) | (205,671) | (199,626) | (3302.33%) | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | | |
| Surplus or deficit at the start of the financial year | | 2,296,947 | 2,296,947 | 2,296,947 | 0 | 0.00% | |
| Amount attributable to operating activities | | (2,515,228) | 66,451 | 1,052,162 | 985,711 | 1483.37% | ▲ |
| Amount attributable to investing activities | | (1,593,285) | (1,212,034) | (542,785) | 669,248 | 55.22% | ▲ |
| Amount attributable to financing activities | | 1,811,566 | (6,045) | (205,671) | (199,626) | (3302.33%) | ▼ |
| Surplus or deficit after imposition of general rates | | 0 | 1,145,319 | 2,600,653 | 1,455,333 | 127.07% | ▲ |

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF CHAPMAN VALLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

| | Supplementary Information | 30 June 2023 | 29 February 2024 |
|--------------------------------------|------------------------------|--------------------|--------------------|
| | | \$ | \$ |
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 4,080,340 | 5,281,941 |
| Trade and other receivables | | 200,113 | 380,982 |
| Inventories | 8 | 5,931 | 6,695 |
| Other assets | 8 | 10,908 | 31,356 |
| TOTAL CURRENT ASSETS | | 4,297,292 | 5,700,974 |
| NON-CURRENT ASSETS | | | |
| Trade and other receivables | | 8,342 | 8,342 |
| Other financial assets | | 61,117 | 61,117 |
| Property, plant and equipment | | 19,277,039 | 18,646,677 |
| Infrastructure | | 191,269,843 | 188,208,378 |
| Right-of-use assets | | 40,436 | 35,044 |
| TOTAL NON-CURRENT ASSETS | | 210,656,777 | 206,959,558 |
| TOTAL ASSETS | | 214,954,069 | 212,660,532 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 9 | 668,868 | 224,787 |
| Other liabilities | 13 | 0 | 1,344,431 |
| Lease liabilities | 12 | 8,087 | 8,087 |
| Employee related provisions | 13 | 497,342 | 497,342 |
| TOTAL CURRENT LIABILITIES | | 1,174,297 | 2,074,647 |
| NON-CURRENT LIABILITIES | | | |
| Other liabilities | | 159,515 | 289,999 |
| Lease liabilities | 12 | 34,521 | 34,521 |
| Employee related provisions | | 21,897 | 21,897 |
| TOTAL NON-CURRENT LIABILITIES | | 215,933 | 346,417 |
| TOTAL LIABILITIES | | 1,390,230 | 2,421,064 |
| NET ASSETS | | 213,563,839 | 210,239,468 |
| EQUITY | | | |
| Retained surplus | | 34,145,894 | 30,621,896 |
| Reserve accounts | 4 | 1,331,477 | 1,531,103 |
| Revaluation surplus | | 178,086,468 | 178,086,469 |
| TOTAL EQUITY | | 213,563,839 | 210,239,468 |

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024****1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES****BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to these financial statements.

Judgements and 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 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 29 February 2024

SHIRE OF CHAPMAN VALLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

| | | Amended Budget Opening 30 June 2023 | Last Year Closing 30 June 2023 | Year to Date 29 February 2024 |
|--|------------------------------|--|---|--|
| (a) Net current assets used in the Statement of Financial Activity | Supplementary Information | | | |
| Current assets | | \$ | \$ | \$ |
| Cash and cash equivalents | 3 | 4,080,340 | 4,080,340 | 5,281,941 |
| Trade and other receivables | | 200,113 | 200,113 | 380,982 |
| Inventories | 8 | 5,931 | 5,931 | 6,695 |
| Other assets | 8 | 10,908 | 10,908 | 31,356 |
| | | 4,297,292 | 4,297,292 | 5,700,974 |
| Less: current liabilities | | | | |
| Trade and other payables | 9 | (668,868) | (668,868) | (224,787) |
| Other liabilities | 13 | 0 | 0 | (1,344,431) |
| Lease liabilities | 12 | (8,087) | (8,087) | (8,087) |
| Borrowings | 11 | 0 | 0 | 0 |
| Employee related provisions | 13 | (497,342) | (497,342) | (497,342) |
| | | (1,174,297) | (1,174,297) | (2,074,647) |
| Net current assets | | 3,122,995 | 3,122,995 | 3,626,327 |
| Less: Total adjustments to net current assets | Note 2(c) | (826,048) | (826,048) | (1,025,674) |
| Closing funding surplus / (deficit) | | 2,296,947 | 2,296,947 | 2,600,653 |

(b) Non-cash amounts 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*.

| | | Amended Budget | YTD Budget (a) | YTD Actual (b) |
|--|---|-------------------|----------------------|----------------------|
| Non-cash amounts excluded from operating activities | | \$ | \$ | \$ |
| Adjustments to operating activities | | | | |
| Less: Profit on asset disposals | 6 | (20,000) | 0 | (20,320) |
| Less: Movement in liabilities associated with restricted cash | | (228,946) | 0 | 0 |
| Add: Loss on asset disposals | 6 | 20,000 | 0 | 0 |
| Add: Depreciation | | 6,869,792 | 1,615,112 | 3,691,122 |
| Movement in contract liabilities (non-current) | | 130,484 | 130,484 | 130,484 |
| Non-cash movements in non-current assets and liabilities: | | | | |
| - Employee provisions | | 5,233 | 0 | 0 |
| Total non-cash amounts excluded from operating activities | | 6,776,563 | 1,745,596 | 3,801,286 |

(c) Current assets and liabilities excluded from budgeted deficiency

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.

| | | Amended Budget Opening 30 June 2023 | Last Year Closing 30 June 2023 | Year to Date 29 February 2024 |
|---|-----------|--|---|--|
| | | \$ | \$ | \$ |
| Adjustments to net current assets | | | | |
| Less: Reserve accounts | 4 | (1,331,477) | (1,331,477) | (1,531,103) |
| Add: Current liabilities not expected to be cleared at the end of the year: | | | | |
| - Current portion of lease liabilities | 12 | 8,087 | 8,087 | 8,087 |
| - Current portion of employee benefit provisions held in reserve | 4 | 167,427 | 167,427 | 169,060 |
| - Current portion of employee benefit provision held in municipal | | 329,915 | 329,915 | 328,282 |
| Total adjustments to net current assets | Note 2(a) | (826,048) | (826,048) | (1,025,674) |

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.

SHIRE OF CHAPMAN VALLEY

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

| Description | Var. \$ \$ | Var. % % | |
|---|---------------|-------------|---|
| Revenue from operating activities | | | |
| Grants, subsidies and contributions | 92,197 | 18.69% | ▲ |
| | Timing | | |
| Fees and charges | 50,427 | 15.72% | ▲ |
| | Timing | | |
| Interest revenue | 33,041 | 128.73% | ▲ |
| | Permanent | | |
| Profit on asset disposals | 20,320 | 0.00% | ▲ |
| | Timing | | |
| Expenditure from operating activities | | | |
| Employee costs | 501,701 | 27.37% | ▲ |
| | Timing | | |
| Materials and contracts | 365,332 | 18.95% | ▲ |
| | Timing | | |
| Utility charges | 8,594 | 21.05% | ▲ |
| | Timing | | |
| Depreciation | (2,076,010) | (128.54%) | ▼ |
| | Timing | | |
| Finance costs | 851 | 52.14% | ▲ |
| | Timing | | |
| Insurance | (84,999) | (42.98%) | ▼ |
| | Timing | | |
| Other expenditure | 11,339 | 15.29% | ▲ |
| | Timing | | |
| Inflows from investing activities | | | |
| Proceeds from capital grants, subsidies and contributions | (424,800) | (53.96%) | ▼ |
| | Timing | | |
| Proceeds from disposal of assets | 13,420 | 103.23% | ▲ |
| | Timing | | |
| Outflows from investing activities | | | |
| Payments for property, plant and equipment | 732,545 | 87.51% | ▲ |
| | Timing | | |
| Payments for construction of infrastructure | 348,083 | 29.62% | ▲ |
| | Timing | | |
| Outflows from financing activities | | | |
| Transfer to reserves | (199,626) | 0.00% | ▼ |
| | Timing | | |

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
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SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

| Funding surplus / (deficit) | | | | |
|--|----------------|----------------|----------------|-----------------|
| | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening | \$2.30 M | \$2.30 M | \$2.30 M | \$0.00 M |
| Closing | \$0.00 M | \$1.15 M | \$2.60 M | \$1.46 M |
| Refer to Statement of Financial Activity | | | | |

| Cash and cash equivalents | | |
|--|----------|------------|
| | \$5.28 M | % of total |
| Unrestricted Cash | \$3.75 M | 71.0% |
| Restricted Cash | \$1.53 M | 29.0% |
| Refer to 3 - Cash and Financial Assets | | |

| Payables | | |
|-----------------------|----------|---------------|
| | \$0.22 M | % Outstanding |
| Trade Payables | \$0.07 M | |
| 0 to 30 Days | | 99.7% |
| Over 30 Days | | 0.3% |
| Over 90 Days | | 0.3% |
| Refer to 9 - Payables | | |

| Receivables | | |
|--------------------------|----------|---------------|
| | \$0.00 M | % Collected |
| Rates Receivable | \$0.38 M | 88.6% |
| Trade Receivable | \$0.00 M | % Outstanding |
| Over 30 Days | | 113.1% |
| Over 90 Days | | 113.1% |
| Refer to 7 - Receivables | | |

Key Operating Activities

| Amount attributable to operating activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$2.52 M) | \$0.07 M | \$1.05 M | \$0.99 M |
| Refer to Statement of Financial Activity | | | |

| Rates Revenue | | |
|----------------------------|----------|------------|
| YTD Actual | \$3.03 M | % Variance |
| YTD Budget | \$3.02 M | 0.2% |
| Refer to 10 - Rate Revenue | | |

| Grants and Contributions | | |
|--|----------|------------|
| YTD Actual | \$0.59 M | % Variance |
| YTD Budget | \$0.49 M | 18.7% |
| Refer to 14 - Grants and Contributions | | |

| Fees and Charges | | |
|--|----------|------------|
| YTD Actual | \$0.37 M | % Variance |
| YTD Budget | \$0.32 M | 15.7% |
| 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) |
| (\$1.59 M) | (\$1.21 M) | (\$0.54 M) | \$0.67 M |
| Refer to Statement of Financial Activity | | | |

| Proceeds on sale | | |
|---------------------------------|----------|---------|
| YTD Actual | \$0.03 M | % |
| Amended Budget | \$0.16 M | (83.8%) |
| Refer to 6 - Disposal of Assets | | |

| Asset Acquisition | | |
|-----------------------------------|----------|---------|
| YTD Actual | \$0.83 M | % Spent |
| Amended Budget | \$1.18 M | (29.6%) |
| Refer to 5 - Capital Acquisitions | | |

| Capital Grants | | |
|-----------------------------------|----------|------------|
| YTD Actual | \$0.36 M | % Received |
| Amended Budget | \$3.37 M | (89.3%) |
| Refer to 5 - Capital Acquisitions | | |

Key Financing Activities

| Amount attributable to financing activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| \$1.81 M | (\$0.01 M) | (\$0.21 M) | (\$0.20 M) |
| Refer to Statement of Financial Activity | | | |

| Borrowings | |
|--------------------------|----------|
| Principal repayments | \$0.00 M |
| Interest expense | \$0.00 M |
| Principal due | \$0.00 M |
| Refer to 11 - Borrowings | |

| Reserves | |
|----------------------------|----------|
| Reserves balance | \$1.53 M |
| Interest earned | \$0.01 M |
| Refer to 4 - Cash Reserves | |

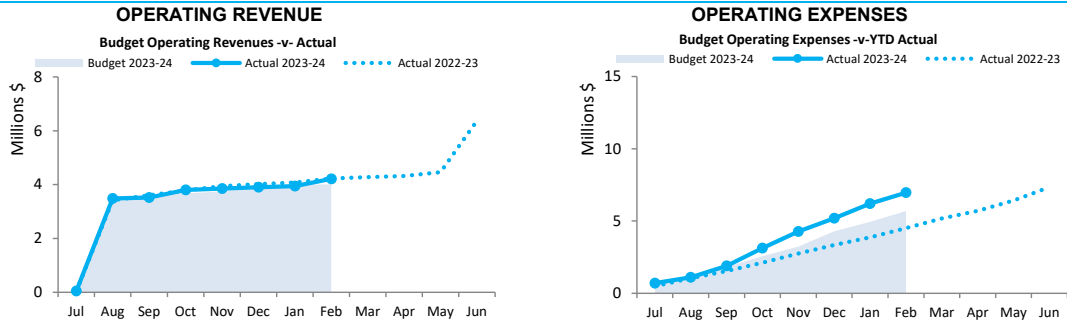
| Lease Liability | |
|--------------------------------------|------------|
| Principal repayments | (\$0.01 M) |
| Interest expense | (\$0.00 M) |
| Principal due | \$0.04 M |
| Refer to Note 12 - Lease Liabilities | |

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

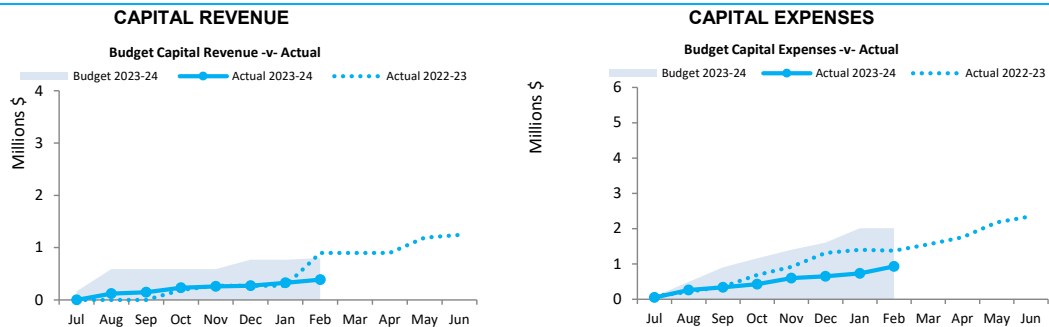
SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 KEY INFORMATION - GRAPHICAL

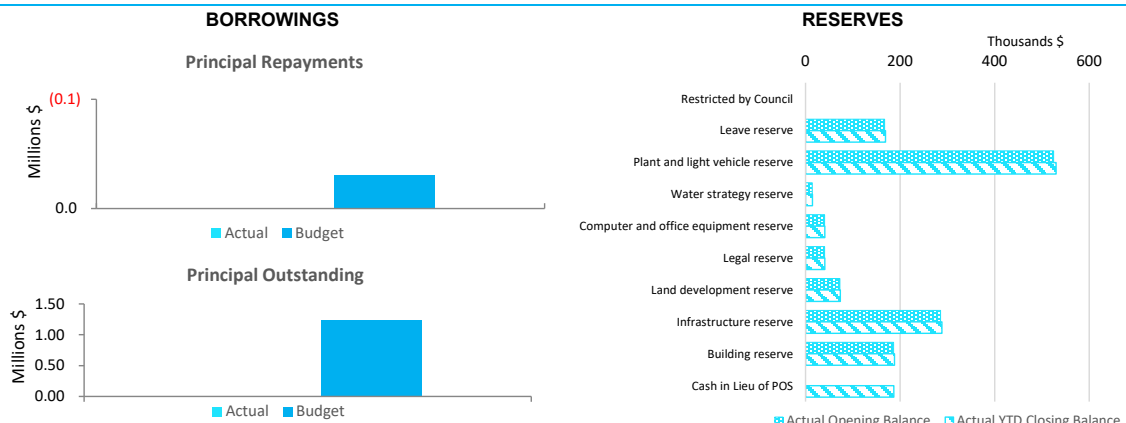
OPERATING ACTIVITIES



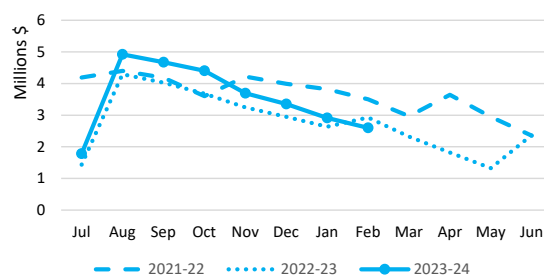
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.
Feb 2024 Financial Management Report

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 CASH AND FINANCIAL ASSETS

| Description | Classification | Unrestricted | Restricted | Total Cash | Trust | Institution |
|-------------------------------------|---------------------------|------------------|------------------|------------------|--------------|-----------------------------|
| | | \$ | \$ | \$ | \$ | |
| Cash on hand | | | | | | |
| Municipal Account | Cash and cash equivalents | 1,074,676 | | 1,074,676 | | Westpac Banking Corporation |
| Petty Cash | Cash and cash equivalents | 700 | | 700 | | Westpac Banking Corporation |
| Municipal Investment Account | Cash and cash equivalents | 2,675,462 | | 2,675,462 | | Westpac Banking Corporation |
| Leave Reserve | Cash and cash equivalents | 0 | 169,060 | 169,060 | | Westpac Banking Corporation |
| Water Strategy Reserve | Cash and cash equivalents | 0 | 14,533 | 14,533 | | Westpac Banking Corporation |
| Plant/Light Vehicle Reserve | Cash and cash equivalents | 0 | 529,727 | 529,727 | | Westpac Banking Corporation |
| Computer & Office Equipment Reserve | Cash and cash equivalents | 0 | 40,569 | 40,569 | | Westpac Banking Corporation |
| Legal Reserve | Cash and cash equivalents | 0 | 40,847 | 40,847 | | Westpac Banking Corporation |
| Land Development Reserve | Cash and cash equivalents | 0 | 73,557 | 73,557 | | Westpac Banking Corporation |
| Infrastructure Reserve | Cash and cash equivalents | 0 | 288,256 | 288,256 | | Westpac Banking Corporation |
| Building Reserve | Cash and cash equivalents | 0 | 187,919 | 187,919 | | Westpac Banking Corporation |
| Cash in Lieu of POS Reserve | Cash and cash equivalents | 0 | 186,635 | 186,635 | | Westpac Banking Corporation |
| Trust Account | Cash and cash equivalents | 0 | | 0 | 6,379 | Westpac Banking Corporation |
| Total | | 3,750,838 | 1,531,103 | 5,281,941 | 6,379 | |
| Comprising | | | | | | |
| Cash and cash equivalents | | 3,750,838 | 1,531,103 | 5,281,941 | 6,379 | |
| | | 3,750,838 | 1,531,103 | 5,281,941 | 6,379 | |

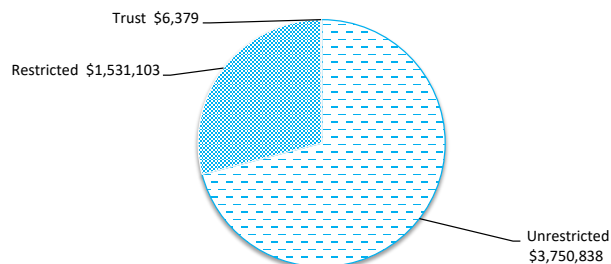
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. 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



SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4 RESERVE ACCOUNTS

| Reserve name | Budget Opening Balance | Budget Interest Earned | Budget Transfer s In (+) | Budget Transfers Out (-) | Budget Closing Balance | Actual Opening Balance | Actual Interest Earned | Actual Transfer s In (+) | Actual Transfer s Out (-) | Actual YTD Closing Balance |
|---------------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|---------------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Restricted by Council | | | | | | | | | | |
| Leave reserve | 167,427 | 10 | 0 | (17,601) | 149,836 | 167,427 | 1,633 | 0 | 0 | 169,060 |
| Plant and light vehicle reserve | 524,609 | 50 | 0 | (393,785) | 130,874 | 524,609 | 5,118 | 0 | 0 | 529,727 |
| Water strategy reserve | 14,392 | 5 | 0 | | 14,397 | 14,392 | 141 | 0 | 0 | 14,533 |
| Computer and office equipment reserve | 40,177 | 5 | 0 | | 40,182 | 40,177 | 392 | 0 | 0 | 40,569 |
| Legal reserve | 40,452 | 5 | 0 | | 40,457 | 40,452 | 395 | 0 | 0 | 40,847 |
| Land development reserve | 72,846 | 5 | 0 | (62,157) | 10,694 | 72,846 | 711 | 0 | 0 | 73,557 |
| Infrastructure reserve | 285,471 | 15 | 0 | | 285,486 | 285,471 | 2,785 | 0 | 0 | 288,256 |
| Building reserve | 186,103 | 20 | 0 | (100,000) | 86,123 | 186,103 | 1,816 | 0 | 0 | 187,919 |
| Cash in Lieu of POS | 0 | 0 | 0 | | 0 | 0 | 69 | 186,566 | 0 | 186,635 |
| | 1,331,477 | 115 | 0 | (573,543) | 758,049 | 1,331,477 | 13,060 | 186,566 | 0 | 1,531,103 |

KEY INFORMATION

| Reserve name | Purpose of the reserve |
|---------------------------------------|---|
| Leave reserve | To be used to fund annual and long service leave requirements. |
| Plant and light vehicle reserve | To be used for the purchase of and/or major repair of major plant and light vehicles. |
| Water strategy reserve | To be used for the construction and operational costs of facilities for fire fighting purposes. |
| Computer and office equipment reserve | To be used to replace Information and Communications Technology equipment. |
| Legal reserve | To be used to fund legal expenses incurred as a result of tribunals, hearings, litigation etc. |
| Land development reserve | To be used for further subdivisional development in the Shire of Chapman Valley. |
| Infrastructure reserve | To be used to fund road and building infrastructure projects, including yet not limited to, natural disasters upfront or insurance excess costs, annual roadworks maintenance and construction works. |
| Building reserve | To be used for the construction of shire buildings or capital upgrades of existing buildings, including yet not limited to, covering insurance excess component of claims for repair/replace buildings. |
| Cash in Lieu of Public Open Space | To be used to set aside funds received from developers in lieu of land. The funds are to be used to purchase land open spaces including parks, recreation grounds and general spaces. |

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

| | Amended Budget | YTD Budget | YTD Actual | YTD Actual Variance |
|---|-------------------|------------------|----------------|------------------------|
| | \$ | \$ | \$ | \$ |
| Capital acquisitions | | | | |
| Land and buildings | 3,080,012 | 33,112 | 44,959 | 11,847 |
| Plant and equipment | 874,000 | 804,000 | 59,608 | (744,392) |
| Acquisition of property, plant and equipment | 3,954,012 | 837,112 | 104,567 | (732,545) |
| Infrastructure - roads | 1,175,122 | 1,175,122 | 827,039 | (348,083) |
| Acquisition of infrastructure | 1,175,122 | 1,175,122 | 827,039 | (1,813,174) |
| Total capital acquisitions | 5,129,134 | 2,012,234 | 931,605 | (2,545,719) |
| Capital Acquisitions Funded By: | | | | |
| Capital grants and contributions | 3,372,849 | 787,200 | 362,400 | (424,800) |
| Borrowings | 1,277,024 | 0 | 0 | 0 |
| Other (disposals & C/Fwd) | 163,000 | 13,000 | 26,420 | 13,420 |
| Reserve accounts | | | | |
| Plant and light vehicle reserve | 154,104 | 0 | 0 | 0 |
| Land development reserve | 62,157 | 0 | 0 | 0 |
| Building reserve | 100,000 | 0 | 0 | 0 |
| Contribution - operations | 0 | 1,212,034 | 542,785 | (669,248) |
| Capital funding total | 5,129,134 | 2,012,234 | 931,605 | (1,080,628) |

SIGNIFICANT ACCOUNTING POLICIES

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

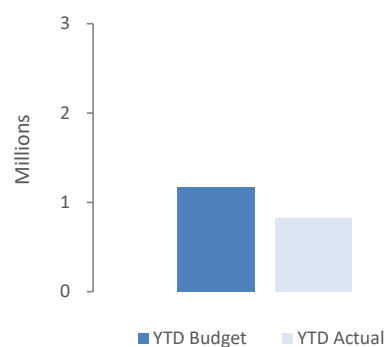
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



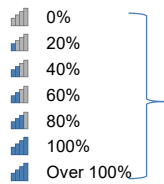
SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

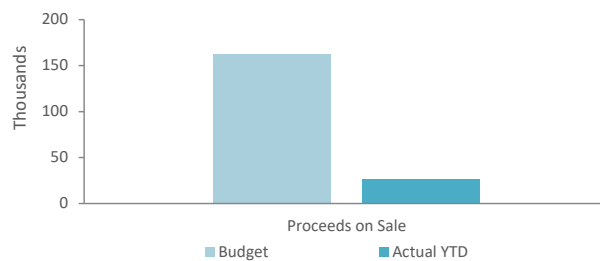
| Job# | Account Description | Amended | | YTD Actual | Variance (Under)/Over |
|------|--|------------------|------------------|----------------|--------------------------|
| | | Budget | YTD Budget | | |
| | | \$ | \$ | \$ | \$ |
| | Council Chamber Improvements (NCA) | 10,000 | 0 | 0 | 0 |
| | Plant & Equipment Purchases (NCA) | 30,000 | 0 | 0 | 0 |
| | Land Development (NCA) | 306,463 | 0 | 0 | 0 |
| 1037 | Yuna Golf Club | 15,000 | 0 | 0 | 0 |
| 1066 | Nanson Showgrounds Capital | 88,112 | 33,112 | 21,111 | 12,001 |
| 1077 | Dump Point Yuna Hall | 10,000 | 0 | 0 | 0 |
| 1081 | Disaster Recovery Centre Nabawa | 2,000,000 | 0 | 22,297 | (22,297) |
| 1079 | Lrcip Phase 3 (B) | 365,437 | 0 | 0 | 0 |
| 1067 | Nabawa Townsite Electronic Display Sign | 0 | 0 | 4,740 | (4,740) |
| | Depot Construction (NCA) | 285,000 | 0 | 1,551 | (1,551) |
| | Plant & Equipment Purchases (NCA) | 819,000 | 779,000 | 42,167 | 736,833 |
| 1074 | Coronation Beach Fixed Electronic Display Sign | 15,000 | 15,000 | 3,406 | 11,594 |
| 1174 | Coronation Beach Campgrounds Ticket Machine | 10,000 | 10,000 | 9,294 | 706 |
| | Capital Roadworks Program Purchases (Incl Grant Funded Jobs) (NCA) | 1,175,122 | 1,175,122 | 827,039 | 348,083 |
| | | 5,129,134 | 2,012,234 | 931,605 | 1,080,628 |

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|----------------------------|-------------------------------|-------------------|----------------|---------------|-----------------|-------------------|---------------|---------------|----------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant and equipment | | | | | | | | | |
| P26 | Caterpillar 950H Wheel Loader | 80,000 | 100,000 | 20,000 | 0 | 0 | 0 | 0 | 0 |
| P35 | Caterpillar Primemover | 47,000 | 40,000 | 0 | (7,000) | 0 | 0 | 0 | 0 |
| P55 | Mitsubishi Triton | 20,000 | 13,000 | 0 | (7,000) | 2,100 | 8,182 | 6,082 | 0 |
| P61 | Toyota Hilux | 16,000 | 10,000 | 0 | (6,000) | 0 | 0 | 0 | 0 |
| P65 | Ford Ranger XLT | 0 | 0 | 0 | 0 | 4,000 | 18,238 | 14,238 | 0 |
| | | 163,000 | 163,000 | 20,000 | (20,000) | 6,100 | 26,420 | 20,320 | 0 |



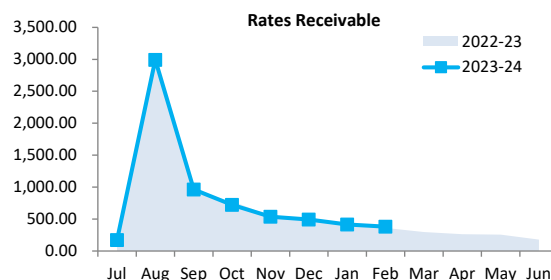
SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

| | 30 June 2023 | 29 Feb 2024 |
|--------------------------------|--------------|-------------|
| | \$ | \$ |
| Opening arrears previous years | 97,209 | 179,273 |
| Levied this year | 3,051,734 | 3,164,758 |
| Less - collections to date | (2,969,670) | (2,963,447) |
| Gross rates collectable | 179,273 | 380,584 |
| Net rates collectable | 179,273 | 380,584 |
| % Collected | 94.3% | 88.6% |



| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|---------|---------|---------|---------|----------|------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (369) | 317 | 0 | 0 | 450 | 398 |
| Percentage | (92.7%) | 79.6% | 0.0% | 0.0% | 113.1% | |
| Balance per trial balance | | | | | | |
| Trade receivables | | | | | | 398 |
| Total receivables general outstanding | | | | | | 398 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

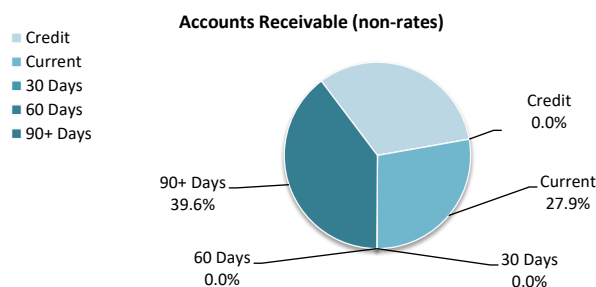
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

| | Opening Balance 1 July 2023 | Asset Increase | Asset Reduction | Closing Balance 29 February 2024 |
|---|-----------------------------------|-------------------|--------------------|--|
| | \$ | \$ | \$ | \$ |
| Other current assets | | | | |
| Inventory | | | | |
| Inventories - Diesel Fuel | 5,931 | 764 | 0 | 6,695 |
| Other assets | | | | |
| Prepayments | 10,908 | 20,448 | 0 | 31,356 |
| Total other current assets | 16,839 | 21,212 | 0 | 38,051 |
| 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.

**SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

OPERATING ACTIVITIES

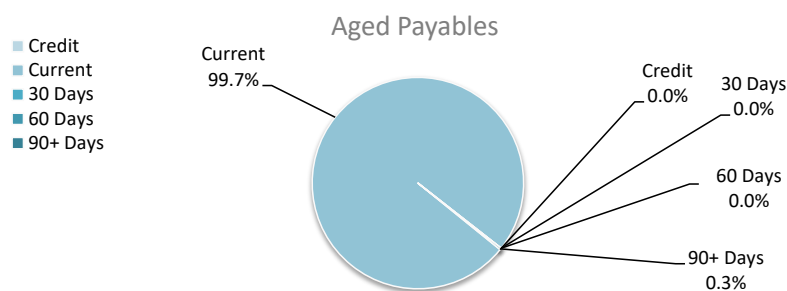
9 PAYABLES

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|---------------|----------------|----------------|----------------|-----------------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 74,026 | 0 | 0 | 203 | 74,229 |
| Percentage | 0.0% | 99.7% | 0.0% | 0.0% | 0.3% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 74,229 |
| ATO liabilities | | | | | | 14,394 |
| Receipts in advance | | | | | | 41,199 |
| Bonds and deposits | | | | | | 94,965 |
| Total payables general outstanding | | | | | | 224,787 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

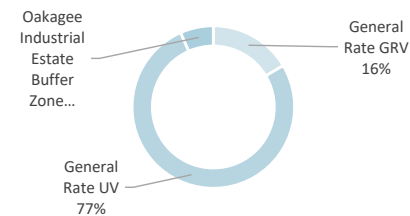
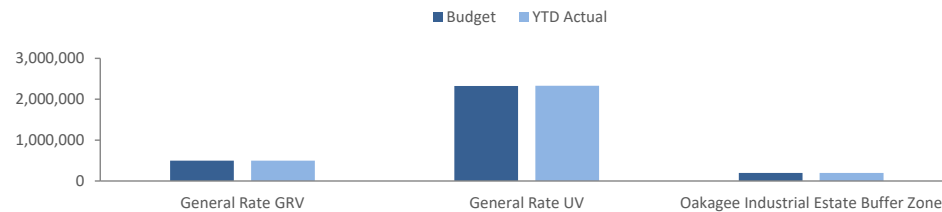
10 RATE REVENUE

General rate revenue

| RATE TYPE | Rate in | Number of | Rateable | Rate | Budget | Total | Rate | YTD Actual | Total |
|---------------------------------------|------------|------------|--------------------|------------------|----------|------------------|------------------|--------------|------------------|
| | \$ (cents) | Properties | Value | Revenue | Interim | Revenue | Revenue | Interim | Revenue |
| | | | | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental value | | | | | | | | | |
| General Rate GRV | 0.099526 | 299 | 4,974,684 | 495,110 | 0 | 495,110 | 495,110 | 4,057 | 499,167 |
| Unimproved value | | | | | | | | | |
| General Rate UV | 0.007847 | 423 | 296,543,000 | 2,326,973 | 0 | 2,326,973 | 2,326,463 | 3,389 | 2,329,852 |
| Oakagee Industrial Estate Buffer Zone | 0.014801 | 2 | 13,474,000 | 199,429 | 0 | 199,429 | 199,429 | 0 | 199,429 |
| Sub-Total | | 724 | 314,991,684 | 3,021,512 | 0 | 3,021,512 | 3,021,002 | 7,446 | 3,028,448 |
| Minimum payment | | | | | | | | | |
| Minimum Payment \$ | | | | | | | | | |
| Gross rental value | | | | | | | | | |
| General Rate GRV | 725 | 175 | | 126,788 | 0 | 126,788 | 126,788 | 0 | 126,788 |
| Unimproved value | | | | | | | | | |
| General Rate UV | 414 | 24 | | 9,936 | 0 | 9,936 | 9,522 | 0 | 9,522 |
| Sub-total | | 199 | 0 | 136,724 | 0 | 136,724 | 136,310 | 0 | 136,310 |
| Total general rates | | | | | | 3,158,236 | | | 3,164,758 |
| Total | | | | | | 3,158,236 | | | 3,164,758 |

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.



SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

| Information on borrowings Particulars | Loan No. | 1 July 2023 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--|----------|-------------|-----------|------------------|----------------------|-----------------|-----------------------|------------------|---------------------|----------------|
| | | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Depot Building | 99 | 0 | 0 | 267,024 | 0 | 0 | 0 | 267,024 | 0 | 0 |
| Road Plant Capex | 100 | 0 | 0 | 410,000 | 0 | (31,000) | 0 | 379,000 | 0 | (6,900) |
| Disaster Recovery Centre | 101 | 0 | 0 | 600,000 | 0 | 0 | 0 | 600,000 | 0 | 0 |
| Total | | 0 | 0 | 1,277,024 | 0 | (31,000) | 0 | 1,246,024 | 0 | (6,900) |
| Current borrowings | | 0 | | | | | 0 | | | |
| Non-current borrowings | | 0 | | | | | 0 | | | |

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

| Particulars | Amount Borrowed | Amount Borrowed | Institution | Loan Type | Term Years | Total Interest & Charges | Interest Rate | Amount (Used) | | Balance Unspent |
|-------------------------------------|-----------------|------------------|-------------|------------|------------|--------------------------|---------------|---------------|------------------|-----------------|
| | Actual | Budget | | | | | | Actual | Budget | |
| | \$ | \$ | | | | \$ | % | \$ | \$ | \$ |
| Depot Building - Loan 99 | 0 | 267,024 | WATC | Fixed Rate | 10 | 53,131 | 4.05 | 0 | 267,024 | 0 |
| Road Plant Capex - Loan 100 | 0 | 410,000 | WATC | Fixed Rate | 5 | 47,036 | 4.05 | 0 | 410,000 | 0 |
| Disaster Recovery Centre - Loan 101 | 0 | 600,000 | WATC | Fixed Rate | 30 | 206,464 | 4.05 | 0 | 600,000 | 0 |
| | 0 | 1,277,024 | | | | 306,631 | | 0 | 1,277,024 | 0 |

KEY INFORMATION

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

| Information on leases Particulars | Lease No. | 1 July 2023 | New Leases | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--------------------------------------|-----------|---------------|------------|----------|----------------------|----------------|-----------------------|---------------|---------------------|----------------|
| | | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Nabawa Fuel Station | LE01 | 42,609 | 0 | 0 | (6,045) | (7,886) | 36,564 | 34,723 | (773) | (1,206) |
| Total | | 42,609 | 0 | 0 | (6,045) | (7,886) | 36,564 | 34,723 | (773) | (1,206) |
| Current lease liabilities | | 8,087 | | | | | 8,087 | | | |
| Non-current lease liabilities | | 34,521 | | | | | 34,521 | | | |
| | | 42,608 | | | | | 42,608 | | | |

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.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

13 OTHER CURRENT LIABILITIES

| | Note | Opening Balance 1 July 2023 | Liability transferred from/(to) non current | Liability Increase | Liability Reduction | Closing Balance 29 February 2024 |
|---|------|-----------------------------------|--|-----------------------|------------------------|--|
| | | \$ | \$ | \$ | \$ | \$ |
| Other current liabilities | | | | | | |
| Other liabilities | | | | | | |
| Capital grant/contributions liabilities | | 0 | 0 | 1,506,831 | (362,400) | 1,144,431 |
| Grant/contributions liabilities | | 0 | 0 | 200,000 | 0 | 200,000 |
| Total other liabilities | | 0 | 0 | 1,706,831 | (362,400) | 1,344,431 |
| Employee Related Provisions | | | | | | |
| Provision for annual leave | | 270,457 | 0 | 0 | 0 | 270,457 |
| Provision for long service leave | | 226,885 | 0 | 0 | 0 | 226,885 |
| Total Provisions | | 497,342 | 0 | 0 | 0 | 497,342 |
| Total other current liabilities | | 497,342 | 0 | 1,706,831 | (362,400) | 1,841,773 |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 15

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 Related Provisions

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 employee related 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.

Capital grant/contribution liabilities

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.

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Unspent grant, subsidies and contributions liability | | | | | Grants, subsidies and contributions revenue | | |
|---|--|-----------------------|-----------------------|----------------|-------------------|---|----------------|----------------|
| | Liability | Increase in Liability | Decrease in Liability | Liability | Current Liability | Amended Budget | YTD Budget | YTD Revenue |
| | 1 July 2023 | | (As revenue) | 29 Feb 2024 | 29 Feb 2024 | Revenue | | Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Grants and subsidies | | | | | | | | |
| Financial Assistance Grants (Local Roads Funding) | 0 | 24,344 | (24,344) | 0 | 0 | 31,111 | 0 | 24,344 |
| Financial Assistance Grants (General Purpose) | 0 | 20,113 | (20,113) | 0 | 0 | 26,817 | 0 | 20,113 |
| DFES Grant Income | 0 | 26,520 | (26,520) | 0 | 0 | 23,500 | 15,666 | 26,520 |
| Trainee Ranger Grant Income | 0 | 38,000 | (38,000) | 0 | 0 | 38,000 | 0 | 38,000 |
| DFES Community Benefit Fund | 0 | 200,000 | 0 | 200,000 | 200,000 | 200,000 | 200,000 | 0 |
| Backroads Gravel Event | 0 | 50,000 | (50,000) | 0 | 0 | 50,000 | 50,000 | 50,000 |
| Tourism WA Regional Event Scheme | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 | 0 |
| LRCIP Phase 3 | 0 | 0 | 0 | 0 | 0 | 180,000 | 0 | 0 |
| Main Roads WA Direct Grant | 0 | 0 | 0 | 0 | 0 | 162,442 | 162,442 | 0 |
| | 0 | 358,977 | (158,977) | 200,000 | 200,000 | 726,870 | 443,108 | 158,977 |
| Contributions | | | | | | | | |
| Long Service Leave Reimbursements | 0 | 39,077 | (39,077) | 0 | 0 | 0 | 0 | 39,077 |
| Ex Gratia Rates | 0 | 11,038 | (11,038) | 0 | 0 | 11,000 | 11,000 | 11,038 |
| Developer Contributions | 0 | 0 | 0 | 0 | 0 | 150,357 | 0 | 0 |
| Expense Reimbursements | 0 | 0 | 0 | 0 | 0 | 1,500 | 0 | 0 |
| Contributions Various | 0 | 0 | 0 | 0 | 0 | 55,000 | 0 | 0 |
| Insurance Claim Reimbursements - LGIS | 0 | 2,933 | (2,933) | 0 | 0 | 0 | 0 | 2,933 |
| Hudson Resources Contribution (Dartmoor Rd) | 0 | 19,255 | (19,255) | 0 | 0 | 12,500 | 12,500 | 19,255 |
| Diesel Fuel Rebate | 0 | 33,873 | (33,873) | 0 | 0 | 40,000 | 26,664 | 33,873 |
| Insurance Claim Reimbursements - LGIS | 0 | 133,750 | (133,750) | 0 | 0 | 251,000 | 0 | 133,750 |
| Cash in Lieu of Public Open Space Contributions | 0 | 186,566 | (186,566) | 0 | 0 | 0 | 0 | 186,566 |
| | 0 | 426,492 | (426,492) | 0 | 0 | 521,357 | 50,164 | 426,492 |
| TOTALS | 0 | 785,469 | (585,469) | 200,000 | 200,000 | 1,248,227 | 493,272 | 585,469 |

SHIRE OF CHAPMAN VALLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

INVESTING ACTIVITIES

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Capital grant/contribution liabilities | | | | | Capital grants, subsidies and contributions revenue | | |
|---|--|--------------------------|--|--------------------------|-------------------------------------|---|----------------|--------------------------|
| | Liability 1 July 2023 | Increase in Liability | Decrease in Liability (As revenue) | Liability 29 Feb 2024 | Current Liability 29 Feb 2024 | Amended Budget Revenue | YTD Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Capital grants and subsidies | | | | | | | | |
| LRCIP Phase 3 | 0 | 109,631 | 0 | 109,631 | 109,631 | 365,437 | 0 | 0 |
| DFES Disaster Ready Fund | 0 | 450,000 | 0 | 450,000 | 450,000 | 900,000 | 0 | 0 |
| Local Government Resilience Fund | 0 | 500,000 | 0 | 500,000 | 500,000 | 500,000 | 0 | 0 |
| Stronger Communities Grant | 0 | 20,000 | 0 | 20,000 | 20,000 | 0 | 0 | 0 |
| Main Roads WA Regional Road Group Funding | 0 | 427,200 | (362,400) | 64,800 | 64,800 | 1,068,000 | 787,200 | 362,400 |
| Roads to Recovery Funding | 0 | 0 | 0 | 0 | 0 | 328,620 | 0 | 0 |
| LRCIP Phase 4 | 0 | 0 | 0 | 0 | 0 | 210,792 | 0 | 0 |
| TOTALS | 0 | 1,506,831 | (362,400) | 1,144,431 | 1,144,431 | 3,372,849 | 787,200 | 362,400 |

SHIRE OF CHAPMAN VALLEY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 29 FEBRUARY 2024

16 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

| Description | Opening Balance 1 July 2023 | Amount Received | Amount Paid | Closing Balance 29 Feb 2024 |
|--------------------------------|-----------------------------------|--------------------|------------------|-----------------------------------|
| | \$ | \$ | \$ | \$ |
| Contributions from Sub Divider | 150,357 | 0 | (150,357) | 0 |
| CTF Levy | 1,835 | 5,537 | (4,115) | 3,257 |
| Building Commission | 1,366 | 4,414 | (3,358) | 2,422 |
| Unclaimed Monies | 0 | 237 | (237) | 0 |
| Nomination Deposits | 0 | 700 | 0 | 700 |
| | 153,558 | 10,888 | (158,067) | 6,379 |

| List of Accounts Paid - February 2024 | | | | |
|---------------------------------------|------------|---|--|------------|
| Chq/EFT | Date | Name | Description | Amount |
| EFT28611 | 07/02/2024 | Synergy | Electricity charges various shire operations | -5942.50 |
| EFT28612 | 07/02/2024 | Water Corporation | Water Supply and Usage Charges | -25.80 |
| EFT28613 | 13/02/2024 | Synergy | Electricity charges various shire operations | -640.29 |
| EFT28614 | 13/02/2024 | 2V.NET IT Solutions | New hard drive for NVR to replace failed one for CCTV | -497.50 |
| EFT28615 | 13/02/2024 | BDP Distribution Pty Ltd T/AS Cleanpak Total Solutions | Chemical for toilets at Coronation Beach Campgrounds | -131.77 |
| EFT28616 | 13/02/2024 | JA Diesel Pty Ltd | P76 - Service & Parts; P35 - Parts; P60 - Repairs; P26 - Repairs | -2139.50 |
| EFT28617 | 13/02/2024 | Kruize Asphalt & Contracting | C01 Durawah Rd - Provide Water Cart for Road Works | -12672.00 |
| EFT28618 | 13/02/2024 | ML Communications | Personal Locator Beacon with carry case for road crew for compliance with working in isolation policy; CCTV - Replaced failed battery at link at Mills Cutting; CCTV Mills Lookout - Remove paint from CCTV | -5369.19 |
| EFT28619 | 13/02/2024 | MOD Designs | Provision of Gardening Services at White Peak | -350.00 |
| EFT28620 | 13/02/2024 | Refuel Australia | Grease canisters | -612.15 |
| EFT28621 | 13/02/2024 | Services Australia | Payroll deductions | -107.40 |
| EFT28622 | 13/02/2024 | Shire of Chapman Valley | P98 & P103 - Change plates to CV# | -62.20 |
| EFT28623 | 13/02/2024 | Terrence Andrew Noden | Install signage & complete timber frame maintenance at Coronation Beach; Maintenance on timber framed ramp & foundations of ORBB at Nanson Museum; Naraling Hall repointing | -2640.00 |
| EFT28624 | 13/02/2024 | The Trustee for GSAR Unit Trust t/as Geraldton Sheetmetal and Roofing | Disaster Recovery Centre Nabawa - 1x flashing for rangehood | -44.00 |
| EFT28625 | 19/02/2024 | Shire of Chapman Valley | Transfer to Public Open Space Reserve Account | -150357.16 |
| EFT28626 | 19/02/2024 | Shire of Chapman Valley | Transfer Public Open Space Funds to Newly Created Reserve Account | -36208.50 |
| EFT28630 | 20/02/2024 | City of Greater Geraldton | Council Member Essentials - Meeting Procedures On-site Training | -350.00 |
| EFT28631 | 20/02/2024 | Synergy | Electricity charges various shire operations | -3395.80 |
| EFT28632 | 20/02/2024 | Telstra Limited | TIMS SMS Messaging | -443.17 |
| EFT28633 | 20/02/2024 | Water Corporation | Water Supply and Usage Charges | -2337.09 |
| EFT28634 | 20/02/2024 | AFGRI | P1924 - Parts | -334.49 |
| EFT28635 | 20/02/2024 | Atom Supply | P62 - Parts; Works Crew - PPE - Polarised safety glasses | -969.05 |
| EFT28636 | 20/02/2024 | Australia Post | Postage Expenses | -41.65 |
| EFT28637 | 20/02/2024 | Bridgestone Tyre Centre | P77 & P999 - Tyres | -219.00 |
| EFT28638 | 20/02/2024 | Bunnings Group Limited | Materials for maintenance of window reveals and seal frames at Howatharra Fire Shed; RV01 Bucket and concrete mixer drillbit; 200mm plastic pipe and rebar for Nabawa Depot maintenance; Water filters and no gaps for admin building; Trolleys for moving office furniture; BBQ utensils and WC brushes for Bill Hemsley Park Community Centre; Locks, closers for WC door at Coronation Beach; 2x batteries for Coronation Beach BBQs, Spray bottle and cleaning cloths for repointing foundations at Naraling Hall, , Bug spray for ant infestation at Bill Hemsley Park Community Centre, Spray paint for ORBB foundation maintenance at Nanson Museum | -1793.53 |
| EFT28639 | 20/02/2024 | Catwest | M131 Northampton / Nabawa Road Supply 800L Emulsion for surface repair | -1804.00 |
| EFT28640 | 20/02/2024 | Chem-dry Power | Clean carpets pre- council meeting at Bill Hemsley Park Community Centre | -400.00 |
| EFT28641 | 20/02/2024 | Cleanaway Co Pty Ltd (Commercial) | Commercial Waste Clearances | -7645.67 |
| EFT28642 | 20/02/2024 | Cleanaway Co Pty Ltd (Domestic) | Domestic Waste Clearances | -10728.85 |
| EFT28643 | 20/02/2024 | Country Womens Association Yuna Branch | Catering Australia Day event at Yuna Multipurpose Community Centre | -1000.00 |
| EFT28644 | 20/02/2024 | Five Star Business Solutions & Innovation | Printing charges | -169.29 |
| EFT28645 | 20/02/2024 | Fretturn Engineering | RV01 Machine holes in survey marks | -154.00 |
| EFT28646 | 20/02/2024 | GG Pumps And Electrical Pty Ltd | Sports Ground - Sprinkler pipe coupler | -107.92 |
| EFT28647 | 20/02/2024 | GNC Building & Construction Group WA Pty Ltd | C01 36x 375mm RCP class 4, 12 x 375mm headwalls | -21766.80 |
| EFT28648 | 20/02/2024 | Glenfield Fresh IGA | Meetings and refreshments | -12.20 |
| EFT28649 | 20/02/2024 | Great Northern Rural Services | RV01 Pallet of Cement for Culvert works | -825.00 |
| EFT28650 | 20/02/2024 | Guardian Print & Graphics | A3 Poster Shire Logo printed on 350gsm Gloss Art | -15.00 |
| EFT28651 | 20/02/2024 | Helene Pty Ltd t/as LO-GO Appointments | Payroll Officer Maternity Leave Coverage | -613.92 |
| EFT28652 | 20/02/2024 | Hutchhouse Pty Ltd t/as Big Softy Ice Cream Vans Geraldton | Ice Creams for Yuna Australia Day Event | -635.59 |
| EFT28653 | 20/02/2024 | DO NOT USE - Independent Parts Pty Ltd | P999 & P74 - Parts | -680.10 |
| EFT28654 | 20/02/2024 | Infrastructure Focus | Tender Specification for Replacement of CAT 950H Loader as per quote P2401 | -660.00 |
| EFT28655 | 20/02/2024 | Integrated ICT | Managed Service Agreement & Shared Services Agreement; Starlink Data Plan - Monthly Connection; Microsoft 365 Licensing (NCE Annual Commitment); Managed Service Agreement and Management Monitoring Tool; Managed Endpoint Protection, Advanced Email Filtering, System Information & Event Management, Single Sign On Identity Management | -7379.68 |
| EFT28656 | 20/02/2024 | Intelife Group Ltd | RV02 External Contractors Only Road Maintenance Clear verges | -17741.35 |
| EFT28657 | 20/02/2024 | Kevrek Australia Pty Ltd | P60 - Parts | -528.00 |
| EFT28658 | 20/02/2024 | Logic IT Solutions Pty Ltd | Network Management for CCTV Cameras | -627.00 |
| EFT28659 | 20/02/2024 | ML Communications | C01 Hire of M350RTK for survey and design of road | -4400.00 |
| EFT28660 | 20/02/2024 | MOD Designs | Cleaning of various Shire Buildings | -1420.00 |
| EFT28661 | 20/02/2024 | MODESCO Pty Ltd t/as Design Catering | Meeting refreshments | -349.25 |
| EFT28662 | 20/02/2024 | Market Creations Agency Pty Ltd | Domain Name Registration, Setup & Renewal | -165.00 |
| EFT28663 | 20/02/2024 | McIntosh Holdings Pty Ltd t/as Purcher International (W.A.) | P85 - Repairs; P72 - Parts | -1845.15 |
| EFT28664 | 20/02/2024 | Mcintosh & Son | P62 & P72 - Parts | -1162.83 |
| EFT28665 | 20/02/2024 | Miralec | Connect power & switch to rangehood at Disaster Recovery Centre Nabawa | -704.00 |
| EFT28666 | 20/02/2024 | Mitchell & Brown | iPhone 15, case and screen protector for Senior Ranger; 2x Bottle of descaler and 2x water filter for coffee machine; Telstra Prepaid - Recharge WiFi Dongle for Yuna Library; USB Memory card reader, STB portable hard drive, Extreme pro 512GB SD card | -2274.30 |
| EFT28667 | 20/02/2024 | Node1Internet | Wireless Internet Services at Nabawa Office & Library, Coronation Beach and Yuna Multipurpose | -516.95 |
| EFT28668 | 20/02/2024 | Nutrien Ag Solutions Ltd | C01 Fence droppers for marking road | -958.32 |
| EFT28669 | 20/02/2024 | Omnicom Media Group Australia Pty Ltd | West Classifieds - Local Govt Tenders - Notice in The West Australian - 20/01/2024 TENDER NO 2023/24-02 OFFICE, CRIB & ABLUTIONS FOR THE SHIRE OF CHAPMAN VALLEY DEPOT, NABAWA | -472.52 |
| EFT28670 | 20/02/2024 | Option Refrigeration & Air Conditioning | Fault find & repair glass front fridge at Yuna Community Centre | -763.62 |
| EFT28671 | 20/02/2024 | Pest A Kill WA | Treat Office internal and external for ants | -187.00 |
| EFT28672 | 20/02/2024 | Refuel Australia | Purchase of fuel for Shire Operations | -8251.50 |
| EFT28673 | 20/02/2024 | Reino International Pty Ltd | Display Parking Machine inclusive of delivery and account setup (as per Quote 20221020MSQ2) for Coronation Beach Campgrounds | -10223.77 |
| EFT28674 | 20/02/2024 | Services Australia | Payroll deductions | -107.40 |
| EFT28675 | 20/02/2024 | Southside Mechanical Services WA Pty Ltd | P53 - Service | -743.90 |
| EFT28676 | 20/02/2024 | TLCWA Pty Ltd t/as Saferoads WA | M10 Repair edge breaks and pot holes on Nanson Howatharra Road from SLK 0 - 7. As per quote 00000076. | -36927.00 |
| EFT28677 | 20/02/2024 | Teakle & Lalor | Drafting and preparation of tender documents for transportable crib room | -1706.10 |
| EFT28678 | 20/02/2024 | Team Global Express Pty Ltd | Freight: return bound Council Minutes; Parts from Kevrek for P60 grab | -65.84 |
| EFT28679 | 20/02/2024 | Think Water Geraldton | Sports Ground - Spinklers for main oval | -760.30 |
| EFT28680 | 20/02/2024 | Thurkles Earthmoving & Maintenance Pty Ltd | C01 Seal - Push up 10,000m3 of gravel as per Tender 1- 2022 - Panel Tender | -25877.50 |
| EFT28681 | 20/02/2024 | Ultimate Positioning Group Pty Ltd | RV01 Survey controller subscription for surveying roads; P999 - Repairs | -1556.72 |
| EFT28682 | 20/02/2024 | Wa Planning & Logistics Pty Ltd | Planning support relief work whilst DCEO on leave | -907.50 |

| List of Accounts Paid - February 2024 | | | | |
|---------------------------------------|------------|---|--|----------------|
| Chq/EFT | Date | Name | Description | Amount |
| EFT28683 | 20/02/2024 | Western Australian Local Government Association (WALGA) | Active Bystanders training - changes to Sex Discrimination Act 1984 (Cth) managers increased obligations; Council Member Essentials e-learning - Understanding Local Government and Conflicts of Interest Modules; Prevent Sexual Harassment & Psychosocial Hazards in the Workplace (Senior Leaders' Workshop), Senior Staff and WHS Coordinator essential training | -1694.00 |
| EFT28684 | 20/02/2024 | Westrac Pty Ltd | Cutting Edges for P57, P26, P88 and P76; P76 - Parts | -6423.88 |
| EFT28685 | 20/02/2024 | Wilby Investments Pty Ltd t/as Miles Glass and Flyscreens | Cut 5x glass panels for high curved lights | -247.50 |
| EFT28686 | 20/02/2024 | Winc Australia Pty Limited | 2024 diary A4 for Building Surveyor | -28.25 |
| EFT28687 | 20/02/2024 | Woodlake Holdings Pty Ltd t/as Geraldton Parts | P51 & P81 - Parts | -752.32 |
| EFT28688 | 20/02/2024 | Woolworths Group | Meetings and refreshments & Staff amenities and janitorial supplies | -201.14 |
| EFT28689 | 27/02/2024 | Australian Taxation Office | BAS JAN'24 | -38298.00 |
| EFT28690 | 29/02/2024 | Synergy | Electricity charges various shire operations | -172.65 |
| EFT28691 | 29/02/2024 | Dezi Webb | Refund Bond Venue Hire | -700.00 |
| EFT28692 | 29/02/2024 | Blackwoods | P60 - Parts | -608.48 |
| EFT28693 | 29/02/2024 | Chapman Valley Menshed Inc | Open and close Nabawa tip gates | -600.00 |
| EFT28694 | 29/02/2024 | Danielle Victoria Kelly | Reimbursement for Working with Children Check for work at Nabawa and Yuna Libraries | -87.00 |
| EFT28695 | 29/02/2024 | Department Of Fire And Emergency Services | MONTHLY FESA LEVY RETURN - ESLB 3rd Qtr Contribution | -26959.80 |
| EFT28696 | 29/02/2024 | Fleet Network | Employee Novated Lease Arrangements Pre & Post Tax | -5985.66 |
| EFT28697 | 29/02/2024 | Glenfield Fresh IGA | Meetings and refreshments | -56.20 |
| EFT28698 | 29/02/2024 | Helene Pty Ltd t/as LO-GO Appointments | Payroll Officer Maternity Leave Coverage | -559.76 |
| EFT28699 | 29/02/2024 | Incite Security Pty Ltd | Fault find & correct security alarm system at Bill Hemsley Park Community Centre | -940.56 |
| EFT28700 | 29/02/2024 | JA Diesel Pty Ltd | P66 - Service and Parts; P73 - Parts; P72 - Repairs; P102 - Repairs; P85 - Repairs; P51 - Repairs; P35 - Repairs; P61 - Service | -5232.70 |
| EFT28701 | 29/02/2024 | Kruize Asphalt & Contracting | C01 Construction Seal - Supply Semi Water Cart as per Tender 1- 2022 - Panel Tender | -13024.00 |
| EFT28702 | 29/02/2024 | Landgate | Gross Rental Valuations and Rural UV's Chargeable | -168.25 |
| EFT28703 | 29/02/2024 | MOD Designs | Cleaning of various Shire Buildings | -145.00 |
| EFT28704 | 29/02/2024 | MODESCO Pty Ltd t/as Design Catering | Meeting refreshments | -154.00 |
| EFT28705 | 29/02/2024 | Market Creations Agency Pty Ltd | SSL Certificate - including Setup & Renewal | -396.00 |
| EFT28706 | 29/02/2024 | QHSE INTEGRATED SOLUTIONS PTY LTD t/as Skytrust Intelligence System | Skytrust Intelligence System Tier 2 - Core Monthly Subscription and Online Induction & Training | -493.90 |
| EFT28707 | 29/02/2024 | RGI Signworks WA Pty Ltd | 2x stickers for entry statement signs at Nabawa Office | -198.00 |
| EFT28708 | 29/02/2024 | SWASTIK SHREE PTY LTD T/AS ALL STAMPS | Self-Inking Dater Stamp for CPA Nabawa WA 6532 | -54.10 |
| EFT28709 | 29/02/2024 | Services Australia | Payroll deductions | -107.40 |
| EFT28710 | 29/02/2024 | Shire of Northampton | Half consultant fee for 2040 road inclusion for regional road group | -1622.50 |
| EFT28711 | 29/02/2024 | Team Global Express Pty Ltd | Freight: items purchased from UPG | -32.80 |
| EFT28712 | 29/02/2024 | Westrac Pty Ltd | P76 - Cutting edges & Parts | -2291.51 |
| EFT28713 | 29/02/2024 | Woolworths Group | Staff amenities and janitorial supplies | -33.50 |
| EFT28714 | 29/02/2024 | Yuna Playgroup | Community Growth Fund Grant 2022-23 for Outdoor Play Area | -4000.00 |
| DD18289.1 | 13/02/2024 | Aware Super Pty Ltd | Superannuation contributions and Payroll deductions | -8392.52 |
| DD18289.2 | 13/02/2024 | Rest Superannuation | Superannuation contributions and Payroll deductions | -1064.19 |
| DD18289.3 | 13/02/2024 | Mercer Super Trust | Superannuation contributions and Payroll deductions | -389.96 |
| DD18289.4 | 13/02/2024 | Wealth Personal Superannuation and Pension Fund | Superannuation contributions and Payroll deductions | -596.27 |
| DD18289.5 | 13/02/2024 | OnePath Custodians Pty Limited | Superannuation contributions | -237.24 |
| DD18289.6 | 13/02/2024 | Hostplus Superannuation | Superannuation contributions | -105.98 |
| DD18289.7 | 13/02/2024 | Prime Super | Superannuation contributions | -301.14 |
| DD18289.8 | 13/02/2024 | ANZ Smart Choice Super | Superannuation contributions | -323.75 |
| DD18318.1 | 27/02/2024 | Aware Super Pty Ltd | Superannuation contributions and Payroll deductions | -8899.39 |
| DD18318.2 | 27/02/2024 | Rest Superannuation | Superannuation contributions and Payroll deductions | -1064.19 |
| DD18318.3 | 27/02/2024 | Mercer Super Trust | Superannuation contributions and Payroll deductions | -409.37 |
| DD18318.4 | 27/02/2024 | Wealth Personal Superannuation and Pension Fund | Superannuation contributions and Payroll deductions | -596.27 |
| DD18318.5 | 27/02/2024 | OnePath Custodians Pty Limited | Superannuation contributions | -237.24 |
| DD18318.6 | 27/02/2024 | Hostplus Superannuation | Superannuation contributions | -48.65 |
| DD18318.7 | 27/02/2024 | Prime Super | Superannuation contributions | -301.14 |
| DD18318.8 | 27/02/2024 | ANZ Smart Choice Super | Superannuation contributions | -323.75 |
| EFT28627 | 20/02/2024 | Building and Construction Industry Training Fund | CTF Levies Forwarded | -1659.45 |
| EFT28628 | 20/02/2024 | Department of Mines, Industry Regulation & Safety | Buildings Services Levies Forwarded | -1302.75 |
| EFT28629 | 20/02/2024 | Shire of Chapman Valley | Buildings Services Levies Commissions and CTF Commissions Collected | -102.75 |
| TOTAL | | | | -\$ 542,149.44 |

| List of Purchasing Card Transactions - February 2024 | | | | | |
|--|----------------|------------|---------------|--|------------------|
| Card Type | Cardholder | Date | Name | Description | Amount |
| Westpac Credit Card | | | | NO TRANSACTIONS RECORDED | \$ - |
| | | | | TOTAL | \$ - |
| Bunnings Trade Card | Anthony Abbott | 5/02/2024 | Bunnings | Phone lead for Building Surveyor | \$ 20.89 |
| | Anthony Abbott | 5/02/2024 | Bunnings | Screws & plugs for admin building maintenance | \$ 25.96 |
| | Anthony Abbott | 7/02/2024 | Bunnings | Tools: 18v fan | \$ 119.00 |
| | Anthony Abbott | 9/02/2024 | Bunnings | 1x sheet ply for wall hanging in office; 4x cream mortar for foundation repairs at N | \$ 133.06 |
| | Anthony Abbott | 14/02/2024 | Bunnings | Material for WC leak; Bug spray at Nanson Cemetery | \$ 55.18 |
| | Anthony Abbott | 21/02/2024 | Bunnings | Fence screen material for Nabawa Tennis Club | \$ 56.90 |
| | Anthony Abbott | 22/02/2024 | Bunnings | 1x WC seat, 4x keys for Fig Tree | \$ 23.97 |
| | Anthony Abbott | 28/02/2024 | Bunnings | 3x 9kg exchange gas; BBQ cleaner | \$ 120.97 |
| | Anthony Abbott | 29/02/2024 | Bunnings | Plastic mould for shelf admin building | \$ 14.38 |
| | | | | TOTAL | \$ 570.31 |
| IGA Account Card | Anthony Abbott | 29/02/2024 | Glenfield IGA | 2x WC roll, 4x WC gel and sponges for Bill Hemsley Park Community Centre | \$ 83.20 |
| | Beau Raymond | 05/02/2024 | Glenfield IGA | Meetings and refreshments incl. milk | \$ 56.20 |
| | | | | TOTAL | \$ 139.40 |

BANK RECONCILIATION - Muni Accounts As at 29th of February 2024


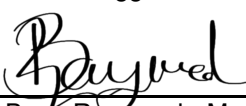

SYNERGY

| | |
|---|-----------------------|
| Balance as per Cash at Bank Account GL 160000 | 1,074,676.56 |
| Balance as per Cash at Bank Account GL 170000 | 2,675,462.66 |
| Balance as per Interfund Transfer A/c GL 161100 | - |
| <i>Plus</i> Income on Bank Stmt not in ledgers | 2,111.90 |
| <i>Less</i> Expenditure on Bank Stmt not in ledgers | - |
| | \$3,752,251.12 |

BANK

| | |
|---|-----------------------|
| Muni Bank Account (Account No 000040) | 1,077,530.34 |
| Investment Account (Account No 305784) | 2,675,462.66 |
| | <u>3,752,993.00</u> |
| <i>Less</i> Outstanding Payments | - |
| <i>Plus</i> Outstanding Deposits | - |
| <i>Plus</i> Tfer from Trust to Muni <u>or</u> [Tfer to Trust from Muni] | (741.88) |
| | \$3,752,251.12 |

Difference Check 0.00

| | | |
|----------------|---|--------------------|
| Completed by: |  Paula Mogg - Senior Finance Officer | 07/03/2024 Date |
| Reviewed by: |  Beau Raymond - Management Accountant | 07/03/2024 Date |
| Authorised by: |  Dianne Raymond - Manager of Finance & Corporate Services | 07.03.2024 Date |

07 MAR 2024



Corporate Card Statement



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

Facility Number
00018023 20000001

Payment Due Date
01 March 2024

Closing Balance
\$74.08

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
Shire Of Chapman Valley

Number of Cards
2

Cash Advance Annual % Rate
15.65%

Contact Name
The Shire Clerk

Facility Number
00018023 20000001

Facility Credit Limit
10,000

Statement From
22 Jan 2024

Statement To
20 Feb 2024

Payment Due Date
01 Mar 2024

Opening Balance
0.00

Closing Balance
74.08

Available Credit
9,925.92

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 | | |
| 0.00 | 0.00 - | 37.58 | 0.00 | 36.50 | 0.00 | 74.08 | 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.

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: www.afca.org.au
Email: info@afca.org.au
Phone 1800 931 678
Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



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 |
|-----------------|---------------------|--------------|------------------|
| Jameon Criddle | 5163 2531 0145 4541 | 6,000 | 5,957.77 |

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 |
| 12 FEB | Purchases Adobe Systems Pty Ltd Sydney AUS DIGITAL GOODS - APPS Sub Total: | 23.98 23.98 | GL107220.22. |
| 20 FEB | Interest, Fees & Government Charges CARD FEE Sub Total: | 18.25 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 - | 23.98 | 0.00 | 18.25 | 0.00 | 42.23 | 0.00 |

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

Cardholder Signature

Date 12/3/24

Transactions examined and approved.

Date 12/3/24

Manager/Supervisor Signature

Date

Corporate Card Statement

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.

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



Corporate Card Statement

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

CARDHOLDER TRANSACTION DETAILS

| Cardholder Name | Card Number | Credit Limit | Available Credit |
|-----------------|---------------------|--------------|------------------|
| Simon Lancaster | 5163 2531 0083 4453 | 4,000 | 3,968.15 |

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 |
| 13 FEB | Purchases DOMESTIC CAFE GERALDTON GERALDTON AUS EATING PLACES, RESTAURANTS DCEO - Shire of Irwin Mtg | 13.60 | CL 104620.22. |
| | Sub Total: | 13.60 | |
| 20 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 - | 13.60 | 0.00 | 18.25 | 0.00 | 31.85 | 0.00 |

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

Cardholder Signature

Date 12/3/24

Transactions examined and approved

Manager/Supervisor Signature

Date 12/3/2024

Corporate Card Statement

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.

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Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

| 10.2.2 Elected Members Budget Request 2024/2025 | |
|--|---|
| Department | Finance, Governance & Corporate Services Finance |
| Author | Dianne Raymond |
| Reference(s) | Budgets 306.00 |
| Attachment(s) | 1. Cr Batten Budget Requests [10.2.2.1 - 1 page] 2. Cr Low and Rodney Budget Request [10.2.2.2 - 1 page] |

Voting Requirements

Simply Majority

(Note: There is no Staff Recommendation provided as this is considered a matter for Elected Member deliberation and determination)

Council Recommendation

That Council endorses the following items presented for further consideration to be included in the 2024/2025 Draft Budget:

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

Councillors are invited to send any budget requests for the forthcoming draft budget in April each year. Also, users of Shire owned/controlled facilities were encouraged to put items forward for the Building & Disability Services Committee to consider, which have then been forwarded to Council at the March 2024 OCM for budget consideration.

Comment

Elected Members budget requests have been received from Crs Low, Rodney and Cr Batten of which a summary of the original request has been inserted below (numbered for reference only and not to be considered as being in any order of priority). Note these requests have not previously been before any relevant Committee to date. Additional Shire Own (employee) resources for any items will have an impact on future budgets.

| | | | | | |
|---|---------------------|---|--|--|--------------------|
| 1 | Website review | Website review – add capabilities for mobile device venue booking, link to calendar, online payment systems | Shire own Resources / Contractor Resources | | No quotes provided |
| 2 | Social media review | Social media review including Amplify contract review | Shire own Resources / | | No quotes provided |

| | | | | | |
|---|---------------------------------|---|--|-------------------|--|
| | | | Contractor Resources | | |
| 3 | Yuna Park garden revitalization | Yuna Park garden revitalization incl shade & art replacement (Shade Dome Co) | Shire own Resources / Contractor Resources | \$7,000 | No quotes provided, elected member estimate only |
| 4 | Cleaning Contractors | Cleaning contractors to lock in full clean x 3/yr. @ YCC, Nabawa Rec Centre (e.g., End Jan/1st week Feb, June & October) Is it possible to package up our local cleaning requirements and circulate an expression of interest from local people? Potential small business opportunity? | Contractor Resources | | No quotes provided |
| 5 | Seed Funds | Seed funds to build on the MW Drought Resilience Plan- social resilience pillar (maintain & build community capacity) NACC. | Shire own Resources / Contractor Resources | \$10,000 | No quotes provided, elected member estimate only |
| 6 | Water Resources | Value add to MWDC funds (~\$50k) for GHD to explore option for desalinated water from Oakajee into surrounding region | Shire own Resources / Contractor Resources | \$10,000-\$20,000 | No quotes provided, elected member estimate only |
| 7 | Bus Shelter | Howatharra Bus stop shelter? | Contractor Resources | \$10,000 | No quotes provided, elected member estimate only |
| | Seed Funds | Town Team Movement – Safer Speeds and Better Places project. Street Art and traffic calming for Parkfalls, Nabawa & Yuna. Budget allocation to leverage further funds through this State Govt grant round | Shire own Resources / Contractor Resources | \$5,000 | No quotes provided, elected member estimate only |

| | | | | | |
|----|-----------------|---|--|----------|--|
| 8 | Pest Management | <p><i>Ongoing from previous 2 budgets SCP (Strategic Community Plan)</i></p> <p><i>Objective 3.4 Manage the impact of waste, water, weed & vermin control on environment.</i></p> <p>Shire, in conjunction with NBG and DPIRD (Department of Primary Industries and Regional Development), to run another rabbit control workshop at Bill Hemsley Park Community Centre early in 2025 to educate residents to take responsibility in helping to control the rabbit population on their own land. Due to positive feedback, we would like to make free Pindone available again to interested residents to encourage them to be proactive and work collaboratively with their neighbours and the Shire to help with this control.</p> | Shire own Resources / Contractor Resources | \$5,000 | No quotes provided, estimate from previous year |
| 9 | Pest Management | Continue contract rabbit control using Josh Gould on Shire owned property. Some of these costs can be recouped from other Government departments | Contractor Resources | \$10,000 | No quotes provided, elected member estimate only |
| 10 | Pest Management | Continue additional mowing program of verges, bridle paths and the unestablished areas of BHP, using contractors if not practicable for Shire staff | Contractor Resources | \$12,000 | No quotes provided, elected member estimate only |
| 11 | Pest Management | Continue additional spraying program of verges, bridle paths and the unestablished areas of BHP, using | Contractor Resources | \$8,000 | No quotes provided, elected member estimate |

| | | | | | |
|--|--|--|--|--|------|
| | | contractors if not practicable for Shire staff | | | only |
|--|--|--|--|--|------|

Officers have already begun a review of the shire website allocated funds from the Department of Fire and Emergency Services (DFES) Community Benefit Fund to update the earlier COVID-19 portal into a Councillor Portal Design, updates to the mega menu structure and added modules for events calendar & contacts directory. With the new meeting requirements in mind, we have also added a council meetings module which provides a quick and straightforward way to manage online promotion of meetings; managing agenda and minute content will be easy to navigate for administrators.

Social media is currently a hybrid of in house and external contractor. The contractor terms will expire on 30 June 2024 along with the recruitment of a full-time community development officer a social media review has been flagged with the relevant officers.

Contract cleaners are engaged to service up to three times per year both Nabawa & Yuna Community Centres within the building maintenance operational budget. The 2024/2025 draft budget lists an operating amount for continuation of contract cleaners. To note we have previously tried the concept of sourcing local cleaners without success.

The amount of \$25,0000 has been allocated from the DFES Community Benefit Fund to support seed funds for projects which at this point are not decided, therefore we have potential to utilise this funding source.

Statutory Environment

Council adopts the Annual Budget in accordance with the Local Government Act and associated Regulations at which time all items listed in the Draft Budget are considered.

Local Government (Financial Management) Regulations 1996

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Budgetary Implications

The 2024/2025 Draft Budget allocations will be set as per the Council Resolution; however, these can be altered either at budget workshops or the meeting when Council considers adopting the 2024/2025 Budget. All elected members items will influence the 2024/2025 Draft Budget which staff have not had the opportunity to obtain estimate costs for any of the items.

Strategic Implications

Additional staff resources with an influence the LTFP

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

5.3.2 Regular and relevant briefings to Elected Members.


Consultation

The Budget process includes Committee meetings (e.g. Buildings, Infrastructure Roads) and consultation with Elected Members, users of Shire owned/controlled facilities & staff to establish a Draft Budget for Council consideration. The budget process also needs to consider the Integrated Planning & Reporting (IPR) documents to ensure the draft presented shows existing items and any alteration to the long-term planning for the Shire. Added items not previously shown in the Corporate Business Plan will need to be noted in the Annual Financial Reporting.

Risk Assessment

The risk rating varies from Minor to Moderate dependent on the estimated costs for each item.

| 2024/25 Annual Budget Councillor Requests | |
|---|----------------------------|
| Description of Works | Estimated Costs |
| Website review – add capabilities for mobile device venue booking, link to calendar, online payment systems? | |
| Social media review including Amplify contract review | Pending review |
| Yuna Park garden revitalisation incl shade & art replacement (Shade Dome Co) | \$7k garden/art, \$? quote |
| Cleaning contractors to lock in full clean x 3/yr @ YCC, Nabawa Rec Centre (eg. End Jan/1 st week Feb, June & October) Is it possible to package up our local cleaning requirements and circulate an expression of interest from local people? Potential small business opportunity? | Contract rate |
| Seed funds to build on the MW Drought Resilience Plan- social resilience pillar (maintain & build community capacity) NACC | \$10k |
| Value add to MWDC funds (~\$50k) for GHD to explore option for desalinated water from Oakajee into surrounding region | \$10-\$20k |
| Howatharra Bus stop shelter? | \$10k |
| Town Team Movement – Safer Speeds and Better Places project. Street Art and traffic calming for Parkfalls, Nabawa & Yuna. Budget allocation to leverage further funds through this State Govt grant round | \$5k |
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| | |
| Requested By: Cr _____ | |
| <div style="background-color: #cccccc; padding: 5px;"> OFFICE USE ONLY Officer Assigned To: _____ Costing Confirmed: Y / N Account/ Job # Allocated Against: _____ </div> | |
| <i>Please Return to Di Raymond by 10 April</i> | |

| | | |
|--|--|--|
|  <p>Chapman Valley <i>love the rural life!</i></p> | <p>2024/2025 Annual Budget Councillor Requests</p> | |
| <p>Description of Works- Western Regions Pest Control. Objective 3.4 Manage the impact of waste, water, weed and vermin control on the environment</p> | | <p>Estimated Costs \$35 000</p> |
| <p>Shire, in conjunction with NBG and DPIRD, to run another rabbit control workshop at Bill Hemsley Park Community Centre early in 2025 to educate residents to take responsibility in helping to control the rabbit population on their own land. Due to positive feedback we would like to make free Pindone available again to interested residents to encourage them to be proactive and work collaboratively with their neighbours and the Shire to help with this control.</p> | | <p>Up to \$5 000 (based on 2023 price of \$2568 for 50 households)</p> |
| <p>Continue contract rabbit control using Josh Gould on Shire owned property. Some of these costs can be recouped from other Government departments</p> | | <p>Up to \$10 000</p> |
| <p>Continue additional mowing program of verges, bridle paths and the unestablished areas of BHP, using contractors if not practicable for Shire staff</p> | | <p>Up to \$12 000</p> |
| <p>Continue additional spraying program of verges, bridle paths and the unestablished areas of BHP, using contractors if not practicable for Shire staff</p> | | <p>Up to \$8 000</p> |
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| <p>Requested By: Cr Low and Rodney</p> <p>OFFICE USE ONLY</p> <p>Officer Assigned To: _____</p> <p>Costing Confirmed: Y / N</p> <p>Account/ Job # Allocated Against: _____</p> <p style="text-align: right; margin-top: 20px;"><i>Please Return to Di Raymond by 10 April</i></p> | | |

10.3 Chief Executive Officer

| 10.3.1 | Policy & Procedures Review 2024 |
|---------------|--|
| Department | Finance, Governance & Corporate Services Administration & Governance Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 411.01 |
| Attachment(s) | <ol style="list-style-type: none">1. 2024 Policy Review [10.3.1.1 - 23 pages]2. Request HQ Quick Guide [10.3.1.2 - 4 pages]3. Works & Services Manual [10.3.1.3 - 58 pages]4. Building & Projects Manual [10.3.1.4 - 16 pages]5. EM & Governance Manual [10.3.1.5 - 70 pages]6. Finance Manual [10.3.1.6 - 65 pages]7. HR & Induction Manual [10.3.1.7 - 91 pages]8. Organisational Corporate Manual [10.3.1.8 - 96 pages]9. Planning & Development Manual [10.3.1.9 - 78 pages] |

Voting Requirements

Absolute Majority

Staff Recommendation

That Council reviews the Policy documents, endorse amendments, deletions and additions (as required) to the following Shire of Chapman Valley Policies & Management Procedures as presented.

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The Policy Manual records various matters that are either required by legislation, or are standing instructions of Council to staff on a range of legislative and internal processes. The Local Government Act 1995, section 2.7, provides that it is a role of Council to set (and adopt) the policies for the local government. Council is required to review and consider changes to the Shire Policy & Procedures Manuals that are attached.

At the April 2023 OCM the following was resolved:

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

CMP-064 Financial Assistance

CMP-065 Community Enhancement Donations & Sponsorship
CMP-067 Community Growth Fund - Operational
and with additional wording to CMP-065 Individuals only one (1) application approved per year

Comment

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.

Executive Staff have reviewed the documents with some changes recommended. All changes are listed under a separate attachment 10.3.1.1 - **2024 Policy Review**.

The following are the proposed major changes:

CMP-036 – Community Communication – Modified to Community Engagement as details are duplicated in the Communications & Social Media policy (CMP-013).

CMP-013 – Communication & Social Media – Modified to include communications via WhatsApp.

CP-003 – Complaints Handling – Modified to include references to Request HQ, minor paragraph numbering.

CP-026 – Gratuity Payment to finishing Employees – Required to comply with section 5.50 of Local Government Act 1995.

CMP-073 – Request HQ use & Administration – Management Policy to deal with Request HQ.

CMP-039 – COVID 19 Financial Hardship – This policy has now been repealed due to the withdrawal of the Local Government (COVID-19 Response) Amendment Order 2022.

CMP-047 - Superannuation, where the superannuation default fund is now Aware Super (previously WA Super).

Policies may be amended at any time by Council resolution. However, several require absolute majority, and several also require advertising of amendments (if changes are made). These requirements are advised within the Notes section of the relevant policies. None of these particular policies are proposed to be changed, hence, only a simple majority is required.

Statutory Environment

The report complies with the requirements of the:

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

Role of Council

1. 1. The council:
 - a. Governs the local government's affairs; and
 - b. Is responsible for the performance of the local government's function.
 - c.
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/Procedure Implications

A Policy or Procedure is affected:

Organisational Corporate Policy & Procedures

Elected Member Governance Policy & Procedures

Planning and Development Policy & Procedures

HR & Induction Policy & Procedures

Finance Policy & Procedures

Works and Services Policy & Procedures

Building & Projects Policy & Procedures

Financial Implications

No Financial Implications Identified.

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 Implications

GOVERNANCE & ACCOUNTABILITY

5.1 Ensure governance and administration systems, policies and processes are current and relevant.

5.1.1 Review policy categories and set ongoing accountability for review processes.

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.1 Council and Shire process formally incorporate integrated plans as references.

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.

Risk Assessment

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

CMP-036 Community Communication Community Engagement

| | |
|-------------------------------|--|
| MANAGEMENT PROCEDURE No. | CMP-036 |
| MANAGEMENT PROCEDURE | COMMUNITY ENGAGEMENT POLICY 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.~~

- To ensure Shire of Chapman Valley stakeholders are well informed about issues, strategies and plans that may directly or indirectly affect them.
- To ensure Shire of Chapman Valley stakeholders have the opportunity to be involved in Council's decision making and policy development.
- To seek the views of all stakeholders, selecting engagement methods that are flexible, inclusive and appropriate to those being engaged.
- To provide members of the community with the opportunity to hear each other's opinions and to recommend appropriate solutions to community issues.
- To ensure Council is meeting its legislative requirements regarding community consultation in all areas of its service delivery.
- Recognise that there is diversity in the activities and project Council undertakes and that the type of engagement should vary accordingly.

MANAGEMENT PROCEDURE STATEMENT/S:

Council is committed to engaging with the Shire of Chapman Valley community.

Community engagement is about involving the community in decisions which affect them and it is critical to the successful development and implementation of acceptable policies and decisions and for improving services by being responsive to the needs of the community. Community engagement does not mean achieving consensus. However, it does involve seeking broad, informed agreement and the best possible solution for Council and the community.

Scope

The overarching principle is that the Shire will consult with our communities. Therefore, this policy applies not only to Shire of Chapman Valley's Strategic Planning processes but to all facets of our operations and projects.

Benefits of Community Engagement

There are numerous benefits from community engagement:

- Increased community awareness of Council's services, planning and programs;
- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process;
- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning is well aligned with community expectations;
- Increased level of community ownership and acceptance of decisions;
- Council and the community working together to address local issues; and
- The potential for the Council to save time and resources.

Principles

The following principles underpin the Shire of Chapman Valley's approach to community engagement.

Be open and inclusive

1. We recognise that community participation is an integral part of informed decision making;
2. We promote and support opportunities for the community to actively participate;
3. We encourage involvement from all stakeholders and will use engagement processes that are accessible and inclusive;

Create mutual trust, respect and be accountable

1. We treat all stakeholders in the engagement process with respect and dignity;
2. We will approach engagement from an impartial perspective;
3. We will be accountable, accessible and ethical in all dealings with the community.

Engage early and be clear

1. We will seek early engagement and regularly involve the community in decision making;
2. We will communicate clearly the objectives of the engagement process and provide community members with all available, relevant information as part of the consultation engagement process to ensure informed discussion;
3. We will communicate the parameters of the engagement process to participants from the outset, including legislative requirements, Council's sphere of influence, conflicting community views, policy frameworks and context, budget constraints etc.;
1. 4 We acknowledge that planning is a critical process to deliver successful outcomes and are committed to developing and implementing community engagement plans.

Consideration and Feedback

1. We are committed to demonstrating that we have considered all community contributions and relevant data, prior to making any decisions that affect the local community;
2. We are committed to providing participants with feedback at key stages throughout the project and upon completion and how community input influenced the decision.

Skills and Resources

1. We recognize the skills required to undertake community engagement and will provide staff with opportunities for further skill development and training;
2. We recognize that from time to time we may need to retain professional consultants to assist with certain engagement strategies.

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:

[REDACTED]

Local Government Act (1995) Section 5.56, Planning for the Future

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

[REDACTED]

| | |
|--------------------------------------|----------|
| 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-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, [WhatsApp](#)

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;
WhatsApp
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: | |
| | |
| | |
| | |

CP-003 Complaints Handling

| | |
|-------------------------------|---|
| POLICY NO | CP-003 |
| POLICY | COMPLAINTS HANDLING |
| 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:**Objectives**

1. To develop a structured systematic approach to dealing with complaints received by the Shire of Chapman Valley from external persons.
2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
3. To have complaints dealt with efficiently by an appropriate employee with minimal referral.
4. To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

Definition

A complaint is – “an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (as defined by the *AS/NZS 10002-2014 Guidelines for Compliant Management in Organisations*)

Policy

The Shire of Chapman Valley recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

The Council and its staff will be open and honest in its dealings with customers.

When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.

The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

The Shire may determine to take the following courses of action –

- a) take no further action and advise the complainant of the reason/s;
- b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;

- c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.

A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

Application

Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –

- a) decisions made by Council or staff;
- b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
- c) the standard of works or services provided by the local government;
- d) the standard or condition of a facility provided by the local government; and
- e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.

The following issues are not regarded as complaints and will not be dealt with under this policy –

- a) requests for services;
- b) compliance enforcement action;
- c) a civic dispute between private individuals;
- d) a petition;
- e) requests for information or explanations of policies and/or procedures;
- f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
- g) the lodging of a submission in response to an invitation for comment.

Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.

Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Guidelines

1. Any person or their representative can lodge a complaint.
2. Complaints **in the first instance will be directed through the Request HQ platform but will be accepted in writing, in person, by facsimile transmission, by email or by telephone. Staff will direct or enter on the complainants behalf all other communications into the Request HQ platform.** If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.

3. Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.
4. When any complaint is made, other than a complaint about an Elected Member or the CEO, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible.
5. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint. **This is automatically instigated via the Request HQ platform.**
6. The standard response times when dealing with complaints are those in the Customer Service Corporate Management Procedure Charter **and thresholds in the Request HQ platform.**
7. Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied. **This is automatically instigated via the Request HQ platform.**
8. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:
 - a) nature of each complaint;
 - b) services or facilities about which the complaints are made;
 - c) outcomes; and
 - d) other relevant information
9. The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the **Request HQ** system ~~established under clause 24~~ **and Records Management.**

Outcomes

10. Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.
11. Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.
12. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.

13. Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

14. An unreasonable complainant is defined as the following:
- a) a rude, angry and harassing customer;
 - b) an aggressive customer;
 - c) habitual or obsessive behaviour which may include –
 - i. cannot 'let go' of their complaint;
 - ii. cannot be satisfied despite the best efforts of the Shire;
 - iii. makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated
15. The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions:
- a) require the complainant to make an appointment to meet with employees;
 - b) limit all future dealings to writing;
 - c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
 - d) direct all contact to be through a specific employee or area
16. The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

ADDITIONAL EXPLANATORY NOTES:

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

| | |
|---|--|
| Adopted – Council Resolution: | 08/05-11 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/17-32, 03/22-08; 2023/06-8 |

EMP- Gratuity Payment to Finishing Employees

| | |
|-------------------------------|--|
| MANAGEMENT PROCEDURE No. | EMP-035 |
| MANAGEMENT PROCEDURE | GRATUITY PAYMENTS TO FINISHING EMPLOYEES |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY/PROCEDURE No. | |
| RELEVANT DELEGATIONS | |

OBJECTIVES:

To comply with section 5.50(1) of the Local Government Act 1995 and set out the circumstances in which the Shire may pay to an employee whose employment with the Shire is finishing, an amount in addition to any amount which the employee is entitled to under a contract of employment or Award, and the manner of assessment of the additional amount.

POLICY STATEMENT/S:

This policy outlines the circumstances in which gratuity payments may be made to a finishing employee. These payments, when made, are in addition to any amount that the employee is entitled to under a contract of employment or Award.

The imposition of this parameter does not form a contractual entitlement under employment relationships and as such the Council may choose to modify this position by way of resolution.

Gratuity payments are a way for the Shire to honour and thank employees who have made long term contributions towards the Shire successfully meeting objectives. Council reserves the right to resolve to increase the value of gifts to employees whose commitment and contribution to the community is of an exemplary level. In line with Part (2) of section 5.50 of the Local Government Act 1995, any payment above the amounts specified in this policy must only be made if adopted by Council and will be subject to local public notice.

When an employee's services are ceasing with the Shire, the employee will be entitled to a gratuity as outlined below based on completed years of service. An employee who has been dismissed by the Shire of Chapman Valley for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy.

The Shire's gratuity payments will be in the form of a gift in line with the prescribed amounts below:

| Years of Service | Amount of Gratuity |
|--------------------------------------|--|
| 5 to 15 years of continuous service | A gift to the value of \$20 for each year of service |
| 15 to 30 years of continuous service | A gift to the value of \$30 for each year of service |
| 30 + years of continuous service | A gift to the value of \$40 for each year of service |

For Council's designated senior employees and the Chief Executive Officer (CEO), the value of any finishing gift will be at the above prescribed amount plus an extra \$20 for each year of service, in recognition of the level of responsibility and influence associated with their role. In recognition of the extra responsibility associated with the CEO position the Shire President

may provide a CEO whose service has been less than 5 years with a gift to the value of \$350 if their performance and contribution to the community has warranted a gift.

For the purpose of this policy, continuous service shall be deemed to include:

- a) Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- b) Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- c) Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- a) Any period of unauthorised absence from duty unless the Shire determines otherwise.
- b) Any period of unpaid leave unless the Shire determines otherwise.

No gratuity payment to any employee shall exceed one year's salary or the limits set as per regulations.

The purchasing of gifts to all employees is to be managed by the CEO, gifts for the CEO are to be managed by another Senior Employee in collaboration with the Shire President.

ADDITIONAL EXPLANATORY NOTES:

LOCAL GOVERNMENT ACT 1995 - SECT 5.50

5.50 . Payments to employees in addition to contract or award

Local Government (Administration) Regulations 1996 Part 4 r.

19A Local government employees

Payments in addition to contract or award, limits of (Act s. 5.50(3))

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

Adopted – Council Resolution:

Reviewed/Amended – Council Resolution:

CMP- Request HQ use and Administration

| | |
|-------------------------------|---------------------------------|
| MANAGEMENT PROCEDURE No. | |
| MANAGEMENT PROCEDURE | REQUEST HQ USE & ADMINISTRATION |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY/PROCEDURE No. | |
| RELEVANT DELEGATIONS | CP-003 Complaints Handling |

OBJECTIVES:

To ensure a structured and systematic approach to dealing with customer interactions utilising the RequestHQ system.

MANAGEMENT PROCEDURE STATEMENT/S:**Executive Policy Details**

The Shire of Chapman Valley has invested in the RequestHQ system to improve task management linked to customer and internal requests, provide an improved level of communication between the Shire and Customers, provide greater transparency and reporting.

Shire Officers must ensure that all requests from customers received over the phone, via email, or in writing that require subsequent action or investigation are entered into the RequestHQ system for reporting purposes, even if the Officer will become the Actioner.

Immediate over the counter service requests such as payments or bookings, or services available via another system such as Community Centre bookings do not need to be entered into the RequestHQ system. However, if the person's request will require action at a later date or another officer to action the Request at a later time then it must be entered into RequestHQ.

The Shire will provide a user guide for customers on the website and where appropriate officers should encourage customers to lodge requests themselves online to promote independence but must not force customers to lodge themselves online if they prefer to interact in person or over the phone.

Request details - Title, Service Area, Request Type, Description and Location are all mandatory fields as this information is needed to allow a request to be appropriately allocated and actioned. Service Area and Request Type can be modified by the Actioner within the system at a later date, so Requesters are advised to use their best endeavours to choose the most appropriate category, but it is not paramount that it be correct.

Requester information - Name is a mandatory field and where possible the name of the actual customer should be used even if a Shire officer is making the request on their behalf. Email is a mandatory field as this is where ongoing communication about the request goes. If an officer is completing a request for a customer and they refuse to provide an email address, then the cso@chapmanvalley.wa.gov.au email address should be used with (no email) put in brackets next to the customers name. Phone number is an optional field but is useful for enabling further questions from officers to requesters if the request is not clear or has complexities.

Photos can be attached but are not mandatory. For enforcement requests photographs may be requested by the actioning officer.

Actioning Officers should refer to the RequestHQ user guide -appendix 1-for step-by-step info on the system. Officers must use their personal (first.lastname) email address when logging in to RequestHQ as it is linked to their Microsoft account. Once an inputted request is submitted the system will send an email to the actioning officer based on the service area chosen.

The RequestHQ Administrators are responsible for setting service areas and assigning them to the appropriate service area lead or customer service representative. The administrator must ensure service area officer assignments are updated during periods of staff changeover.

All requests will initially be assigned an open status. Actioning Officers must review a request and update the Status within 3 working days of receiving the request. Below is a summary of the status categories and their intended use:

Open - the standard status when a request is received. Must not be selected by actioning officer.

In Review - To be used to notify the customer that the request has been received and is under assessment.

Dispatched -To be used to notify the customer that an officer has been sent to site to investigate further, assess, or resolve the issue.

In Progress -means the remediation or response to the request is in progress and can be used to give the customer an estimated timeframe for completion.

Completed -To be used once the actioning officer is satisfied that a satisfactory outcome has been achieved. To be used to provide the customer with basic resolution information/a summary of actions taken.

Overdue -This status will be automatically selected when a request remains open or uncompleted for too long. Must not be selected by actioning officer.

On Hold -To be used when a request has been reviewed but cannot be actioned for a extended period of time. Can be used to provide the customer with further information such as parts or equipment on order, will look to include in future budget but no funds remaining this year, or awaiting another Department or group before being able to proceed.

Out of Scope - Some requests will be outside the scope of the actioning officer and the Shire for instances roads that are controlled by main roads, streetlights under western power, power outages. When changing to this status it is important to provide the customer with clear information as to where they can go to report the issue, so they know the proper channel moving forward. Some out-of-scope items may require general CEO awareness if there are broad safety or community concerns.

All actioning officers must review the priority assigned to requests received. As a default all requests will be given a medium priority. If a request is not completed with a designated number of days based on its priority it will become overdue and the CEO will be notified of the failure to meet customer service standards. Below is a summary of the Shire's priority levels, days for completion, and expected use:

Critical -1 day- to be used for matters that require urgent attention that take precedent above all over prescheduled works. Examples include a building becoming unsafe or at risk of collapse, a major hazard (such as a tree) in the middle of a townsite road, a major burst in a Shire controlled water pipe, the full failure of the sewerage system.

High -3 days -to be used for matters that require attention the same week they are reported such as water leaks, difficult to avoid traffic hazards, health and safety risks, cleanliness, security, and system failure.

Medium -10 days - the standard response time that provides the actioning officer time within a normal pay period to allocate resources to a request. Examples include general damage or debris to be cleared, unsightly material or gardens, graffiti, badly corrugated unsealed roads, fallen safety signage.

Low -90 days-for requests that can be completed in the financial year but aren't requiring immediate attention. Things such as roads that need grading but fall within the normal programming and expectations, improvements of facilities or additions that are warranted but not critical to the facilities operation.

Minor- 365 days-requests that need action but are safety or response critical and may be dependant on a future budget, materials or contractors becoming available, or approvals or agreements.

In general, most requests will be given Low to High Priority and before assigning Critical or Minor Priority, Actioning Officers must liaise with their relevant Executive Manager to ensure it is appropriate.

Customers are not notified of what priority is chosen but will have an expectation that their request will be actioned within 10 days, therefore the In Review or On Hold Status update should provide some form of timeframe overview/update.

Comments can be added on the dashboard, but these are actioning officer comments and are not provided to the customer.

Actioning Officers can reassign service areas if necessary and this will automatically change the Actioning Officer depending on the area chosen.

The Assessment and Resolution sections of the system are not mandatory for actioning officer completion but are recommended to ensure clear notes regarding the request assessment and any actions taken are recorded. Assessment reports may include images, notes about scheduled works, materials ordered, or comments from other officers or consultants received via email. Resolution reports can provide more detail about the date and time of resolution, who was involved, actions taken and potential future improvements that can be or had been made to prevent the request from arising in the future.

Administrators can update Service Areas and Actioning Officers/Users within the system as required but must seek approval from the CEO before amending Priorities or Request Types.

Definitions

Customer: Anyone who is requesting a service from or interacting with the Shire about an issue to be addressed.

Requester: The person entering a request into RequestHQ. Requesters can be internal or external.

Actioner/Actioning Officer: The officer responsible for actioning the request. This doesn't necessarily mean they will undertake the resolution action just that they are responsible for the task within the system.

ADDITIONAL EXPLANATORY NOTES:

Administrator: Employees assigned by the CEO to administer the system.

Legislation
Fair Trading Act 2010

Relevant Council Policy
Complaints Management Policy

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

| | |
|-------------------------------|--|
| Adopted – Council Resolution: | |
|-------------------------------|--|

| | |
|--|--|
| Reviewed/Amended – Council Resolution: | |
|--|--|



RequestHQ Quick Guide

How RequestHQ Works

As a Requester:

1. **Submit Requests:** Go to the website which contains the [RequestHQ submission form](#) and select the appropriate service area and request type. Fill in the required details, upload any necessary photos, and submit your request.
2. **Track Progress:** Receive email notifications when your request moves through different statuses until request resolution.

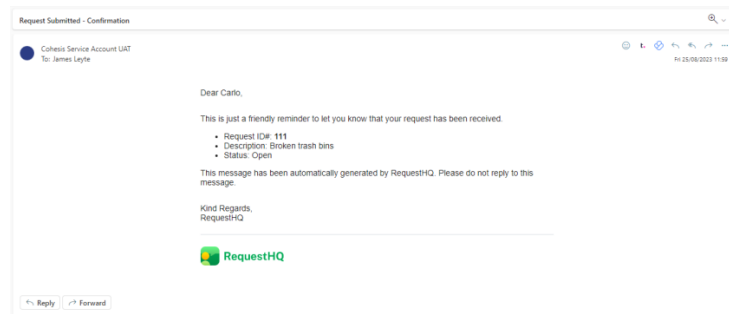
As a Service Area Officer:

1. **Manage Requests:** Login to the [RequestHQ PowerApp](#) to view all requests assigned to you. Update the request status, details and attach related files.
2. **Track Progress:** Monitor the status of the requests on the dashboard. See the overview count of request by status.

Submit a Request: Requester

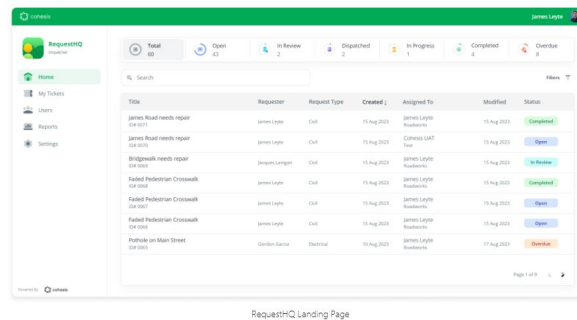
1. As a requester, go to the [RequestHQ submission form](#) and fill the necessary details.

- You will receive email notification to confirm that your request has been received.



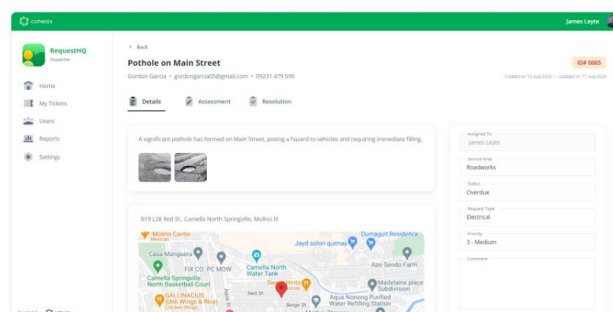
Manage Requests: Service Area Officer

- As a Service Area Officer, login to the [RequestHQ PowerApp](#) using your Microsoft credentials. (Note: the user must have permissions to access the app)
- Once logged in, you will be directed to the landing page. You will see an overview of the total number of requests and the breakdown at the top. These also act as button filters to quickly filter requests by status.



RequestHQ Landing Page

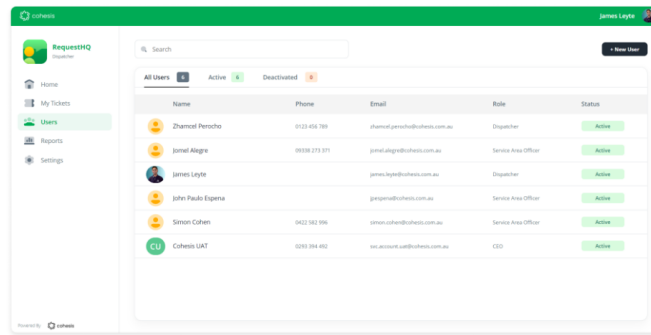
- Select a request to view and update its details. The Assessment and Resolution tabs allow you to upload files and provide related information.



Request Details Page

Add Users: Admin

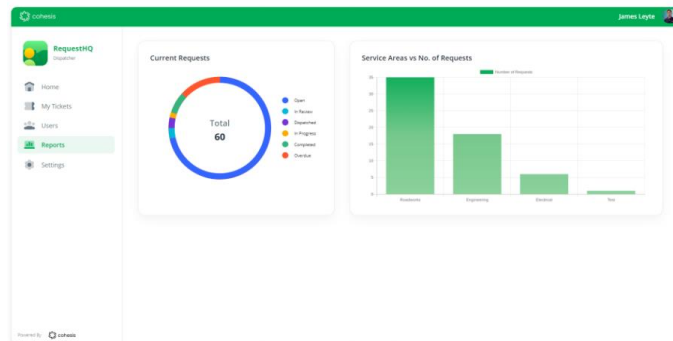
As an Admin, you may add or deactivate users within the app. Note: users need to already be existing in Azure Active Directory.



| Name | Phone | Email | Role | Status |
|-------------------|---------------|-------------------------------|----------------------|--------|
| Zhamet Perscho | 0123 456 789 | zhamet.perscho@cohesio.com.au | Dispatcher | Active |
| Jomal Agnre | 09330 273 371 | jomal.agnre@cohesio.com.au | Service Area Officer | Active |
| James Layte | | james.layte@cohesio.com.au | Dispatcher | Active |
| John Paul Eguerra | | johnpaul@cohesio.com.au | Service Area Officer | Active |
| Simon Cohen | 0422 162 506 | simon.cohen@cohesio.com.au | Service Area Officer | Active |
| Cohesio UAT | 0205 394 492 | uat.accountant@cohesio.com.au | CEO | Active |

Users

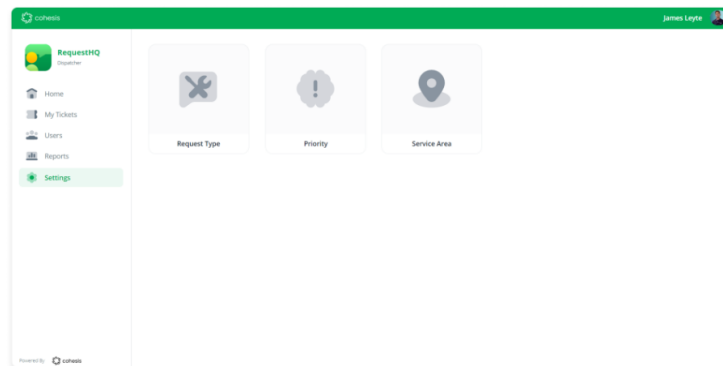
As an Admin, the reports may help you provide quick insights on the overall status of the requests.



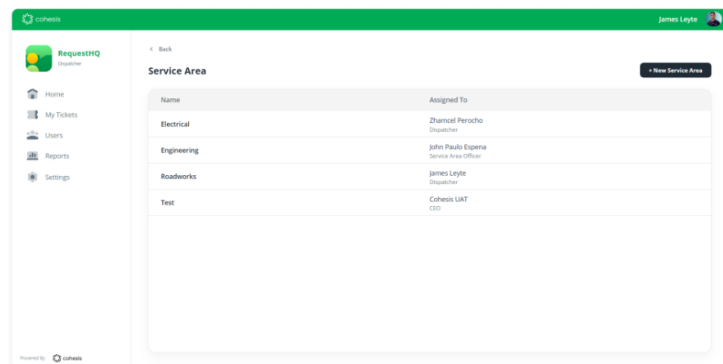
Reports

Settings: Admin

As an Admin, you may configure the dropdown values in Settings to customise fields such as a Service Area and its corresponding Officer. You can also set Resolution SLAs (in days) via Priority which affects how email notifications and escalations work when requests become overdue.



Settings



Service Area config screen



SHIRE OF

Chapman Valley

love the rural life!

Works & Services Policy, Procedures & Guidelines Manual

Version Control

This Is a Controlled Document of the Shire of Chapman Valley

Version: 2

Reviews/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 |
| Annual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Annual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| | | |
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|--|----|
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| Procedures | 5 |
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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.

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 |
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CMP-002 Stock on Local Roads

| | |
|-------------------------------|----------------|
| MANAGEMENT PROCEDURE No. | CMP-002 |
| MANAGEMENT PROCEDURE | STOCK ON ROADS |
| RESPONSIBLE OFFICER | SENIOR RANGER |
| PREVIOUS POLICY/PROCEDURE No. | 1.20 |
| RELEVANT DELEGATIONS | |

OBJECTIVES:

Main Roads (WA) (MRWA) will provide guidance on reasonable precautions 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 MRWA requirements.

The local government will follow MRWA guidance on reasonable precautions 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 MRWA & the local government requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

MANAGEMENT PROCEDURE STATEMENT/S:**1.0 Stock Movements on Road Reserves**

The person in charge of moving stock across or along a road does not need formal permission from the 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

Costs

The person in charge of the stock is responsible for the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

2.0 Stock Underpasses under Local Roads**General**

A stockowner may install an underpass under a local road subject to compliance with the requirements of MRWA and/or local government conditions/guidelines. There are conditions on the design, construction, and maintenance.

Costs

There is no fee required from the local government to process an application. The applicant shall be responsible for all costs associated with the design, construction, maintenance and ongoing whole of life costs of the underpass structure.

Design and Construction

For sections of the underpass within and at the boundary of the road reserve, the design shall be approved by the local government and the construction shall be undertaken by the local government or local government's approved consultants and/or contractors.

Maintenance

The landowner shall be responsible for the ongoing whole of life maintenance of the underpass. The maintenance of the underpass includes removal of fouling and repair of any damage to the road infrastructure within the road reserve. A Restrictive Covenant/Notification will be 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.

3.0 Approval – Stock Underpass

Applications

A person wishing to install a stock underpass must submit an application to the local government.

Approval

Approval of an application shall include a condition for a Stock Underpass Agreement be signed by both the applicant and the local government before commencement of any work in the road reserve and shall indicate the extent, if any, of the local government's contribution to funding the underpass.

4.0 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 signage into disrepute and may result in motorists disregarding important warnings. When not in use signs must be covered so they are not visible in all light conditions.

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; 03/21-10 |
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CMP-005 Use of Plant – Fire Fighting

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|-------------------------------|------------------------------|
| 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 |
| | |
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CMP-014 Sports Ground

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|--------------------------|--------------------------|
| MANAGEMENT PROCEDURE No. | CMP-014 |
| MANAGEMENT PROCEDURE | SPORTS GROUND |
| RESPONSIBLE OFFICER | MANAGER WORKS & SERVICES |
| 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; 03/21-10 |

CMP-017 Collection of Native Seeds

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|-------------------------------|---|
| 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:**

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|---|--|
| 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

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|-------------------------------|--------------------------------|
| 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:**

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|---|---------------------------|
| Adopted – Council Resolution: | 02/14-30 |
| Reviewed/Amended – Council Resolution: | 05/15-23 |
| | 06/15-18; 03/17-32 |
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CMP-029 Decontamination of Agricultural Vehicles within Townsites

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|-------------------------------|--|
| 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 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13 |

CMP-038 Declared Plants – Spraying Unit

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|-------------------------------|---------------------------------|
| 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

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|-------------------------------|---------------|
| 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 |
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CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land

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|-------------------------------|---|
| 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

\\CV1-PAW-SYN01\Common Data\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2022 REVIEW\Works & Services Manual.docx

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

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|-------------------------------|--------------------------|
| 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.

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

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- 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 |
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IMP-003 Plant Maintenance Report

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| 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 |
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IMP-004 Tools

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| 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:**

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|---|---------------------------|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23 |
| | 06/15-18; 03/17-32 |
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IMP-005 Staff Use of Plant

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| 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:**

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|---|---------------------------|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23 |
| | 06/15-18; 03/17-32 |
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IMP-006 Sale of Used Grader Blades

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| 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 to be used for health & wellbeing purposes within the staff social group.

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

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|---|-------------------------------------|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23 |
| | 06/15-18; 03/17-32, 03/22-08 |
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IMP-007 Use of Shire Tools & Equipment

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| 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:**

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|---|---------------------------|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23 |
| | 06/15-18; 03/17-32 |
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IMP-008 Crossovers

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| 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.

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:

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|---|---|
| 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

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|-------------------------------|--------------------------|
| 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 |
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IMP-012 Gates Across Road Reserves

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|-------------------------------|----------------------------|
| 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 |
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IMP-013 Fence Line Clearing

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| 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 |
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IMP-014 Drains & Culverts

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| 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 |
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IMP-015 Finishing Off Work Areas

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| 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 |
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IMP-016 Code of Practice for Working in the Vicinity of Services

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| 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 |
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IMP-017 Road Work Funding Allocation Process

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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.

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 |
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IMP-019 Private Works

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| 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:

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- 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:

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|---|--|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 07/19-4 |
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IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads

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| 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:

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|---------------------------------------|---|
| 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:

- a) Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- b) HVS to forward application to Shire of Chapman Valley for comments.
- c) Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- d) Shire staff put recommendation to MRWA to reject or progress the application.
- e) MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- f) 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;03/21-03 |
| | |

IMP-023 Gravel Acquisitions

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|-------------------------------|---|
| 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: -

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- 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 |
|------------------------|------------------|

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.
- Reinstall overburden.
- Reinstall topsoil.
- Cross rip again at 1 metre across contours.
- Reinstall stock piled vegetation (if any).

OTHER PROPERTY REHABILITATION

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

- Internal haul roads will be reinstated.

- All fences disturbed will be reinstated.

AGREEMENT

An agreement 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; 03//21-10 |
| | |

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 | Mumbelarra 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 | - | | | |

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) |
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| | | | | | | |
|-----------------------------|---|---|---|---|---|---|
| 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

- 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.
- Declared Roads under the Main Roads Act ('highways' and 'main roads')
- 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 |

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REVIEW\Works & Services Manual.docx

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.

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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;03/21-03 |



Building & Projects Policy, Procedures & Guidelines Manual

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

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 |
| Full Manual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Full Manual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| Policy Review CMP-019 | Minute Reference: 07/22-03 | 21 st July 2022 |
| | | |
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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 uncleanliness 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 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 and Yuna Parents and Citizens Association are exempt from paying hall hire charges at the Nabawa Community Centre and the Yuna Hall/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

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; 03/21-10, 03/22-08 |

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-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: | |
|--------------------------------------|--|

| | |
|---|--|
| Reviewed/Amended – Council Resolution: | |
|---|--|

CMP-019 Camping Areas

| | |
|--------------------------|------------------------------------|
| MANAGEMENT PROCEDURE No. | CMP-019 |
| MANAGEMENT PROCEDURE | CAMPING AREAS |
| RESPONSIBLE OFFICER | 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 – Tier 1 Camp Ground Fees & Charges*

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 Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO;
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Fig Tree Crossing Reserve Tier 3 Camp Ground Fees & Charges

- 1) Overnight only – unless otherwise approved by the CEO;
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Yuna Golf Club Reserve Tier 3 Camp Ground Fees & Charges

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

Nabawa Oval Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) **NO CAMPFIRE ALLOWED AT ANYTIME**

Nanson Showgrounds Tier 3 Camp Ground Fees & Charges

- 1) Maximum of two (2) nights – unless otherwise approved by the CEO
- 2) **NO CAMPFIRES 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 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32, 03/20-13, 07/22-03 |

CMP-031 Naming/Branding of Building, Facility, Precinct, Etc.

| | |
|----------------------|---|
| MANAGEMENT | CMP-031 |
| MANAGEMENT PROCEDURE | NAMING/BRANDING OF BUILDING, FACILITY, PRECINCT, ETC. |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | NA |
| RELEVANT DELEGATIONS | NA |

OBJECTIVES:

Control the naming and/or branding of building, facility, precinct, etc. under the ownership, management or control of the Shire of Chapman Valley.

MANAGEMENT PROCEDURE STATEMENT/S:

All requests for the naming or branding of any part of a building, facility, precinct, etc. under the ownership, management or control of the Shire of Chapman Valley must be presented to Council for endorsement prior to the naming taking effect.

Council will give priority to those with a current Management Licence for the use of Shire owned, managed and controlled buildings, facilities, precincts, etc. relevant to the specific Management Licence for naming and branding rights.

(Note: Refer to relevant Management Licence conditions associated with any naming/branding requests)

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

| | |
|--------------------------------------|-----------------|
| Adopted – Council Resolution: | 04/21-02 |
|--------------------------------------|-----------------|

| | |
|---|--|
| Reviewed/Amended – Council Resolution: | |
|---|--|



Elected Members Governance and Policy Manual

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

Version: 2

Amendments

| Title new / removed policy | Replacing Policy | Date |
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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.

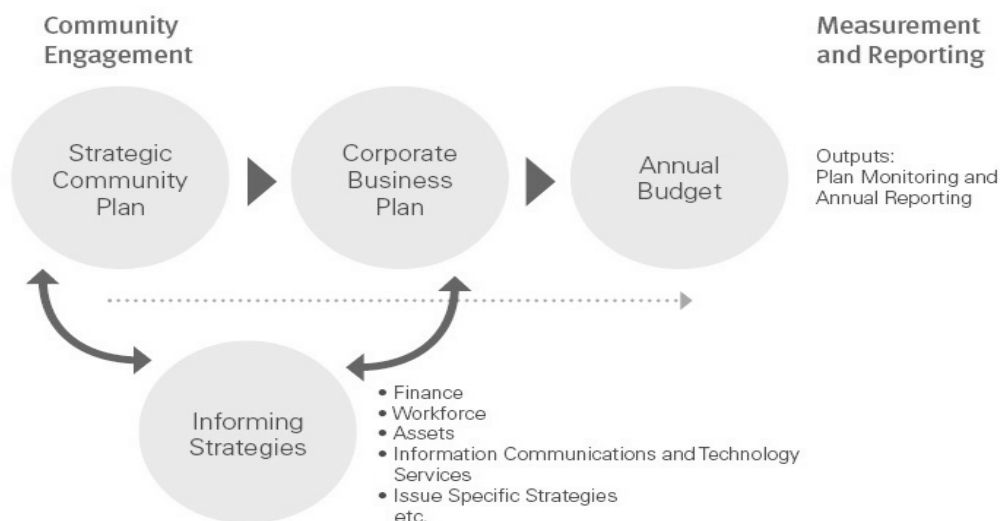
Part 2: Integrated Planning and Reporting **2.1 Integrated Planning and Reporting Principles and Processes**

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.dlgc.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
- Public Health 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 CEOs 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

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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

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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; or
 - (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:

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

TEAM VALUES AND BEHAVIOURS

| Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL | | |
|--|--|---|
| | Acceptable/Expected Behaviours | Unacceptable Behaviours |
| 1 | Ask the question: RUOK? | Not reach out to someone in need. |
| 2 | Address the issue rather than holding grudges. | Holding a grudge can carry this mindset into future deliberations and impair good decision-making. |
| 3 | Remove misinformation by dealing in facts and supporting your comments and action with evidence.. | Basing decisions on rumour, innuendo or ill-informed comments is detrimental to good decision-making. |
| 4 | Seek to know what you don't know. | Not making an effort to uncover what you don't know and basing your opinion only on what you know at the time. |
| 5 | Ensuring decisions are made based on full involvement & not manipulating the process to ensure a collective consensus of an outcome is achieved. | Manipulating the decision-making process (e.g. timing, absenteeism, misinformation) to achieve your own desired outcome. |
| 6 | Listen to all sides of the issue before making a decision. Listen to all of the debate | Not listening and make assumptions or predetermined decisions. 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. |
| 7 | Agree to disagree without malice. | Being precious about your own position being the only outcome and not accepting alternative opinions. |
| 8 | Agree on ground rules and adhering to these (e.g. Code of Conduct, Values, Behaviours, Standing Orders, etc.) | Endorsing ground rules and boundaries as a token gesture only and not adhering to these. Only exercising the need for adhering to ground rules & boundaries when it suits you. Collapsing into our Lower State. |
| 9 | Consider the use of a mediator on occasions when needed to assist with issues. | 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. |
| 10 | 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. | Talking down the Council, Staff, Community and any decision made by the majority which may not be your individual position. |

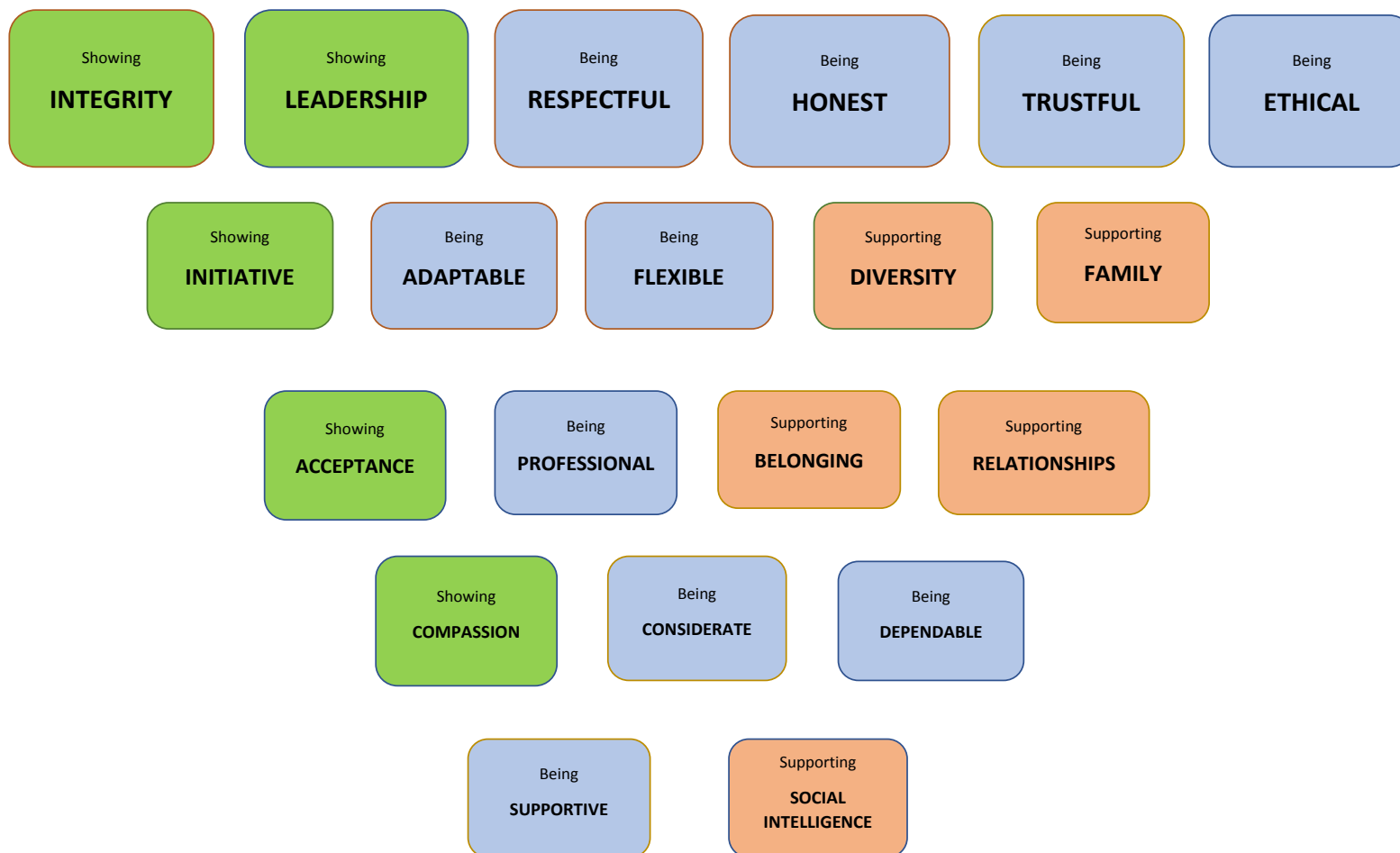
A thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper

TEAM VALUES AND BEHAVIOURS

| Values: RESPECT, TRUST, HONESTY, INTEGRITY & ETHICAL | | |
|--|--|---|
| | Acceptable/Expected Behaviours | Unacceptable Behaviours |
| 11 | <i>Step back and view the big picture.</i> | <i>Advocate and promote a path based on a limited view only.</i> |
| 12 | <i>Address the issue rather than letting things fester.</i> | <i>Letting things fester and allowing the problem to continue and explode later.</i> |
| 13 | <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> |
| 14 | <i>Listen to and understand other points of view.</i> | <i>By not listening you show lack of empathy, understanding, appreciation and respect.</i> |
| 15 | <i>Remain focused on the issue rather than getting personal.</i> | <i>Tackling the person not the issue</i> |
| 16 | <i>Debate constructively/legitimately.</i> | <i>Becoming personal, argumentative & irrational during the debate.</i> |
| 17 | <i>Retaining confidentiality within the Team when required.</i> | <i>Divulging confidential and personal information to promote yourself or your personal position.</i> |
| 18 | <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> |
| 19 | <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> |
| 20 | <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> |
| 21 | <i>Celebrate the organisations successes and wins.</i> | <i>No, or limited, effort to publicly promote the organisations successes and wins.</i> |



WE AIM TO PROVIDE STRONG LEADERSHIP AND MAINTAIN A POSITIVE CULTURE WITHIN OUR ORGANISATIONAL & COMMUNITY BY:



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; 09/21-08 |

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 of 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

\\CV1-PAW-SYN01\Common Data\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\2022 REVIEW\EM & Governance Manual.docx

- 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 |
|--------------------------------------|----------|

| | |
|---|--|
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/17-32 |
|---|--|

CMP-015 Elected Members - Corporate Clothing

| | |
|-------------------------|---|
| MANAGEMENTPROCEDURE No. | CMP-015 |
| MANAGEMENT PROCEDURE | ELECTED MEMBERS - CORPORATE CLOTHING |
| RESPONSIBLE OFFICER | MANAGER FINANCE & CORPORATE SERVICES |
| PREVIOUS POLICY No. | NA |
| RELEVANT DELEGATIONS | NA |
| LEGISLATIVE RELEVANCE | LOCAL GOVERNMENT ACT & ADMINISTRATION REGULATIONS 1996 |

OBJECTIVES:

To stipulate the level and conditions of providing Elected Member corporate clothing levels and payment arrangements.

MANAGEMENT PROCEDURE STATEMENT/S:

The Shire's annual allocation to Elected Members corporate clothing in accordance with Clause 32 of the Local Government (Administration) Regulations, 1996 i.e.

32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
- (a) an expense incurred by a council member in performing a function under the express authority of the local government; and
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

As stipulated under legislation, the Elected Member is to incur the expense in the first instance and seek reimbursement from the Shire for the cost of the following items of clothing with the Shire of Chapman Valley logo embroidered on the clothing with colour and supplier as stipulated by the Chief Executive Officer:

- Two (2) Polo Shirts per annum; or
- Two Corporate/Business Shirts per annum.

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

| | |
|--------------------------------------|-----------------|
| Adopted – Council Resolution: | 04/21-02 |
|--------------------------------------|-----------------|

| | |
|---|--|
| Reviewed/Amended – Council Resolution: | |
|---|--|

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 |

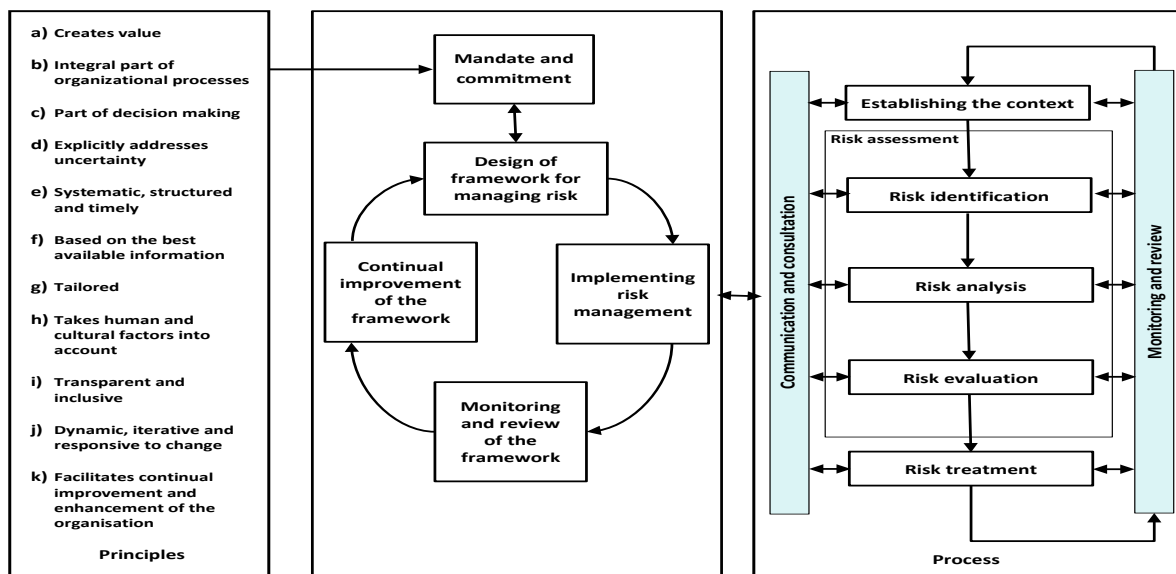
OBJECTIVES:

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/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; 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 |
| | <i>Local Government Act 1995</i> |
| | 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 | |
| <i>Division 1: Who presides</i> | |
| 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 |
| <i>Division 2 – Quorum</i> | |
| 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
- 6.15 Confidentiality of information withheld
- 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
- 8.7 Relevance
- 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

Part 10 - Debate of substantive motions

- 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
- 14.4 Confirmation of minutes

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:

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- (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.

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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.

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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:

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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.

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- (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.

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- (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

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- (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 to 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.

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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

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- (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.

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- (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:

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- (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.

 1 g e

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.

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SHIRE OF

Chapman Valley

love the rural life!

Finance Policy, Procedures & Guidelines Manual

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

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 |
| Full Manual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Full Manual Review | Minute Reference 07/21-03 | 21 st July 2021 |
| Full Manual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| Community Enhancement Donations & Sponsorships | Minute Reference: 05/22-02 | 19 th May 2022 |
| Financial Assistance | Minute Reference: 2023/04-6 | 20 th April 2023 |
| Community Enhancement Donations & Sponsorship | Minute Reference: 2023/04-6 | 20 th April 2023 |
| Community Growth Fund - Operational | Minute Reference: 2023/04-6 | 20 th April 2023 |
| Annual Wage Case Decisions | Minute Reference: 2023/07-3 | 20 th July 2023 |

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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.

Policies**CP-021 Management Of Investments**

| | |
|----------------------|---|
| 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 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 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 sought 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 - \$35,000 | Seek one verbal or written quotation. | Endorse Purchase Order verbal or written quotes obtained or sought |
| C | \$35,001- \$85,000 | Seek at least two 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 or evidence of quotes being sought. |
| D | \$85,001- \$249,999 | Seek at least three written quotations containing price and specification of goods and services (with | Written Quotes – Copies attached to Purchase Order or evidence of quotes being sought. |

| | | | |
|---|---|--|---|
| | | procurement decision based on all value for money considerations). | |
| E | \$250,000 and above | Conduct a public tender process or use the WALGA Preferred Suppliers process. | Tender Register Requirements & Filing of Tender Documents |
| F | 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 OR 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> | |
| G | 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> | |
| H | 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

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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 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

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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 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:

- 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; 03/21-10; 08/22-04 |

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 |
|---|---|

Procedures

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

CMP-

006 Use of Electronic Signature**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.

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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 officer authorised by the author is to insert the electronic signature to the document.

When printing is complete 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.

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 |
|--------------------------------------|-----------------|

| | |
|---|-----------------|
| Reviewed/Amended – Council Resolution: | 03/21-10 |
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CMP-007 Related Party Disclosure

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|--------------------------|--------------------------------------|
| 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:

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|---|---|
| <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.

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(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

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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:

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|---|-----------------|
| Adopted – Council Resolution: | 07/18-10 |
| Reviewed/Amended – Council Resolution: | |

CMP-018 Revenue Reimbursement/Credits

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|--------------------------|-------------------------------|
| 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:**

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|---|-----------------|
| Adopted – Council Resolution: | 11/19-11 |
| Reviewed/Amended – Council Resolution: | |

CMP-021 Corporate Credit Card

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|--------------------------|--------------------------------------|
| 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:**

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| 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

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|-------------------------|------------------------------|
| 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 and 2021/2022 financial years.

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 2022, we will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

Rates Notice charges debts which remain outstanding at the end of the 2022/2023 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:

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|---|-----------------|
| Adopted – Council Resolution: | 05/20-17 |
| Reviewed/Amended – Council Resolution: | 07/21-03 |

CMP-045 Staff Payment of Expenses

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| MANAGEMENT PROCEDURE No. | CMP-045 |
| MANAGEMENT PROCEDURE | STAFF 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:**

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|---|---|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32, 03/20-13; 03/21-10 |

CMP-046 Relocation Expenses

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|--------------------------|-------------------------|
| 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, 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, is able to determine the need for flexibility in each relocation event under the restriction of staying within the annual overall budget constraints for this expenditure.

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

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|---|---|
| Adopted – Council Resolution: | 10/01-9 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/21-10 |

CMP-047 Superannuation

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|--------------------------|--------------------------------------|
| 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

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:**

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|---|---|
| Adopted – Council Resolution: | 10/09-1 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/21-10 |

CMP-050 Annual Wage Case Decisions

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|--------------------------|----------------------------|
| MANAGEMENT PROCEDURE No. | CMP-050 |
| MANAGEMENT PROCEDURE | ANNUAL WAGE CASE DECISIONS |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | 14.120 |
| RELEVANT DELEGATIONS | |

OBJECTIVES:

To stipulate how the annual wage case decision reviews are handed down to staff, irrespective of over-award payments already being made.

MANAGEMENT PROCEDURE STATEMENT:

All annual reviewed wage case 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:

Current relevant awards affecting local government include Local Government Officers (WA 2021); Municipal Employees (WA 2021)

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; 2023/07-3 |

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. Sponsorship, Community Enhancement Donation & Sponsorship allocated from account 0212, Community Growth Fund -Operational from account 3222 or as listed in budget profile text.

| TYPE OF FINANCIAL ASSISTANCE | AMOUNT OF ASSISTANCE | DETERMINATION |
|------------------------------|---|-------------------------|
| Sponsorship | \$200 per School, Association or Club per annum | Chief Executive Officer |

| | | |
|--|---|--|
| Community Enhancement Donation & Sponsorship | Maximum of \$5,000 | Tier 1 – CEO (Delegation) Tier 2 – CEO (Delegation) Tier 3 – CEO with TEAG Tier 4 - Council |
| 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 Growth Fund - Operational | 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> <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</p> |
|--|---|

| 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> |

| | |
|-----------------------------|---|
| | Venue hire; Office supplies support; Fees and charges for Icon Events. |
| 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:

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|---|--|
| Adopted – Council Resolution: | |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 2023/04-6 |

CMP-065 Community Enhancement Donations & Sponsorships

| | |
|--------------------------|--|
| MANAGEMENT PROCEDURE No. | CMP-065 |
| MANAGEMENT PROCEDURE | COMMUNITY ENHANCEMENT DONATIONS & SPONSORSHIPS |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | N/A |
| 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 or sponsorship towards events, activities and projects that are considered to provide community benefit.

The Shire of Chapman Valley recognises the value of donations and sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.'

Providing support to community activities and events aligns with the key theme included in the Strategic Community Plan to 'nurture the sense of community.'

The intention of the donations and community event sponsorship procedure is to provide support to a broad range of events, activities and projects occurring throughout the year, based in the Shire boundaries to enhance the sense of community in the Valley.

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**

Each year, the Shire of Chapman Valley donations and sponsorship procedure will provide support to events, activities and projects assessed as providing community benefit and are successful through an application process.

Donation and sponsorship support may be financial or in-kind. In-kind support may include (but is not limited to) waiving of venue hire fees, cleaning costs, or access to Shire equipment.

Included in the Shire's annual financial budget will be a specific line item amount for Community Enhancement Donations/Sponsorship. The budgeted amount will be determined by Council as part of the annual budget preparation process and may vary depending on affordability.

The Community Organisation is encouraged to have made application to source additional funding for the activity or event.

Applications

- Application are open all year round;
- Application forms can be completed online through the Shire of Chapman Valley website;
- Hardcopy application forms can be accessed by customer service at the Shire offices, or mailed out by calling 9920 5011;
- Applications should be received at least 8 weeks prior to the scheduled event/activity/project commencement date to ensure processing and evaluation procedures can be implemented (a shorter time period may be accepted for Tier One applications)

Process

- Application to be submitted for assessment.
- Community Development Officer (CDO) to ensure all application components are completed;
- Chief Executive Officer (CEO) can use delegated authority through Delegation 3005 or present applications to Council for determination;
- If considered necessary the CEO may consult with the Shire President and Tourism & Events Advisory Group members prior to exercising delegated authority on the final outcome of donation/sponsorship applications;
- CEO will provide correspondence to applicants on the outcome of their request;
- A list community donations/sponsorships approved in the prior month will be presented to Council as part of the CEO's Staff Information Report.

Tiers of funding

The minimum funding request is \$100. The maximum funding request is \$5,000.

1. Tier One, funding of \$100-\$500 for individuals participating in National Sporting competitions outside of WA (upon proof of selection) that may/may not be eligible for DSR (Regional Athlete Travel Subsidy) or ASC Local Sporting Champions) can be dealt with by the CEO under Delegation 3005;
2. Tier Two, funding of \$100-\$1,000 can be dealt with by the CEO under Delegation 3005;
3. Tier Three, funding of \$1,001-\$2,500 can be dealt with by the CEO in consultation with the Tourism & Events Advisory Group under Delegation 3005; and
4. Tier Four, funding of \$2,501-\$5,000 will require presentation to Council for consideration.

Who can apply

- Applications are welcome from incorporated community organisations and not for profit organisations that have a demonstrated significant connection to Chapman Valley.
- Applications from incorporated community organisations and not-for-profit organisations based outside of Chapman Valley may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes)
- Applications from private enterprises and for-profit organisations (based either in or outside Chapman Valley) may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes).
- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.
- Individuals residing in or demonstrated significant connection to Chapman Valley that are participating in National Sporting competitions outside of WA (upon proof of selection) that may/may not be eligible for DSR (Regional Athlete Travel Subsidy) or ASC Local Sporting Champions). Allocations (Tier 1) are limited to one allocation per financial year.

Eligibility

- Events, Activities and Projects must be held in the Shire of Chapman Valley Local Government boundaries (with exception of Tier 1 applicants);
- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.

Ineligibility

- Individuals (with exception of Tier 1 applicants) and government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs (with exception of Tier 1 applicants) or staff costs associated with an event/activity/project;

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- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same event/activity/project expenditure will not be supported, applicants can not apply for support for the same activity or event in consecutive years;
- Events/Activities/Projects with a sole political or religious purpose.
- Retrospective funding: activity/events started prior to being awarded the donation/sponsorship support, will be ineligible (with exception of projects/activities/events that demonstrate community benefit that are related to recovery from natural disaster e.g. cyclone/bushfire/flooding).

Assessment criteria

Criteria will include an assessment of all elements of the application form, including activity/event budget.

Criteria to be addressed include:

- **Sense of community:** to what extent does the event/activity/project nurture a sense of community in Chapman Valley?
- **Activation:** To what extent does the event/activity/project activate a public or private space in Chapman Valley?
- **Economic:** To what extent does the event/activity/project deliver economic benefits to the local businesses in Shire of Chapman Valley?
- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful event/activity/project?

Donation/Sponsorship conditions

- Funding must be used for the purpose and items as outlined in the application and approval letter;
- Successful applicants may be required to enter into a funding agreement with the Shire and agree to the terms and conditions included in that funding agreement;
- Organisations will be required to provide the Shire a tax compliant invoice(s) for the agreed amount of funding;
- Funding cannot be transferred to another organisation;
- Funding amounts approved may not reflect the full amount requested;
- If applicable, all required licences and permits must be approved by the appropriate government agency (e.g. event, venue hire, temporary food, road and traffic management if required);
- Applicants are encouraged to seek additional funding from other sources;
- Requests to change the purpose of the donation/sponsorship must be made in writing to the CEO;
- Request for extension to the approved donation/sponsorship timeline must be made in writing to the CEO prior to the activity/event;
- The Shire of Chapman Valley must be recognised as a sponsor of the activity/event in all relevant signage, media, speeches, MC notes, advertising and programming. Approved Shire logos will be supplied to the grant recipient if necessary.
- If requested, supporting documentation must be included with the application including:
 - A most recent financial statement certified by the President/Treasurer;
 - Current certificate of currency for Public Liability Insurance to the value of \$10 million;
 - Certificate of incorporation;
 - Evidence of other cash or in-kind support (where applicable);
 - Letters of support (where applicable); and
 - Organisations minutes endorsing the event.
- Activity/event is open for attendance by the local community.

Acquittal

- Acquittal instructions will be sent to the sponsorship recipient at the time of donation/sponsorship approval;
- Acquittal documents must be completed within 12 weeks of the event/activity/project being completed;
- Copies of all paid invoices and receipts may be required to be submitted;
- Unspent funds at the time of the acquittal deadline (12 weeks from event date) must be returned to the Shire within 7 days of the acquittal submission;
- If applicable, it is a requirement to have all acquittals for funding completed before applying for new

funding;

- Failure to complete acquittal requirements as requested may disqualify recipients from receiving further financial assistance and support from the Shire into the future.

Disclaimer

- The Shire may receive more funding applications than the available budget and funding may be exhausted prior to the end of the financial year;
- If the funding allocation is achieved before the end of the financial year, new event/activity/project donation/sponsorship funding will not be available until the adoption of the Council budget in the new financial year;
- The Shire reserves the right to refuse any application in the interests of appropriate public safety and where the event/activity/project is not considered to align with the values of Council and its Strategic Community Plan;
- All decisions of the Shire are final.

Application Timeframes

Applications may be lodged with 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

If considered appropriate by the CEO the successful applicants will be required to liaise with the Shire's CDO and provide for marketing and media opportunities during the Event/Activity/Project.

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; 07/21-03; 03/22-08;
05/22-02; 2023/04-6**

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 (unless an extension is granted by Council or under delegation by the Chief Executive Officer), 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.

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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

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- 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. This extension may be dealt with under delegation to the Chief Executive Officer and presented to Council as part of the CEO's Staff Information Report.

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 only be eligible to receive further CGF grants subject to the approved rollover and subsequent funding cannot be attached to the previous years funding.

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/CEO 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 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 an independent audit may be required as determined by the Chief Executive Officer.
- 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).

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- 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. |

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| | |
|--|---------------------------|
| 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:

| | |
|--|--|
| <input type="checkbox"/> Approved for receipt of Community Growth Fund Grant | <input type="checkbox"/> Declined for receipt of Community Growth Fund Grant |
|--|--|

Amount of Funds released \$

FILE No.:

Name of Authorised Officer

Signature and Stamp

Date

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:

Reviewed/Amended – Council Resolution:

03/21-10; 2023/04-6

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!

HR Induction & Guidelines Manual

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

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 |
| Full Manual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Full Manual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| Drug and Alcohol Policy | Minute Reference: 2023/06-8 | 15 th June 2023 |
| New - Grievance, Investigations and Resolution Policy | Minute Reference: 2023/08-6 | 15 th June 2023 |
| New – Disciplinary Action Policy | Minute Reference: 2023/08-6 | 15 th June 2023 |

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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.

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

2021 - 2025

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. |

Strategy 4 – Harassment & Grievance Procedures

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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

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.

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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

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

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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:1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes a work safety and health issue if a worker's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

For the purpose of this policy:

- The term "employees" shall extend to cover contractors as per the Work Health and Safety Act 2020, volunteers and any person performing work for or with the Shire in any capacity.
- The workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Responsibility

Under the Work Health and Safety Act 2020, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption at work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Code of Conduct for Employees at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Consume alcohol in company vehicles

Personnel shall not drive a shire vehicle whilst under the influence of drugs or alcohol. Should an accident or incident occur whilst under such influence, the person accepts total liability including all financial and insurance penalties.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire Workplace

Employees who buy, take or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task, they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

- For prescription medication they have a current and valid prescription (or medication packaging with the prescribed person's name clearly printed on the label) for the medication
- The pharmacy or prescribed medication is taken in accordance with the prescribed or recommended dosage.
- The medication was declared prior to the person commencing work and a Medication Declaration completed to supervisor.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including suspension without pay; termination of employment), however the Shire may also manage the issue by:

- Providing appropriate education and training employees;
- Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- a) Encourage their staff to make alternative arrangements for transport to and from the function;
- b) Ensure that the following is made available: Low alcohol beer, soft drinks and water – Beverages: tea, coffee and food;
- c) If the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee -

- a) The Shire will allow an employee to access any access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment; and

b) The Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. The Shire of Chapman Valley may test the entire workforce or certain working groups without cause.

All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including suspension without pay; termination of employment.

If it is suspected that a person is attempting to, or tampered, manipulated, substituted, or adulterated an AOD sample, a full investigation will be conducted.

If a person is found to have tampered, manipulated, substituted, or adulterated an AOD sample in any way, by any means, it will be treated as a serious breach and that person will be subjected to appropriate disciplinary action that may include, but is not limited to termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including suspension without pay; termination of employment.

13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are a risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Geraldton or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including suspension without pay and/or possible termination of employment. An employee or worker, once found to have produced a positive confirmatory test result, will be required to undergo three extraordinary drug and/or alcohol tests over six months without notice, not including normal selection for random testing.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

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; 2023/06-8

Appendix 1**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 | Benzoyllecgonine 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 |

CP-023 Standards for CEO Recruitment, Performance & Termination

| | |
|----------------------|---|
| POLICY NO | CP-023 |
| POLICY | STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | NA |
| LEGISLATION | LOCAL GOVERNMENT ACT 1995; and LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS |
| RELEVANT DELEGATIONS | NA |

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.

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

| | |
|--------------------------------------|-----------------|
| Adopted – Council Resolution: | 03/21-10 |
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| Reviewed/Amended – Council Resolution: | |
|---|--|

CP-026 Covid-19 Leave Policy

| | |
|----------------------|---|
| POLICY NO | CP-026 |
| POLICY | COVID-19 Leave Policy |
| RESPONSIBLE OFFICER | CEO |
| PREVIOUS POLICY No. | - |
| LEGISLATION | National Cabinet Decision 30 September 2022 |
| RELEVANT DELEGATIONS | - |

OBJECTIVES:

The objective of this Policy is to outline the terms and conditions associated with leave related to the COVID-19 pandemic. This policy covers provisions that are in addition to other leave provisions prescribed by the National Employment Standards and the Local Government Industry Award 2020. It also relates to non-paid leave associated with Elected Members.

SCOPE:

This Policy is intended to supplement and summarise employment conditions contained in awards, legislation and enterprise agreements but not to override them. To ascertain the rights and responsibilities of both the Shire, employees and Elected Members the parties should always refer to the primary documentation, e.g. Local Government Industry Award 2020.

POLICY STATEMENT/S:

Local Governments still have an obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14th October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

1. COVID-19 Leave for Staff**1.1 Objective**

This policy outlines the provision of additional paid leave for employees in response to the COVID-19 pandemic under circumstances where an absence from the usual workplace is unforeseen and the conditions under which it may be taken. It is important that the provision of additional paid leave for employees be considered in conjunction with the following policies:

- CMP-042 Annual Leave
- CMP-054 Working From Home
- CMP-059 Leave without Pay

1.2 Policy

Paid Pandemic Leave Allocation

Full Time and Part Time employees are entitled to up to 5 days COVID-19 leave per annum (38 hours for a Full Time employee, pro rata for part time employees) following an applicable confirmed diagnosis of COVID-19, a positive PCR or Rapid Antigen Test or in the event that they are mandated to quarantine or self-isolate by the WA Department of Health in the case of exposure to a locally transmitted case. Other circumstances related to COVID-19 and the application of this leave may be granted or declined at the CEO's discretion. Each 'day' of COVID-19 leave will be calculated according to the rostered or ordinary hours an employee would have worked on that day.

Mandatory Pandemic Leave

All Full time and Part time employees who test positive to COVID-19 are required to self-isolate for a period of at least two (2) days prior to considering to return to work, regardless if they have no symptoms and/or have no accrued leave available, the employee should be asked to work from home where possible. If it is not possible for the employee to work from home, the Local Government is to consider measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual. Deep cleaning practices should be adhered to during this occurrence.

Employees can access the Paid Pandemic Leave Allocation or other leave entitlements if they require more than the 5 days leave allocated per annum or elect not to use the pandemic leave. These include:

- Annual Leave – at half or full pay
- Long Service Leave – at half, full or double pay
- Personal Leave
- Leave without Pay – once all other leave types are exhausted

For New employees with insufficient accrued leave, the CEO be allowed discretion to approve additional leave (provided the Annual Budget allocation is not extinguished).

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where you feel it is safe to do.

Measures such as asking the employee to wear a mask or physical distance at work (i.e. moving them to duties where they work alone). If an employee works remotely and alone and there is no risk to themselves or others, then the employee could attend work as usual.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

1.3 Procedure

a) Employees should read this policy and discuss it with their Line Manager and/or their People and Development representative.

b) The employee requesting COVID-19 leave must submit a leave request through the Payroll officer, and include the required evidence as outlined in 1.2 Policy - Paid Pandemic Leave Allocation.

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- c) Upon approval, the employee is to remain in contact with their Line Manager to arrange a return to work/work from home timing.
- d) Complete the COVID-19 Return to Work Plan and return to their Line Manager/Payroll Officer.

2. COVID-19 Leave for Elected Members

2.1 Objective

This policy outlines the relationship between the Local Government and the Elected Member and the obligation to provide a safe and healthy working environment for its employees and Elected Members and ensure others are also not put at risk. Local Governments are encouraged to conduct a safety risk assessment and think about the approach that will be adopted when mandatory isolation ends on 14th October 2022. Local Governments should consider implementing or amending an existing policy for managing employees who test positive to COVID-19 whilst meeting any applicable consultation obligations under Work Health and Safety legislation, enterprise/industrial agreements, and the relevant award(s).

2.2 Policy

Pandemic Leave Allocation

Elected Members are not considered employees of the Local Government and therefore not eligible for Paid Pandemic Leave.

Following positive test to COVID-19, Elected Member are required to self-isolate from Council duties for a period of at least two (2) days prior to considering to return to 'in-person' duties regardless if they have no symptoms.

Working Arrangements

Working from home is encouraged (within five days of contraction) where it is available and where it is felt it is safe to do.

Measures such as asking the Elected Member to wear a mask or physical distance during 'in-person' duties.

The provision of Microsoft Teams and Zoom access is preferred to attending official meetings.

2.3 Procedure

- a) Elected Members should read this policy and discuss it with the Chief Executive Office and Shire President following a positive test and discuss a 'Return to Normal Duties' plan.

ADDITIONAL EXPLANATORY NOTES:

Legislative and Strategic Context

- Local Government Industry Award 2010
- National Employment Standards (NES)

Review Position and Date

This policy is to be reviewed by the Management Team as required and in-line with changes and directives issued by government bodies throughout the pandemic.

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

Adopted – Council Resolution:

11/22-10

Reviewed/Amended – Council Resolution:

CP-027 Grievance, Investigations and Resolution Policy

| | |
|----------------------|---|
| POLICY NO | CP-027 |
| POLICY | Grievance, Investigations and Resolution Policy |
| RESPONSIBLE OFFICER | CEO |
| PREVIOUS POLICY No. | - |
| LEGISLATION | Local Government Act 1995 |
| RELEVANT DELEGATIONS | - |

OBJECTIVES:

The objective of this Policy is to outline the impartial internal process associated with genuine grievances or complaints.

POLICY STATEMENT/S:

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Chapman Valley in any capacity.

EXECUTIVE INSTRUCTION:1. Application

The Executive Instruction applies to all employees who work at the Shire.

2. Definitions

In this Executive Instruction-

employee means:

- paid staff: full time, part time, permanent, casual, volunteers;
- any person performing work for or with the Shire in any capacity.

3. When this Executive Instruction may be used

All grievances other than those concerning the CEO, are to be lodged with the Manager Finance & Corporate Services

All employees have a right to express any genuine grievances or complaints via an impartial internal process. The Shire process, as set out in this Executive Instruction and the Grievances Procedure, provide a mechanism to ensure employees have every opportunity express their grievances related to discrimination, fairness, harassment and bullying.

The purpose of this Executive Instructions to –

- identify and resolve employee grievances at an early stage;
- clearly identify the personnel to whom it is appropriate to direct grievances;
- provide guidelines to employees and managers on their responsibilities and how to apply the grievance resolution procedures; and
- provide employees with alternative contact points to assist them in resolving their grievance.

4. Participant Roles

The following definitions set out the roles that apply to participants in the Grievance process –

a) Complainant –

An employee who raises a complaint about a matter regarding the workplace.

b) Respondent –

An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

c) Grievance Officer –

The MFCS, or CEO if MFCS is not appropriate or available, co-ordinates the procedure to resolve the dispute.

d) Investigator –

The Grievance Officer or other appropriate officer or external person selected by the Grievance Officer is to conduct investigations when a formal complaint is made.

e) Support Person –

A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

f) Witness –

A person who is requested by the Grievance Officer or Investigator to assist the process by providing relevant information regarding the complaint. This can include other Shire employees.

5. Making a Complaint

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire's policies, procedures, or code of conduct, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. In some circumstances, the Respondent may be unaware that their behaviour offends the Complainant.

If it is not reasonable or practicable (for example the nature of the complaint is deemed to be serious) the complainant should contact their Manager or Grievance Officer directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a complaint (verbally or in writing) to their Manager. If their Manager is the Respondent or the employee feels uncomfortable approaching their Manager, the Complainant should approach the Grievance Officer.

This complaint can be verbal or in writing.

A Manager who receives the complaint must contact the Grievance Officer, who is to decide upon the most appropriate way to take the matter forward as set out in the Grievance Procedure.

6. Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

a) Confidential –

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential;

b) Impartial (fair/unbiased) –

Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

c) Sensitive –

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

d) Timely –

The Shire aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

e) Documented –

All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

f) Natural Justice –

The principles of natural justice provide that –

- A Respondent has the right to respond to the allegations before any determination is made;
- A Respondent has the right to be told (where possible and appropriate) who made the allegation;
- Anyone involved in the investigation should be unbiased and declare any conflict of interest;
- Decisions must be based on objective considerations and substantiated facts; and
- The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

g) Procedural Fairness –

The principles of procedural fairness provide that –

- A Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- A Respondent is entitled to receive verbal or written communication from the Shire of the potential consequences of given forms of conduct, as applicable to the situation;
- A Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the Shire through the grievance process are investigated and considered;
- A Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

7. Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the Manager of the Respondent may commence a formal or informal performance management process in accordance with the Employee Performance and Development Procedures or elect to discipline the Respondent in accordance with the Disciplinary Action Instruction.

If the complaint involves a breach of a Policy or Instructions, or behaviour that is inconsistent with the employment relationship, the Manager of the Respondent, in consultation with the Grievance Officer, may elect to discipline the Respondent in accordance with the Disciplinary Action Instruction.

8. Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

9. Victimisation of Complainant

A complainant must not be victimised by the Respondent or any other employee of the Shire for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

10. Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Chapman Valley's employees will be notified of any variation to this policy by the normal correspondence method.

ADDITIONAL EXPLANATORY NOTES:

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

| | |
|--------------------------------------|-----------|
| Adopted – Council Resolution: | 2023/06-8 |
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| Reviewed/Amended – Council Resolution: | |
|---|--|

CP-029 Disciplinary Action Policy

| | |
|----------------------|----------------------------|
| POLICY NO | CP-029 |
| POLICY | Disciplinary Action Policy |
| RESPONSIBLE OFFICER | CEO |
| PREVIOUS POLICY No. | - |
| LEGISLATION | - |
| RELEVANT DELEGATIONS | - |

OBJECTIVES:

The objective of this Policy is to outline internal processes associated with employee behaviour, misconduct or unacceptable performance levels requiring disciplinary action.

POLICY STATEMENT/S:1. Commitment

The Shire of Chapman Valley may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

The Shire of Chapman Valley is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire of Chapman Valley policies, procedures and guidelines. Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will that, where reasonable, employees are given an opportunity and assistance to improve.

2. Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer in consultation with the Managers.

3. When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of Shire of Chapman Valley policy and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- Poor performance such as frequently attending work late or producing a poor quality of work; or
- Inappropriate personal behaviour such as theft, discrimination, harassment, bullying or wilfully disobeying a lawful instruction.

4. General Disciplinary Principles

The following principles will apply to any disciplinary action taken

Nature of allegation and investigation

Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances Policy & Procedure.

Right to a support person

Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of the support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.

Confidential

All parties must keep matters related to a disciplinary process confidential.

Fair and impartial

The Shire of Chapman Valley strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

5. Serious Misconduct

Serious misconduct pursuant to the *Fair Work Regulations 2009 (Cth)* includes, but is not limited to:

- Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- Conduct that causes serious and imminent risk to:
 - The health and safety of a person' or
 - The reputation, viability or profitability of the Shire of Chapman Valley's organisation;
- The employee, in the course of the employee's employment, engaging in:
 - Theft; or
 - Fraud; or
 - Assault
- The employee being verified, intoxicated at work;
- The employee returning a positive result for drugs, confirmed by a laboratory test; or
- The employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

6. Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Chapman Valley's policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- **Written warning** – If the employee engages in a more serious act or omissions, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Chapman Valley has a valid reason for terminating the employee's employment and the employee has an opportunity to response to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Chapman Valley's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

7. Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Chapman Valley's Grievances Policy

8. Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes details in the Shire of Chapman Valley's Grievances Policy.

9. Reporting Obligations

If an officer or employee of the Shire of Chapman Valley has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

10. Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisations employees will be notified of any variation to this policy by the normal correspondence method.

ADDITIONAL EXPLANATORY NOTES:

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

Adopted – Council Resolution:

2023/06-8

Reviewed/Amended – Council Resolution:

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:**

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|---|-----------------|
| Adopted – Council Resolution: | 07/18-10 |
| Reviewed/Amended – Council Resolution: | |
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CMP-026 Code of Conduct - Employees and Contractors

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|--------------------------|---|
| 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

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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 Resolution: | 05/15-23, 06/15-18; 03/17-32 |
| | |

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:**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. This is based on a 9-work day/2 week period subject to the RDO's being flexible if and when the occasion arises. These arrangements may be amended at the Chief Executive Officer's 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; 03/21-10 |

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; 03/21-10 |

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-052 Uniform Subsidy – Administration Staff

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|---------------------------------|--|
| MANAGEMENT PROCEDURE No. | CMP-052 |
| MANAGEMENT PROCEDURE | UNIFORM SUBSIDY – ADMINISTRATION STAFF |
| RESPONSIBLE OFFICER | 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

| | |
|---------------------------------|---|
| MANAGEMENT PROCEDURE No. | CMP-053 |
| MANAGEMENT PROCEDURE | STAFF ATTRACTION, INCENTIVE & RETENTION ALLOWANCES & CONDITIONS |
| 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.

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.

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; 07/16-17; 03/21-10 |
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CMP-054 Working From Home

| | |
|--------------------------|-------------------------|
| MANAGEMENT PROCEDURE No. | CMP-054 |
| MANAGEMENT PROCEDURE | WORKING FROM HOME |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | 14.240 |
| RELEVANT DELEGATIONS | |

OBJECTIVES:

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

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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

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; 03/21-10 |

WORKING FROM HOME ARRANGEMENT (WFHA)**EMPLOYEE DETAILS**

| | |
|--|--|
| Employee name: | |
| Position: | |
| Department: | |
| Employment status (full-time or part-time): | |
| Office location: | |
| Address of WFHA site: | |
| Email address: | |
| Mobile phone number: | |

WORKING FROM HOME ARRANGEMENT

| | |
|---|--|
| Days of work: | |
| Hours of work: | |
| Start and finish times or span of hours: | |
| Declared workspace (description of work area): | |
| Commencement date: | |
| Review date: | |
| End date: | |

WORKING FROM HOME ARRANGEMENT**OCCUPATIONAL SAFETY AND HEALTH CHECKLIST**

| | | |
|--|------------------------------|-----------------------------|
| 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)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are chairs sturdy with no loose casters/wheels? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are the electrical cords and extension wires secured? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | |
|---|------------------------------|-----------------------------|
| Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do the desk, chair, computer and peripherals meet ergonomic requirements? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there enough light for reading? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there adequate ventilation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there a working (<i>test</i>) smoke detector within hearing distance of the workspace? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the noise level of the area acceptable to avoid distraction from task concentration? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have been issued Local Government equipment, have you been briefed on the care of the equipment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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.

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- 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:

- Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- Employment must be of a continuing nature.
- 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:

- The attending of the study course does not unduly impact upon the operational objectives of the Local Government.
- 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.

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.

- a. 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.
- b. Access to Community Service Leave for the purposes of voluntary emergency management activity will be in the form of unpaid leave.
- c. 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

- a. 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:
- 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

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|--------------------------|-------------------------|
| 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 |
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| | |
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| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 07/19-4 |
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CMP-060 Recruitment and Selection Procedure

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|----------------------------------|---|
| 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

- (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
- 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.

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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

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.

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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:

03/21-10

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 devices and reserves the right to examine all 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 devices may result in significant communications costs. When users do not have access to 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. Mobile data devices are available for executive staff who 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."

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: | |
|--------------------------------------|--|

| | |
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| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/21-10 |
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Organisational Corporate Policy, Procedures & Guidelines Manual

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

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 |
| Full Manual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Full Manual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| New - Complaints Handling System | Minute Reference: 2023/06-8 | 15 th June 2023 |
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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.

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:

Appropriate staff will ensure that All Objections & Appeals will be dealt with in accordance with the relevant legislative requirements pertaining to the timing of the response.

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, 03/22-08**

CP-003 Complaints Handling

| | |
|-------------------------------|---|
| POLICY NO | CP-003 |
| POLICY | COMPLAINTS HANDLING |
| 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:**Objectives**

To develop a structured systematic approach to dealing with complaints received by the Shire of Chapman Valley from external persons.

To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.

To have complaints dealt with efficiently by an appropriate employee with minimal referral.

To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

Definition

A complaint is –

“an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (as defined by the *AS/NZS 10002-2014 Guidelines for Compliant Management in Organisations*)

Policy

The Shire of Chapman Valley recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

The Council and its staff will be open and honest in its dealings with customers.

When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.

The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

The Shire may determine to take the following courses of action –

- a) take no further action and advise the complainant of the reason/s;
- b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Confidentiality

Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.

A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

Application

Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –

- a) decisions made by Council or staff;
- b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
- c) the standard of works or services provided by the local government;
- d) the standard or condition of a facility provided by the local government; and
- e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.

The following issues are not regarded as complaints and will not be dealt with under this policy –

- a) requests for services;
- b) compliance enforcement action;
- c) a civic dispute between private individuals;
- d) a petition;
- e) requests for information or explanations of policies and/or procedures;
- f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
- g) the lodging of a submission in response to an invitation for comment.

Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.

Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Guidelines

Any person or their representative can lodge a complaint.

Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.

Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.

When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.

The standard response times when dealing with complaints are those in the Customer Service Corporate Management Procedure Charter.

Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.

The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:

- a) nature of each complaint;
- b) services or facilities about which the complaints are made;
- c) outcomes; and
- d) other relevant information

The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

Outcomes

Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.

Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.

Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following:

- a) a rude, angry and harassing customer;
- b) an aggressive customer;
- c) habitual or obsessive behaviour which may include –
 - i. cannot 'let go' of their complaint;
 - ii. cannot be satisfied despite the best efforts of the Shire;
 - iii. makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated

The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions:

- a) require the complainant to make an appointment to meet with employees;
- b) limit all future dealings to writing;
- c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
- d) direct all contact to be through a specific employee or area

The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

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

| | |
|---|--|
| Adopted – Council Resolution: | 08/05-11 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32; 03/17-32, 03/22-08; 2023/06-8 |

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*.



SHIRE OF
Chapman Valley
love the rural life!

FREEDOM OF INFORMATION STATEMENT

[Reviewed: July 2021]

G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\CURRENT POLICIES & PROCEDURES\Current Version\Organisational Corporate Manual.docx

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1.0 VISION STATEMENT

The Shire's Vision is 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper'.

2.0 DETAILS OF LEGISLATION ADMINISTERED

2.1 Examples of Legislation Affecting the Shire

In addition to the Local Government Act 1995 the Shire of Chapman Valley is bound by and may apply, in its daily functions, a range of federal and state legislation. Examples of some of the more significant legislation applicable to the Shire's functions and operations are as follows:

- Local Government (Miscellaneous Provisions) Act 1960
- Freedom of Information Act 1992
- Bushfires Act 1954
- Planning & Development Act 2005
- Health Act 1911
- Dog Act 1976
- Cat Act 2011
- Litter Act 1979
- Dividing Fences Act 1961
- Caravan Park and Camping Ground Act 1995
- Emergency Management Act 2005
- Building Act 2011
- State Records Act 2000
- Interpretation Act 1984
- Environmental Protection Act 1986
- Criminal Procedures Act 2004

These Acts, as with others, are often supported by subsidiary legislation which will also be applied in the course of conducting various functions within the Shire.

Although the above refers to specific examples the Shire is bound more broadly by, and may have cause to enforce, the requirements of any federal or state legislation where it applies in relevant circumstances.

2.2 Local Laws

The Shire of Chapman Valley is wholly responsible for administering the following Shire local laws:

- Dogs Local Law 2016
- Standing Orders Local Law 2016
- Activities in Thoroughfares & Public Places & Trading Local Law 2016

3.0 COUNCIL STRUCTURE

Parts 2 and 3 of the Local Government Act 1995 establishes the Shire of Chapman Valley as a local government and provides for its structure and functions.

The Shire is a body corporate with perpetual succession and a common seal, and with a governing Council.

The Shire's general function is to provide for the good government of persons in the district.

The Shire has both legal and executive powers and may do all things necessary or convenient in performing its functions.

3.1 Council Structure

The Council is comprised of eight (8) Councillors.

Role of the Council

The Council:

- governs the Shire of Chapman Valley's affairs; and
- is responsible for the performance of the Shire of Chapman Valley's functions.

The Council is also to:

- oversee the allocation of the Shire of Chapman Valley's finances and resources; and
- determine the Shire of Chapman Valley's policies.

The President and Deputy President are elected after the Local Government Elections every two years by the Elected Members. The current Shire President and Deputy President are:

Role of the Shire President

- presides at meetings in accordance with the Local Government Act 1995;
- provides leadership and guidance to the community in the district;
- carries out civic and ceremonial duties on behalf of the Shire of Chapman Valley;
- speak on behalf of the Shire of Chapman Valley;
- performs such other functions as are given to the mayor by the Local Government Act or any other written law; and
- liaises with the CEO on the Shire of Chapman Valley's affairs and the performance of its functions.

Role of the Deputy President

The Shire of Chapman Valley Deputy President performs the functions of the President when authorised to do so under section 5.34 of the Local Government Act. i.e.

If:

(a) the office of mayor or president is vacant; or

*(b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,
then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.*

Role of Councillors

A Councillor:

- represents the interests of electors, ratepayers and residents of the district;
- provides leadership and guidance to the community in the district;
- facilitates communication between the community and the council;
- participates in the Shire of Chapman Valley's decision-making processes at council and committee meetings; and
- performs such other functions as are given to a Councillor by the Local Government Act 1995 or any other written law.

The Chief Executive Officer is appointed by the Council.

Role of the Chief Executive Officer

The Chief Executive Officer's role is to:

- Advise the Council of the functions of the local government;
- Ensure that advice and information is available to the Council so that informed decisions can be made;
- Implement Council decisions; and
- Manage the day to day operations of the Shire of Chapman Valley including staff.

No Ward System

The Shire of Chapman Valley operates under a *No Ward System*.

3.2 Committees

Council members are elected to committees by the following process: -

- i) Members identify which committees they have an interest in sitting on.
- ii) Members vote by secret ballot their choice of committee members from the list of members who have indicated their interest in being on a particular committee.

To enable Council to efficiently administer its business, committees are appointed to oversee various aspects of its operations, all Committee meetings are held on an “as needs basis”.

Building & Disability Services Committee

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.

Delegation – Nil

5 x Councillors

Observers:

- ~ CEO
- ~ Building Surveyor

Finance, Audit & Risk Management Committee

The purpose of the Committee in fulfilling the requirements of Local Government (Audit) Regulation 17 by assisting the Chief Executive Officer to:

- a) provide an independent oversight of the financial systems of the local government on behalf of the Council;
- b) guide and assist the local government in respect to financial management;
- c) contribute to the Shire’s corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit;
- d) guide and assist with the Internal Audit and Risk Management;
- e) oversee the implementation of audit recommendations made by the auditor, which have been accepted by council; and
- f) oversee accepted recommendations arising from reviews of local government systems and procedures.

Delegation – Nil

4 x Councillors

1 x External, Independent Member

Observers:

- ~ CEO
- ~ Manager Finance & Corporate Services

Road Infrastructure Committee

Undertake an annual review the following:

- ~ Road Works Program;
- ~ Road Hierarchy;
- ~ Heavy Haulage Vehicle Permit Roads; and
- ~ Any other works infrastructure item referred to the Committee by Council.
- ~ Review the plant replacement program

Delegation – Nil

All Councillors

Observers:

- ~ CEO
- ~ Manager Works & Services
- ~ Deputy CEO
- ~ Works Leading Hand

Bushfire Brigade Group Management Advisory Committee

Meet at least annually to:

- ~ Elect Office Bearers;
- ~ Review previous year fire season;
- ~ Review the Shire's Fire Notice;
- ~ Liaise with external organisations (e.g. DFES, DPAW);
- ~ Review the DFES Capital & Operational Grants;
- ~ Any other bush fire related items referred to the Committee by Council.

Delegation – Nil

President (Presiding Member

3 x Councillor s

CBFCO

DCBFCO

All Brigade FCOs

Chief Executive Officer

Senior Ranger

Observers

1 x DFES Rep.

1 x DBCA Rep.

Batavia Local Emergency Management Committee

Meet as required in accordance with legislation and Council endorsed Local Emergency Management Arrangements (LEMA) to:

- ~ Review the LEMA & Recovery Plan;
- ~ Implement Emergency Exercises as required;
- ~ Any other emergency management related items referred to the Committee by Council.

Delegation – Nil

2 x Councillors

Chief Executive Officer

Landcare & Environmental Advisory Group

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.

Delegation – Nil

2 x Councillors

Observers

Chief Executive Officer

Deputy CEO

NACC Rep.

Landcare & Environment Consultant

Community Growth Fund Advisory Group

Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guideline, policies and procedures set by Council and make recommendations to Council to allocate funds

Delegation – Nil

President (Presiding member)

3 x Councillors (Members)

Chief Executive Officer

Manager Finance & Corp Svc

Comm. Develop. Officer

Tourism & Events Advisory Group

Will meet on an 'as needs' basis only to:

- ~ 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.
- ~ Liaise with external organisations

Delegation – Nil

3 x Councillors

CEO

Deputy CEO

Comm. Development Officer

2 x Community Representatives for Australia Day award nominations (recommend past winner as one rep.)

4.0 DETAILS OF DECISION MAKING FUNCTIONS

Local Laws, Policies and Corporate Management Procedures applying to this Council's district only, are made by Council under the Local Government Act 1995.

Council may provide that contravention of a provision of the local law is an offence and may provide for penalties to be imposed.

The Shire of Chapman Valley current local laws are:

- Dogs Local Law 2016
- Standing Orders Local Law 2016
- Activities in Thoroughfares & Public Places & Trading Local Law 2016

5.0 DOCUMENTS HELD

5.1 Any person can attend the office during office hours and inspect free of charge, subject to limitations any of the following in relation to council in the form in which it is normally held.

- a) annual report to electors;
- b) annual budget;
- c) annual financial report;
- d) various brochures available at the counter;
- e) shire library facilities;
- f) equal opportunity policy statement
- g) confirmed minutes of Council, committee and elector's meetings;
- h) Integrated Strategic & Operational Plans;
- i) register of financial interests;
- j) schedule of fees and charges;
- k) schedule of loan repayments;
- l) loans register;
- m) proposed local law of which State-wide public notice has been given;
- n) local laws made by Council;
- o) any written law that Council has the duty or power to enforce;
- p) rates record;
- q) confirmed minutes of council or committee meetings;
- r) minutes of elector's meetings;
- s) notice papers and agenda relating to any council or committee meeting and reports other documents that have been -
 - i) tabled at a council or committee meeting; or
 - ii) produced by council or a committee and presented at a council or committee meeting.
- t) prepared business plan;
- u) register of owners and occupiers and electoral rolls;
- v) register of delegations to committees.

5.2 Documents available to the public - for which a fee may be charged.

- a) maps of the Shire of Chapman Valley;

- b) the annual financial report;
- c) the annual budget;
- d) municipal inventory;
- e) town planning documents;
- f) freedom of information statement.

5.3 Other documents held which may be available for inspection within the Freedom of Information Act

- a) register of delegations to CEO and employees;
- b) unconfirmed minutes of council or committee meetings;
- c) notice papers and agenda relating to council or committee meetings and reports and other documents which -
 - i) are to be tabled at the meeting; or
 - ii) have been produced by the local government or a committee for presentation at the meeting.
- d) and which have been made available to members of Council or the committee.
- e) the information contained in a tender's register;
- f) property ownership enquiries.

5.4 Limits on right to inspect Local Government Information

A person's right to inspect information does not extend to the inspection of information:

- a) which is not current at the time of inspection; and
- b) which, in the CEO's opinion, would divert a substantial and unreasonable portion of resources away from other functions.
- c) in relation to any debt owed by a person other than the debt of the person making the enquiry.
- d) relating to minutes of meetings or notice papers and agenda and supporting reports and documents of a meeting which: -
 - i) was closed to the public; or
 - ii) in the CEO's opinion, could have been closed to members of the public, but was not closed.
- e) in relation to contracts for the CEO and senior employees if: -
 - i) the information relates to a matter other than the salary or the remuneration or benefits payable under the contract; and

- ii) in the CEO's opinion, the information should not be available for inspection by members of the public because of the private nature of the information.

5.5 Format in which information is held-

- a) library holds brochures, videos, cassettes and books, available for borrowing through the library system;
- b) rates records are held on computer hard disk;
- c) minutes of meetings are held in guard and bound books;
- d) annual report to electors, financial report and budget are held in booklet form and on hard disk;
- e) register of loans - hard copy;
- f) register of tenders - hard copy;
- g) register of delegations to committee - hard copy;
- h) maps - hard copy;
- i) Integrated Strategic and Business Plans - hard copy;
- j) register of financial interests - hard copy;
- k) owners, occupiers and electoral rolls - hard disk and soft copy;
- l) municipal inventory - book.
- m) correspondence, both incoming and outgoing is in filing cabinets for short term or held in the storeroom for long term archives. A system index schedule (numbers used in filing records) is held in booklet form;
- n) personal information - held in filing system and on computer hard disk.

6.0 THE OPERATION OF FREEDOM OF INFORMATION IN THE SHIRE OF CHAPMAN VALLEY

6.1 How and to whom initial enquiries should be made?

- i) In accordance with Section 12 (i) Initial enquiries should be made
 - a) in writing;
 - b) give enough information so that the documents requested can be identified;
 - c) give an Australian address to which notices can be sent; and
 - d) be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator: -

Chief Executive Officer

Shire of Chapman Valley

Post Office Box 1

Nabawa WA 6532

Telephone and fax numbers:

Phone: (08) 9920 5011

Fax: (08) 9920 5155

- ii) Applications will be acknowledged in writing and you will be notified of the decision within 45 days.
- iii) It is the aim of the Shire of Chapman Valley to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information Process.
- iv) If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

6.2 Freedom of Information Charges -

A scale of fees and charges set under the Freedom of Information Act Regulations.

- | | |
|---|--------------------|
| i) Personal Information about the applicant | <i>no fee</i> |
| ii) Application fee (for non- personal information) | \$30.00 |
| iii) Charge for time dealing with the application (per hour, or pro rata) | \$30.00 |
| iv) Access time supervised by staff (per hour, or pro rata) | \$30.00 |
| v) Photocopying staff time (per hour, or pro rata) | \$30.00 |
| vi) Per photocopy | .20 |
| vii) Transcribing from tape, film or computer (per hour, or pro rata) | \$30.00 |
| viii) Duplicating a tape, film or computer information | <i>Actual Cost</i> |
| ix) Delivery, packaging and postage | <i>Actual Cost</i> |
| x) Advance deposit may be required of the estimated charges | 25% |
| xi) Further advance deposit may be required to meet the charges for dealing with the application | 75% |
| xii) For financially disadvantaged applicants, those issued with prescribed pensioner concession cards, the charge payable may be reduced by 25%. | |

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

6.3 Notice of decision -

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details of the decision and procedures to follow.

Refusal of Access -

Applicants who are dissatisfied with a decision are entitled to ask for an internal review. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

6.4 Person responsible for decisions regarding access or the amendment of personal information under Freedom of Information -

The Chief Executive Officer makes decisions regarding access or the amendment of personal information under Freedom of Information.

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

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

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 |
|--------------------------------------|----------------|

| | |
|---------------------------|---|
| 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 |
|---------------------------|---|

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 |

CP-028 Habitual or Vexatious Complainants

| | |
|----------------------|------------------------------------|
| POLICY NO | CP-028 |
| POLICY | Habitual or Vexatious Complainants |
| RESPONSIBLE OFFICER | CEO |
| PREVIOUS POLICY No. | - |
| LEGISLATION | Local Government Act 1995 |
| RELEVANT DELEGATIONS | - |

OBJECTIVES:

Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complaints is that they are time consuming and wasteful of resources in terms of officer and member time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived problem.

1. To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious and ways of responding to these situations.
2. This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

The term "vexatious" is recognised in law and means "denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant".

POLICY STATEMENT/S:

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) Unreasonable complaints and/or unrealistic outcomes; and/or
- (ii) Reasonable complaints in an unreasonable manner.

2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Schedule A, the CEO, following discussions with the Executive Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken.

Schedule B details the options available for dealing with habitual and vexatious complaints.

3. The CEO will notify complainant, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action will be taken. The CEO will also notify the elected members that a constituent has been designated as a habitual or vexatious complainant.
4. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

GUIDELINES:**Schedule A – Criteria for determining habitual or vexatious complainants**

Complainants (and/or anyone acting on behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one or more of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and all avenues of review have been exhausted.
2. Persistently reframe or change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are resistant to explanation and repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with a notification of how future contact with the Council is to be made.
7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax. Judgement will be used to determine excessive contact taking into account the specific circumstances of each individual case.
8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with their complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
9. Are known to have recorded meetings or face to face/telephone conversations without the prior knowledge and consent of other parties involved.
10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquires being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.
11. Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:

- Clearly does not have any serious purpose or value; or
- Is designed to cause disruption or annoyance; or
- Has the effect of harassing the public authority; or
- Can otherwise fairly be characterised as obsessive or manifestly unreasonable.

12. Make repetitive complaints and allegations which ignore the replies which Council officers have supplied in previous correspondence.

Schedule B – Options for dealing with habitual or vexatious complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
2. Decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complaint will be notified of this.
3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complainants.
5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from our solicitor or other relevant agencies.

ADDITIONAL EXPLANATORY NOTES:

Legislative and Strategic Context

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

| | |
|--------------------------------------|------------------|
| Adopted – Council Resolution: | 2023/06-8 |
|--------------------------------------|------------------|

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|---|--|
| Reviewed/Amended – Council Resolution: | |
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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 |

Procedures

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 as 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 | FLYING FLAGS |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY/PROCEDURE No. | 6.50 |
| RELEVANT DELEGATIONS | NA |

OBJECTIVES:

The objective of this Policy is to ensure the Shire's protocols and practice of flying, displaying and lowering flags.

MANAGEMENT PROCEDURE STATEMENT/S:Introduction

The Australian National Flag is to be flown/displayed in ordinary working hours on ordinary working days. Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

- Australian National Flag.
- Western Australia State Flag.
- Aboriginal Flag.

Flying flags

Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

- To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).
- When a current or former Elected Member of the Shire passes away.
- When a Freeman of the Shire passes away.
- When a current Shire employee passes away.
- At the Shire President request when a local identity (not mentioned above) passes away.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

Approval to fly the flags at half-mast is to be given by the Chief Executive Officer on agreement from the Shire President.

Legislation Requirements

- <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
- <https://www.dpc.wa.gov.au/GuidelinesAndPolicies/protocol/Pages/Flags.aspx>
- <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>
- Australian Flags Act 1953
- Local Government Act 1995

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; 12/21-16 |
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CMP-024 Release of Unconfirmed Minutes

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|-------------------------------|----------------------------------|
| 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 | ADDITIONAL ADMINISTRATIVE FUNCTIONS & |
| RESPONSIBLE OFFICER | 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 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32 |

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 |



Risk Management Governance Framework

➤ Risk Management Procedures

Last Updated: January 2016

Version: 0.02

Shire of Chapman Valley

G:\040 Governance\411 Council Documents\411.01 - Policy Manual\Risk Management\Shire of Chapman Valley Risk Management Governance Framework PROCEDURES (Jany 16 Review).docx



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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.

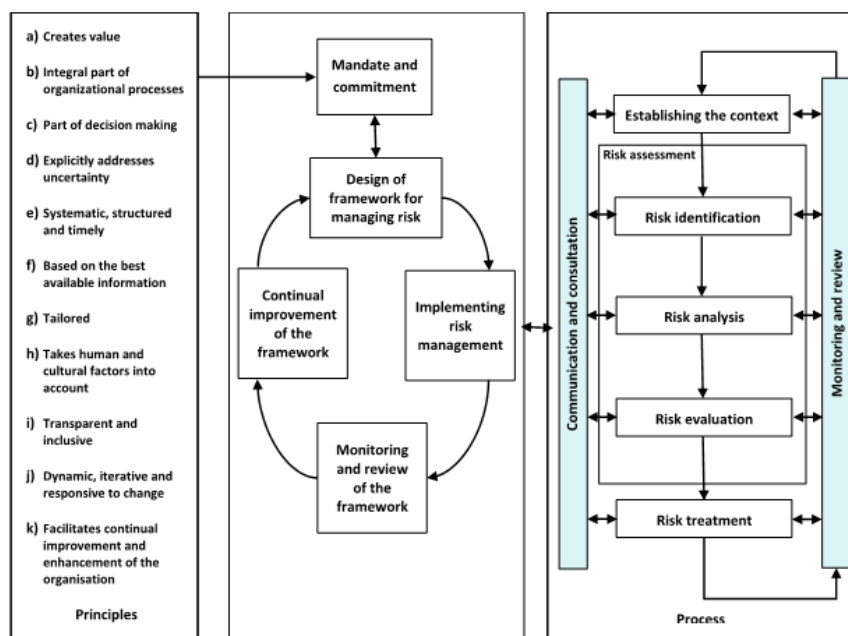


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

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

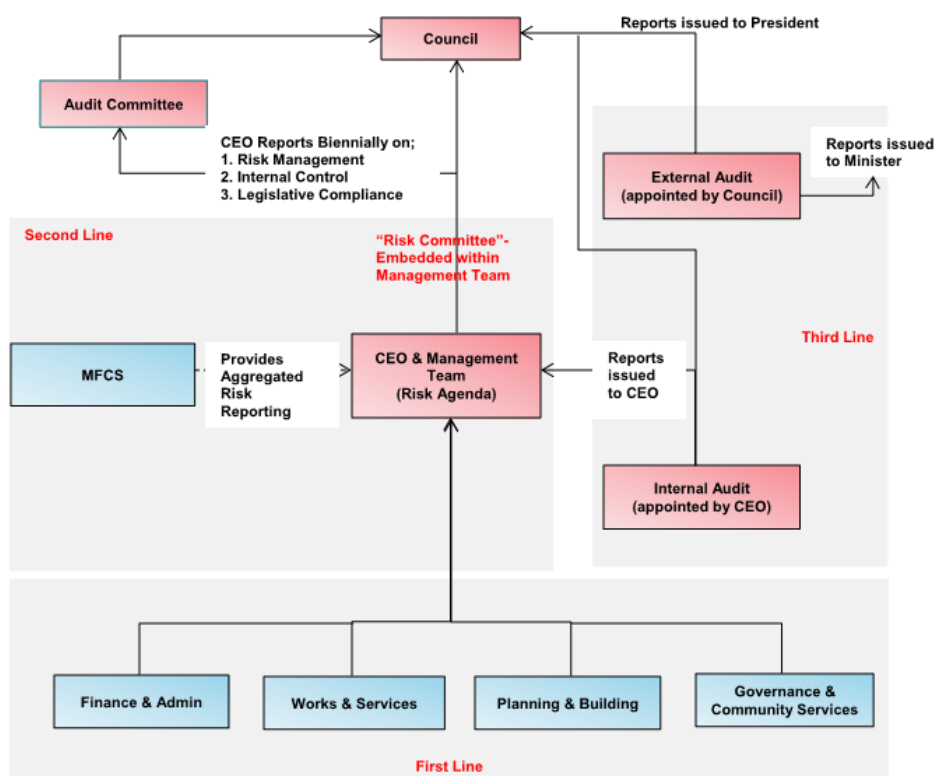
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

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

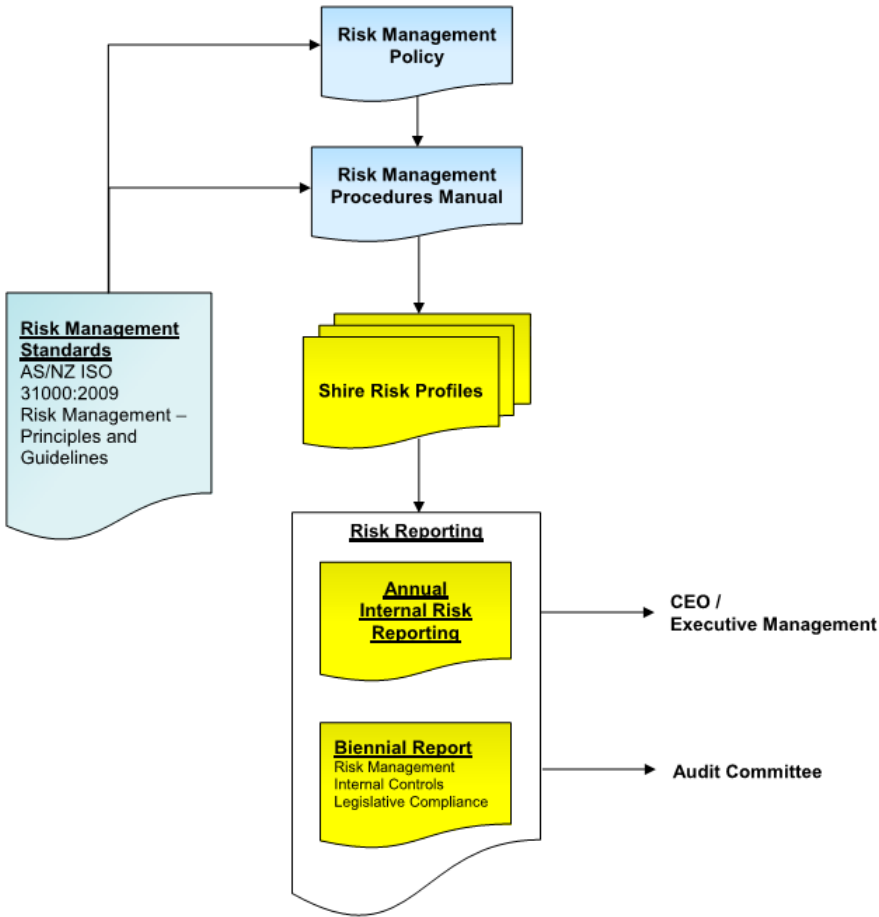
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

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.

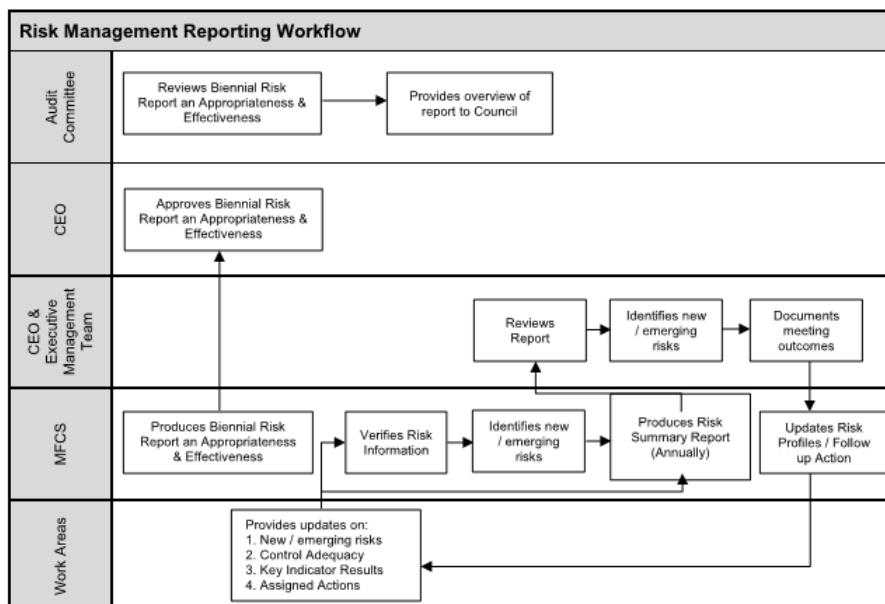
Risk management awareness and training will be provided to all staff.

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:

G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\CURRENT POLICIES & PROCEDURES\Current Version\Organisational Corporate Manual.docx

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

| | |
|---|--|
| Adopted – Council Resolution: | 10/01-9 (9.10) and 12/01-10 (9.20) |
| 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 |

CMP-032 Corrections / Discrepancies in Minutes

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|-------------------------------|--------------------------------------|
| 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.

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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;

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- 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

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- 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

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|-------------------------------|--------------------------|
| 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 |
| Reviewed/Amended – Council Resolution: | 05/15-23; 06/15-18; 03/17-32 |

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:

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|--|
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| |

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 |
|------|-----------|---------|-----------|
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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-002 Bushfire Brigade Membership

| | |
|-------------------------------|-----------------------------|
| MANAGEMENT PROCEDURE No. | EMP-002 |
| MANAGEMENT PROCEDURE | BUSHFIRE BRIGADE MEMBERSHIP |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY/PROCEDURE No. | NA |
| RELEVANT DELEGATIONS | WORK HEALTH SAFETY ACT 2020 |

OBJECTIVES:

To stipulate the procedure to be followed for the recruitment and appointment of Bushfire Brigade Members in the Shire.

MANAGEMENT PROCEDURE STATEMENT/S:**1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following:

- a) firefighting members;
- b) auxiliary/support members;

2. Firefighting Members

Firefighting members are those persons being at least 18 years of age who undertake all normal brigade activities.

3. Auxiliary/Support Members

Auxiliary/Support members are those persons who are willing to supply free vehicular transport for firefighting members or firefighting equipment, or who are prepared to render other assistance required by the bush fire brigade, yet will not able to participate in firefighting activities.

4. New Membership Application & Decision Process

- a) A new member is to complete the volunteer nomination form and accept the conditions for membership.
- b) The Brigade Fire Control Officer (FCO) should decide whether to recommend the application to the Chief Bush Fire Control Officer (CBFCO).
- c) The CBFCO must consider the application and make a recommendation to the Shire Chief Executive Officer (CEO) to accept or reject the application.
- d) The Shire CEO will make a determination on the acceptance or rejection of an application.
- e) The Shire CEO then must advise the applicant in writing of a final decision.
- f) The applicant has the right to appeal the decision of the Shire CEO. The appeal should be in writing addressed to the Shire CEO.
- g) The Shire CEO is to make a determination on the applicant appeal in consultation with the Brigade FCO and CBFCO.

5. Induction

All new members shall be—

- a) introduced to brigade members and shown all brigade facilities during induction by the Brigade FCO;
- b) instructed about any safety requirements by the Brigade FCO;
- c) made aware of brigade duties and responsibilities by the Brigade FCO;
- d) provided with a mentor/s until such time as they are familiar with Normal Brigade Activities by the Brigade FCO;
- e) made fully aware of the required initial and refresher training requirement of a Brigade Member or Shire Training Officer;

- f) made aware of local government guidelines, arrangements, policies and procedures by the Shire CEO.

(Note: The brigade member is to formally endorse they have completed all the above requirements in writing and provided this to the Shire CEO)

6. Dual Membership

A member may be a member of another local government brigade.

7. Conditions of Membership

- a) The conditions of membership shall refer to—
 - i. Firefighters; and
 - ii. Auxiliary/Support Members.
- b) A new firefighting member is required to complete the necessary Fire Fighter Training Courses as required by the local government prior to commencing active firefighter duties.
- c) Competency in these Training Courses shall be the minimum acceptable standard required for a firefighting member to perform active supervised and unsupervised firefighting duties. Currently this includes Induction and training Courses as determined by the Shire CEO —
 - i. All members must comply with the legislative requirements of the—
 - Bush Fires Act 1954 (WA);
 - FES Act 1998 (WA); and
 - Equal Opportunity Act 1984 (WA).
 - ii. All members must act within the—
 - Local Government guidelines, arrangements, policies and procedures;
 - Brigade's local policies (if applicable) yet the Local Government guidelines and policies will always take precedence over Brigade local policies;
 - Competency and commitment requirements for an active volunteer firefighter brigade member or ancillary/support member roles as required by the Shire CEO; and
 - State Hazard Plan – Relevant to Bushfires control, prevention and management
 - iii. Firefighting members must maintain currency of the appropriate licences to be able to operate brigade vehicles. Any traffic offence resulting in a suspension or loss of licence relevant to all members must be reported to the Brigade FCO, CBFCO and Shire CEO and the member must comply with the terms of their suspension.

8. Review of Membership Register Status

No later than 31 May in each year the Shire appointed Training Officer is to obtain from DFES the name, contact details and type of membership of each brigade member. This list is to be provided to the Shire CEO along with a matrix of all members training status (initial completion dates and refresher due dates).

9. Membership Requirements/Commitments

- a) Members are required to maintain currency in brigade activities and training to be deemed as an Active Firefighting Member and or be granted special considerations due to extenuating circumstances as determined by the Shire.
- b) If extenuating circumstances apply where a member is unable to meet brigade requirements /commitments, it shall be the responsibility of the member to notify the Brigade FCO of the circumstance, and the Brigade FCO will give considerations to the member and make a recommendation to the Shire CEO on the continuation of the membership (or not). The Shire CEO is then to determine the membership status of the member concerned.
- c) The Shire appointed Training Officer should endeavour to establish flexible arrangements for the member to meet training the requirements wherever possible, yet it remains the responsibility of the brigade member to ensure they comply with the training requirement as set by the Shire.

10. Failure to Comply with Requirements/Commitments

- a) Should a member of a brigade fail to comply with these Procedures, correspondence will be forwarded to the member requesting contact be made with the Shire CEO to indicate the intentions of the member's status.
- b) The Brigade Member may—
 - i. respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
 - ii. request in writing for Leave of Absence from these Procedures due to personal circumstances; or
 - iii. terminate their membership.
- a) If a member fails to respond to the correspondence within fourteen (14) days a subsequent letter will be forwarded putting the member on final notice. Should a member fail to acknowledge the final notice within fourteen (14) days, the membership shall be terminated, to take effect from the date of the final notice.

11. Change of Members Details

The local government and DFES are to be notified of any change of personal details of a member. The Brigade FCO will advise the Shire CEO within fourteen (14) days of all membership detail change(s).

12. Leave of Absence

- a) A member may at any time request a Leave of Absence from all Procedural requirements/commitments for a period not to exceed twelve (12) consecutive months.
- b) The application should be made in writing and addressed to the Shire CEO.
- c) On completion of the Leave of Absence period the member must undertake any refresher training required before resuming active firefighting duties. If the request for Leave of Absence is for a medical condition the member must provide confirmation of fitness to the satisfaction of the CBFCO & Shire CEO to be able to resume active firefighting duties.

13. Grievance Process/Disciplinary Action

- a) The Shire is committed to providing an environment in which all persons can expect to be treated equally and with respect.
- b) All members are to have an understanding of the Shire's Grievance Policy and any other applicable Shire policies, procedures, arrangements, guidelines, etc.
- c) A grievance is any serious allegation, dispute or claim, arising during any training or activity in relation to an act committed by a member. Examples which may be considered a grievance include, yet not necessarily limited to—
 - i. constitute a breach of these Procedures;
 - ii. bring the brigade and/or the Shire into disrepute;
 - iii. contravene any reasonable direction given by the Shire CEO, Brigade FCO, CBFCO or their delegate;
 - iv. disregard Shire regulations, policies, procedures, arrangements, guidelines, etc. as applicable;
 - v. jeopardise the safety of the member or others; or
 - vi. result in the member being convicted of, an offence for which an offender may be imprisoned.
- d) Where a grievance arises, an investigation must be conducted by the Shire CEO (in conjunction with the CBFCO if considered necessary by the Shire CEO) in accordance with the Shire's Grievance Policy & Procedures.
- e) During the investigation it may be determined the member should be suspended from all or part of brigade activities, subject to the Shire CEO's approval. If a member is to be suspended during the investigation the Shire CEO should notify the member in writing of the terms of the suspension, including the reason for the suspension and the time period. The time period for suspension during an investigation, should not exceed three (3) consecutive months.
When an investigation is complete a report will be provided by the investigating officer to the CBFCO outlining the process of the investigation, the conclusions drawn and any recommended action.

- f) Disciplinary action in relation to the member may include—
 - i. suspension of membership;
 - ii. termination of membership; or
 - iii. any other reasonable disciplinary action as determined by the Shire CEO in consultation with the CBFCO.
- g) If a disciplinary suspension is imposed, the Shire CEO must notify the member in writing of the suspension, including the suspension period and reason for suspension. Suspension may be from complete or specific brigade duties and activities.
- h) The period of disciplinary suspension shall be determined by the Shire CEO in consultation with the CBFCO.
- i) On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties which will be supervised and or acknowledged by the Shire CEO and/or Training Officer.
- j) If a membership is to be terminated, the Shire CEO will notify the member in writing, and provide a reason for termination. The Shire CEO is also advise the CBFCO, relevant Brigade FCO and Shire of the decision to terminate a membership
- k) Where a membership is terminated, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

15) Rights of a Volunteer Member

- a) A member shall not be suspended or dismissed from any brigade duty without an opportunity to defend the allegation.
- b) Any member may lodge a written objection to the Shire CEO should they consider they have been unfairly dealt with by the Committee.
- c) The Shire CEO & CBFCO shall consider the objection. This may include either—
 - i. dismissing the objection;
 - ii. variation to the decision; or
 - iii. revoking the original decision; and
 - ~ imposing an independent decision; or
 - ~ referring the matter back to the Shire Council to reconsider the decision.

16) Member Resignation

- a) A member can decide to resign from brigade activities and terminate their membership by notification to the Shire CEO.
- b) Where a member resigns, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

ADDITIONAL EXPLANATORY NOTES:

Nil

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

| | |
|---|-----------------|
| Adopted – Council Resolution: | 10/21-10 |
| Reviewed/Amended – Council Resolution: | |

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 |



Planning & Development Policy, Procedures & Guidelines Manual

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

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 |
| Full Manual Review | Minute Reference: 03/21-10 | 17 th March 2021 |
| Full Manual Review | Minute Reference: 03/22-08 | 16 th March 2022 |
| | | |
| | | |

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.

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

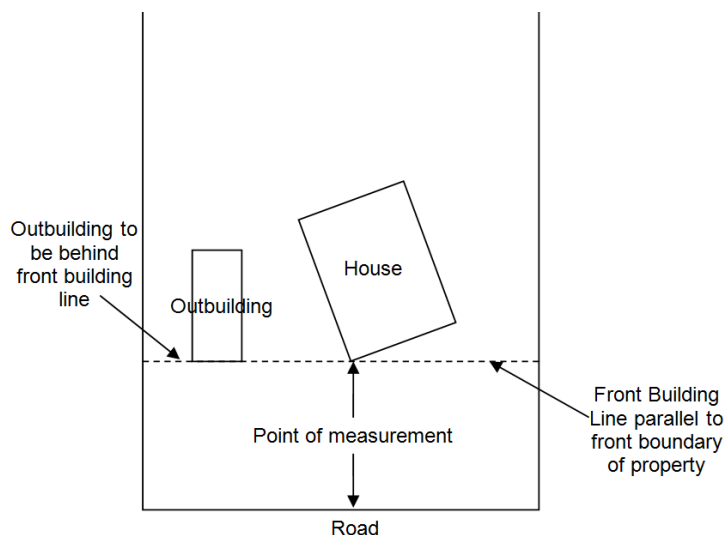
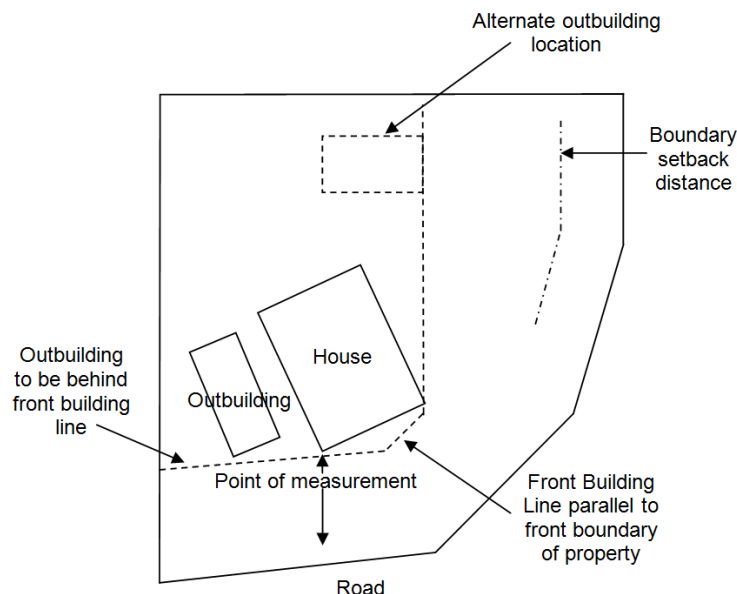


Figure 2



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 | <ol style="list-style-type: none"> Public Road Access Potable Water Supply Ablutions Car Parking Lot size Setback Siting Clearing Screening Design & Materials Management | <ol style="list-style-type: none"> Type 3 – 12m form/8m gravel paved 46,000 litres storage (10,000 gals) As per Health Act 1911, including provision for disabled 1 car bay for every 3m² of public area – gravel std/Local Government specs. 10ha 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. Away from sand dunes, ridge lines and side slope/breakaway areas No removal of remnant vegetation Well screened from view of neighbouring properties Complementary with landscape – earth tones – no reflection On site managers residence |
| Bed & Breakfast | <ol style="list-style-type: none"> Public Road Access Potable Water Supply Guest Ablutions Car Parking Lot size Management | <ol style="list-style-type: none"> Type 2 – 10m formed 92,000 litres storage (20,000 gal) 1 shared bathroom 1 car bay per room – gravel standard Nil Within the same building |
| Caravan Park & Camping Ground | <ol style="list-style-type: none"> Location Public Road Access | <ol style="list-style-type: none"> 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. 1 car 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 | 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 |
| Holiday House (continued) | 10. Landscaping 11. Design & Materials 12. Management | 10. Peripheral native landscaping around Guesthouse building 11. Complementary with landscape – earth tones – no reflection 12. Within the same building |
| 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.

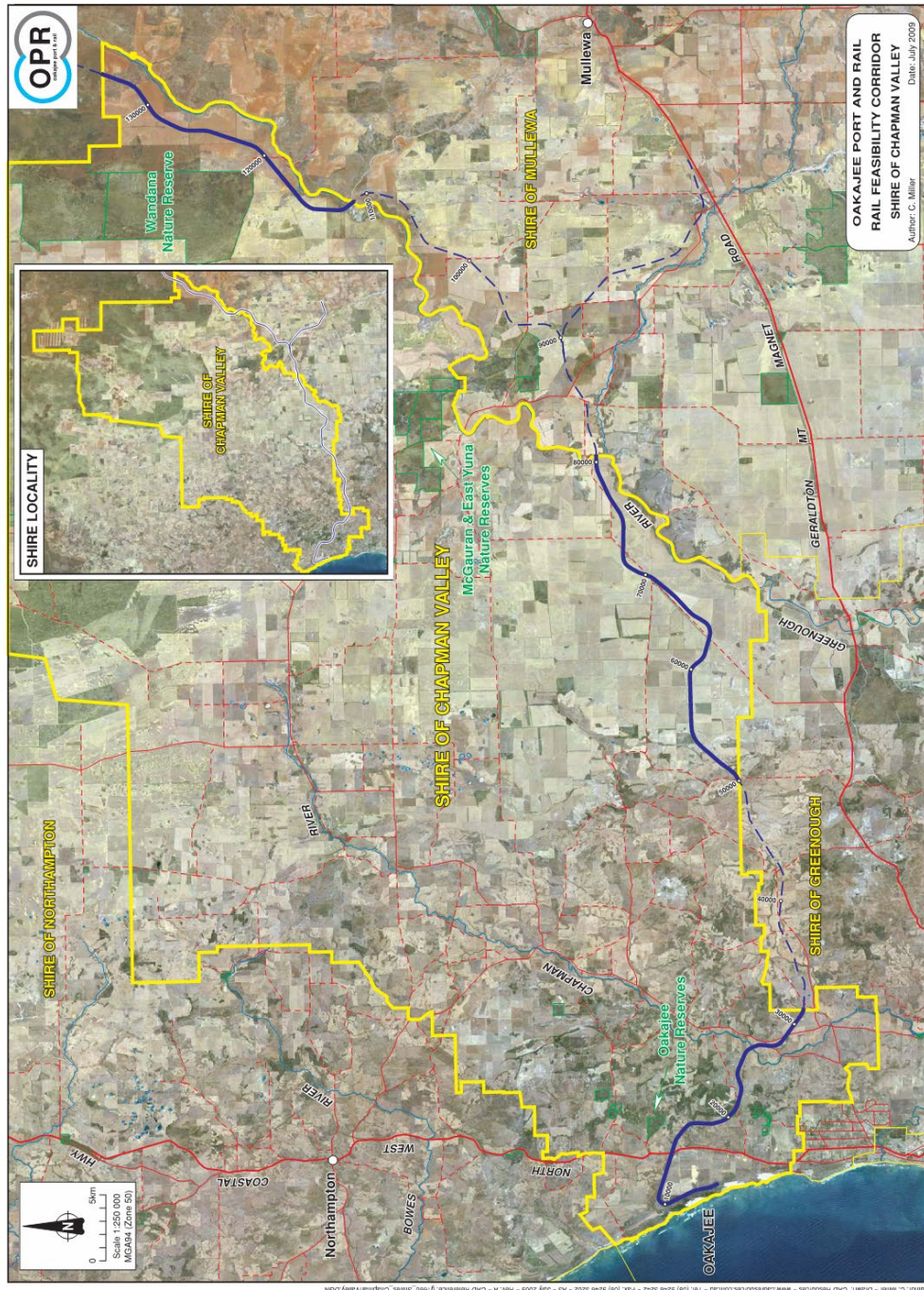
9.0 REFERENCE & ADOPTION

| | |
|--------------------------------------|----------------------------------|
| 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 Tallinger 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) | |
| • likely to impact on surrounding owners; or | B |
| • not likely to impact on surrounding owners | A |
| Planning Applications (discretionary after advertising) | |
| • impacts are confined to adjoining properties and the immediate vicinity of the proposal; or | C |
| • 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: | |
| • impacting on the Shire in general; or | E |
| • 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

[illegible]

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 form 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

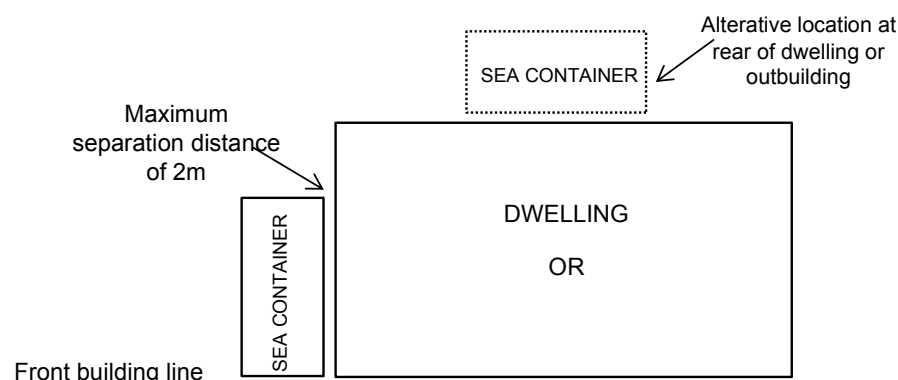
The placement of a sea container upon a property constitutes development and this policy provides the criteria for when a planning application is required (and not required) to be lodged.

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 relocatable '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

| | |
|---------------------------|---|
| "Act" | means the <i>Planning and Development Act 2005</i> ; |
| "advertisement" | has the same meaning as "sign"; |
| "advertising device" | 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; |
| "bill" | means any material on which words, numbers or figures are written, placed, printed, illustrated or painted; |
| "business" | includes the conduct of a profession, trade or occupation; |
| "business direction sign" | 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; |
| "CEO" | means the Chief Executive Officer of the Local Government; |
| "Council" | means the Council of the Shire of Chapman Valley; |
| "depth" | 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. |
| "development sign" | 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; |

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| <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; |

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| <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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| Responsible Business Unit | Planning |
| LPP Category | 7 – Miscellaneous |
| Public Consultation | As required |
| Adoption Date | 20/5/20 |
| Next Review Date | - |
| Reference Number (Internal purposes) | SoCVLPP7.4 |

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 |
| Adoption Date | 20/5/20 |
| Minute Reference | 05/20-08 |
| Next Review Date | - |
| Reference Number (Internal purposes) | SoCVLPP7.5 |

10.3.2

Community Growth Fund

Department

Development Service
Community Development

Author

Jamie Criddle

Reference(s)

403.10

Attachment(s)

1. Unconfirmed Minutes CGF Advisory Group April 2024 [**10.3.2.1** - 9 pages]
2. Matrix Summary Recommendations [**10.3.2.2** - 1 page]

Voting Requirements

Simply Majority

Staff Recommendation

That Council

1. Minute Ref: CGFAG 2024/03-3 – Community Growth Fund Allocations

Council receives the minutes from the 8 April 2024 Community Growth Fund Advisory Group meeting and endorses the following funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2023/2024 budget consideration:

| | | |
|---------------------------------------|--|---------|
| Chapman Valley Shears | Concrete hard stand | \$8,800 |
| Chapman Valley Football Club | Behind the Goal Netting | \$6,000 |
| Chapman Valley Country Music Festival | <i>Seed funding for running of CV Country Music Festival</i> | \$9,000 |

Disclosure of Interest

Chief Executive Officer, Mr Jamie Criddle declared an impartiality interest as he is a member of the Chapman Valley Junior & Senior Football Club Committees.

Background

Council has in previous budgets set an amount aside of \$30,000 for Community Growth Fund (CGF) applications. Applications opened 13 February 2024 and closed 12 March 2024 with the Community Growth Fund Advisory Group meeting held on 8 April 2024 for evaluation of all applications in readiness for Council determination.

Comment

The Shire of Chapman Valley Community Growth Fund (CGF) Advisory Group comprises of the following Council appointed representatives:

Cr Nicole Batten (Presiding Member)

Cr Kirrilee Warr

Cr Emma Rodney
Cr Cr Low
Chief Executive Officer
Manager Finance & Corporate Services
Community Development Officer

The purpose of the Advisory Group is as follows:

“Evaluate applications received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with Guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds.”

A copy of the Unconfirmed Minutes of the CGF Advisory Group held on the 8 April 2024 is provided at Attachment 10.3.2.1.

| | |
|--|-----------|
| Total funding amount requested - | \$25,800 |
| Total project cost of all submissions received - | \$120,830 |
| Total percentage ratio funding to project cost - | 22% |

Statutory Environment

This report has no statutory environment requirements.

Policy/Procedure Implications

A Policy or Procedure is affected:
Organisational Corporate Policy & Procedures
Council has approved the CGF Operational Procedures (see Attachment 10.3.2.2) and this was the basis upon which the Group evaluated the applications received.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:
The CGF Advisory Group recommendations will affect the 2023/2024 Draft Budget; however, will have similar impact to the financial position as previous years.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

- 1.1 Nurture the sense of community and unity across the Shire, while supporting towns and their volunteers in local issues.
- 1.1.2 Determine a whole of Shire community integration approach.
- 1.1.3 Identify all volunteers and determine their support needs.

Consultation

The Community Development Officer has had regular dialogue with the groups and individuals within the community to explain the CGF Operational Procedures and will continue to do this.

Risk Assessment

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.
A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.



COMMUNITY GROWTH FUND ADVISORY GROUP Minutes



Meeting Date Monday 8 April 2024

Meeting Time 10:00 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road, Nabawa
WA 6532, Council Chambers

Community Growth Fund Advisory Group 8 April 2024 - Minutes

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

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 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 of 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.

Community Growth Fund Advisory Group 8 April 2024 - Minutes

COMMITTEE PURPOSE & DELEGATIONS

Evaluate application received for funding under the Shire of Chapman Valley Community Growth Fund program in accordance with guidelines, policies and procedures set by Council and make recommendations to Council to allocate funds

- Delegations – Nil

The Community Growth Fund Advisory Group is comprised of:

Cr Kirrilee Warr

Cr Nicole Batten

Cr Catherine Low

Cr Emma Rodney

CEO

Manager Finance & Corporate Services

Community Development Officer

Community Growth Fund Advisory Group 8 April 2024 - Minutes

| | |
|---|----------|
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| 2 Presiding Member | 5 |
| 2.1 Appointment of Presiding Member | 5 |
| 3 Record of Attendance | 5 |
| 3.1 Attendees | 5 |
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| 5.1 Petitions | 6 |
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Community Growth Fund Advisory Group 8 April 2024 - Minutes

1 Declaration of Opening & Announcements of Visitors

The Chief Executive Officer welcomed elected members and staff to the Community Growth Fund Advisory Group meeting and declaring the meeting open at 10:03am.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."

2 Presiding Member

2.1 Appointment of Presiding Member

The Chief Executive Officer called for nominations for the Presiding Member of the Community Growth Fund Advisory Group. Cr Warr nomination Cr Batten, who accepted the nomination. There being no further nominations Cr Batten was elected unopposed to the position of Presiding Member of the Community Growth Fund Advisory Group.

3 Record of Attendance

3.1 Attendees

The following attended the committee meeting:

Elected Members

Cr Kirrilee Warr - via TEAMS
Cr Catherine Low
Cr Emma Rodney - via TEAMS
Cr Nicole Batten - via TEAMS

Officers

Jamie Criddle, Chief Executive Officer
Dianne Raymond, Manager Finance & Corporate Services
Teagan Csepany, Community Development Officer

3.2 Apologies

Nil

Community Growth Fund Advisory Group 8 April 2024 - Minutes

4 Disclosure of Interest

| Meeting Details: | Person | Type of Interest | Agenda Item |
|--|-------------------|------------------|---------------------|
| Community Growth Fund Advisory Group 8 April 2024 | Cr Kirrilee Warr | Impartiality | 6.1 Member of Group |
| Community Growth Fund Advisory Group 8 April 2024 | Cr Nicole Batten | Impartiality | 6.1 Member of Group |
| Community Growth Fund Advisory Group 8 April 2024 | Cr Katie Low | Impartiality | 6.1 Member of Group |
| Community Growth Fund Advisory Group 8 April 2024 | Jamie Criddle CEO | Impartiality | 6.1 Member of Group |

5 Petitions/Deputations/Presentations

5.1 Petitions

The council has not received any petitions.

5.2 Presentations

The Council did not accept any presentations in the course of the meeting.

5.3 Deputations

The Council did not receive any deputations in the course of the meeting

Community Growth Fund Advisory Group 8 April 2024 - Minutes

6 Agenda Items

| 6.1 | Consideration of Applications Received and Recommendation to Council |
|----------------------|---|
| Attachment(s) | <ol style="list-style-type: none"> 1. Community Growth Fund Operational Procedures - CMP-067 [5.1.1 - 12 pages] 2. Application - CV Shearing Committee [5.1.2 - 7 pages] 3. CGF Application FABCV [5.1.3 - 7 pages] 4. CGF Application CVFC [5.1.4 - 9 pages] 5. CGF Application CV Country Music Festival [5.1.5 - 7 pages] 6. Matrix Summary Applications [5.1.6 - 2 pages] |

Advisory Group Recommendation

That Council endorses the following (attached) funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2024/2025 budget consideration.

Advisory Group Resolution

Moved: Cr Emma Rodney **Seconded:** Cr Katie Low

10:06 am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 6.1:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

For Cr Nicole Batten, Cr Katie Low, Cr Emma Rodney and Cr Kirrilee Warr

Against Nil

4 / 0

CARRIED UNANIMOUSLY
Minute Reference CGFAG 2024/03-1

Discussion was undertaken on the item.

Advisory Group Resolution

Moved: Cr Kirrilee Warr **Seconded:** Cr Emma Rodney

11:07am, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 6.1:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

Community Growth Fund Advisory Group 8 April 2024 - Minutes

For Cr Nicole Batten, Cr Katie Low, Cr Emma Rodney and Cr Kirrilee Warr
Against Nil

4 / 0

CARRIED UNANIMOUSLY
Minute Reference CGFAG 2024/03-2

Advisory Group Resolution

Moved: Cr Emma Rodney **Seconded:** Cr Kirrilee Warr

That Council endorses the following (attached) funding allocation under the Shire of Chapman Valley's Community Growth Funds for 2024/2025 budget consideration.

1. The Chapman Valley Shearing Committee \$8,800 for the Livestock and Spectator Area Upgrade project subject to receiving a written quotation for concrete works;
2. The Chapman Valley Football Club \$6,600 for the Goal Post Nets project;
3. The Chapman Valley Country Music Festival project subject to advising that this is not an ongoing funding, it is seed funding for a new community project group project.
4. That the application from For a Better Chapman Valley for \$2,000 for the Rainmakers Quiz Night be removed and referred to the CMP-065 Community Enhancement Donations & Sponsorship funds.
5. That officers update the online application web form to reflect the operational guidelines, provide clarity in language and provide additional templates for budget information and add a variations request template.

For Cr Nicole Batten, Cr Katie Low, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

4 / 0

CARRIED UNANIMOUSLY
Minute Reference CGFAG 2024/03-3

Comment

- A copy of the Council approved "Community Growth Fund Operational Procedures – CMP-067" under separate cover for Advisory Group guidance in evaluating applications.
- Copies of all applications are supplied under separate cover for Advisory Group consideration.
- Matrix Summary of all applications are supplied under separate cover.

Community Growth Fund Advisory Group 8 April 2024 - Minutes

6 General Business

Nil

7 Closure

The Presiding Member thanked Elected Members and Staff for their attendance and closed the Community Growth Fund Advisory Group 8 April 2024 at 11:10 am.

UNCONFIRMED

| 2024-25 Community Growth Fund Application Matrix | | | | | | | | | | | | | | | | |
|--|--|------------------|---------------------------------------|---|---|--|-----------------------|--|-------------------------------------|--|------------|--|--|---------------------|--|----------------------------------|
| Project Number | Applicants | Contact | Project title | Project description | Project location | Project dates | Budget: details | | 2024-2025 Recommendation to Council | Budget: Other sources of funding | | Budget: In-kind | | Budget: Expenditure | | CGF Advisory Group meeting Notes |
| | | | | | | | Total cost of project | How much funding are you applying for? | | Source | Amount | In-kind | Amount (volunteer time @\$30 per hour) | Source | Cost | |
| 1 | Chapman Valley Shearing Committee | Brendin Flanigan | Livestock and Spectator Area Upgrade | To excavate, prepare and complete concreting of an 80m2 area of "dust" & trees. The southern end back onto a farmers paddock and when in crop the ball often gets lost in the canola etc fields. Due to safety concerns, GNFL rules do not allow boundary umpires (often kids) to leave the playing arena to retrieve balls over the fence which makes it difficult to manage particularly with minimal volunteers (particularly at junior games in the early mornings). This also adds additional delays to the game, with the final game often finishing past twilight which has its own safety concerns. To reduce risk, the football club wishes to install behind the goal netting at each end of the ground which will reduce time wastage, reduce the burden on volunteers and reduce the risk to boundary umpires and the general public who traverse this area. | Nanson Showgrounds - Livestock Shed Area | July/August 2024 | \$ 11,700.0 | \$8,800.0 | \$8,800.0 | No | Not listed | 1. Bobcat and Operator for 6 hours @\$175 per hour = \$1050.00 (Bobcat @ \$100 p/hr and Operator @ \$75 p/hr 2. Volunteers x 5 @ \$30 per hour for 8 hours = \$1200.00 3. Bobcat/Operator and Volunteers x 5 to remove and spread overburden materials 2 hours = \$650.00 (\$300 Volunteers, \$350.00 for two hours Bobcat and Operator) | Verbal quotation from Keith Gregory concrete - written quotation can be requested and supplied at a later date. Quotations sought from 3 suppliers. Batching of 80m2 concrete and labor to cement the area. Keith Gregory Concrete | \$8,800 | Subject to written quotes for concrete being supplied | |
| 2 | Chapman Valley Football Club | Mark Houston | Goal Post Nets | The football club facilities are located on the busy Chapman Valley Road, which is the main arterial route from Geraldton to the east with an average of 586 vehicles per day (24% of those are heavy haulage trucks) with balls constantly bouncing over the fence & trees. The southern end back onto a farmers paddock and when in crop the ball often gets lost in the canola etc fields. Due to safety concerns, GNFL rules do not allow boundary umpires (often kids) to leave the playing arena to retrieve balls over the fence which makes it difficult to manage particularly with minimal volunteers (particularly at junior games in the early mornings). This also adds additional delays to the game, with the final game often finishing past twilight which has its own safety concerns. To reduce risk, the football club wishes to install behind the goal netting at each end of the ground which will reduce time wastage, reduce the burden on volunteers and reduce the risk to boundary umpires and the general public who traverse this area. | Mazzuchelli Oval - 3320 Chapman Valley Road | From 1 July 2024 | \$ 30,130.0 | \$6,600.0 | \$6,600.0 | Telstra Footy County Grant, CVFC | \$18,730.0 | 2 day, 10 people @ 8hrs/day. Total hours 160hrs @ \$30 hr = \$4800 | 8 posts in total. Installed height of posts approximately 10.0 metres above ground sleeve. Posts manufactured using 88.9mm x 5mm wall O/D aluminium tube. All post tops capped. All posts in aluminium finish. All posts fitted with pulleys, cleats and ropes for raising and lowering nets. Outside posts fitted with PVC coated galvanised wire straining cables and quick release fittings. Two strainer rope anchor points. Installed at each end to strain outside posts against net. 8 x 101.6mm light wall ground sleeves and sleeve caps. Posts powder coated black. Posts can be made in modular form 2 piece for transport Nets: two net, approximate size 30.0m (W) x 10.0m (H). Manufactured using 75mm x 45ply Black, UV stabilised knotted strand mesh. 7mm black PP rope borders stitched to top and sides of net. | | | |
| 3 | For a Better Chapman Valley | Megan O'Grady | Rainmakers Quiz Night | The Rainmakers event is FabCV's annual major event which raises funds, while having fun. Funds raised at the event support community led initiatives, including art workshops, first aid and other training courses, tree planting, and book club. Additionally, the proceeds enable us to respond promptly to local events and provide essential support as needed. Every dollar generated from this event goes directly back into the community, ensuring that we can continue our mission of enhancing the welfare and cohesion of our residents through meaningful projects and activities. | Nabawa Community Centre | 20-Apr-24 | \$ 2,000.0 | \$2,000.0 | \$0.0 | Yes We approach businesses for sponsorship, to enable FabCV to fund community led initiatives throughout the year. | Not listed | Volunteer time 10 people on committee, average of 80 hours each = 800 hours @ \$30/hr = \$24000 | The costs of running the quiz night event are low: Hire of speakers and screen equipment, Prizes for attendees, Quiz night software, Advertising. However, we request event sponsorship, to raise funds for community led initiatives throughout the year. Quiz Round Sponsors are acknowledged with naming rights for a quiz round; logo on the flyer; radio advertising; social media promotion; MC promotion during the quiz; early access to purchase tables and choosing the final question of the quiz round. | | Referred to CMP-065 Community Enhancement Donation & Sponsorship | |
| 4 | Chapman Valley Country Music Festival Inc. | Margaret Pike | Chapman Valley Country Music Festival | Starting Thursday 17th - Sunday 20th October the Chapman Country Music Festival CV CMF will have a jammed packed program bringing together original interstate and state artist, local and young and emerging artists to show case their style of country music. Sunday morning bush poets will regale their poetry while breakfast is served. A most enjoyable and entertaining weekend of country music, bush poetry, boot scooting and dance will be performed on the perfectly laid dance floor. The festival will demonstrate an inclusive and supportive environment for diverse participants, including a family-friendly, smoke free, no bar facilities, atmosphere which promotes a sense of community, ensuring that all attendees, regardless of age, feel welcome and valued. | Nanson Showgrounds | Friday October 18th - Sunday October 21st 2024 | \$ 70,000.0 | \$9,000.0 | \$9,000.0 | Yes GMA confirmed \$5000 Queens Supa IGA & Rigter family confirmed \$5000 Midwest Ports CBH QUBE GlassCo Regional Arts song writers course City of Greater Geraldton | \$10,000 | 10 volunteers - 300 hours @ \$35 = \$10,500 | Attached quote from Total Toilets Expected more than 400 during the weekend | | Subject to advising that this is not an ongoing funding, it is seed funding for a new community group project. | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Totals | | | | | | \$ 113,830.0 | \$26,400 | \$24,400 | | | | | | | |

| 10.3.3 Road Infrastructure Committee 2024 | |
|--|--|
| Department | Works & Services Capital Works |
| Author | Jamie Criddle |
| Reference(s) | 403.03 |
| Attachment(s) | <ol style="list-style-type: none"> 1. Hierarchy Procedure - IMP 025 [10.3.3.1 - 11 pages] 2. Proposed 10 Year RW Prog 2024 [10.3.3.2 - 7 pages] 3. IMP-022 [10.3.3.3 - 1 page] 4. Proposed Plant Replacement Program 2024 [10.3.3.4 - 3 pages] 5. Unconfirmed Minutes - RIC March 2024 [10.3.3.5 - 33 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

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

1. Minute Reference RIC 2024/03-2

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 10.3.3.1** without change.

2. Minute Reference RIC 2024/03-5

The Road Infrastructure Committee recommends Council endorse:

1. The 10 Year Road Works Program 2024/25 to 2031/2032 as presented at **Attachment 10.3.3.2** Proposed 10 Year RW Program with the following changes and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget:
 - a. Insert Nabawa Yetna Road into 2025/2026 and 2026/2027 program
 - b. Insert Nolba Road into 2027/2028 program
2. The LRCIP Roads Funding for East Chapman & Eliza Shaw Drive and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget.
3. The actions of the CEO in presenting the Nabawa-Yetna Road and Ogilvie East Road (Shire of Northampton)/ Nolba Stock Route / Nolba Stock Route Road / Nolba Road to the Batavia Regional Road Group for endorsement on the Roads 2040 document.

3. Minute Reference RIC 2024/03-2

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-022) – Heavy Haulage Vehicle Permits* as at **Attachment 10.3.3.3** presented without change.

4. **Minute Reference RIC 2024/03-8**

The Road Infrastructure Committee recommends Council endorses the *Proposed Plant Replacement Program* as presented at **Attachment 10.3.3.4** **Proposed Plant Replacement Program** 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. Nil

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The Road Infrastructure Committee met on the 21st March 2024 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 10.3.3.5**).

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

The report complies with the requirements of the:
Local Government Act 1995

Policy/Procedure Implications

A Policy or Procedure is affected:
Works and Services Policy & Procedures

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

Budgetary Implications

The budget will be affected in the following ways:

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.

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 Implications

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

4.2.2 Plant Replacement Programs.

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.

A Minor Financial Impact Risk of Level 2 - Which will likely be between \$1,001 to \$10,000.
A Minor Service Disruption Risk of Level 2 - Which will likely result in short term temporary interruptions with backlogs cleared in less than one day.
A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

ATTACHMENT 9.1(a)**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 | Mumbelarra 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 | - | | | |

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

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.

G:\040 Governance\403 Committees & Working Groups\403.03 - Road Infrastructure Committee - incl. Road Inspection\AGENDAS\2022\February 2022\Att 9.1(a) - IMP025 - Road Hierarchy.docx

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.

TEN YEAR ROADWORKS PROGRAM

COMMITTEE ENDORSED - MARCH 2021

Council Resolution: 03/21-3

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 road 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.

| 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 | |
| \$67,000 | Gravel Sheetting Average | Gravel Sheetting | 4.00 | \$268,401 | \$67,100 | |
| \$155,000 | Reconstruct from Gravel to 7.2m Seal | Recnst to 7.2m seal | 12.65 | \$1,944,869 | \$153,745 | |
| \$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 (Excl Trnsfers to Infrast. Reserve) | Funding Sources | | | | |
|------|-----|-----------|---|--------------|--------------------|---|-----------------|---------|-----|--------------|-------|
| | | | | | | | Shire | RRG/SBS | R2R | Direct Grant | Other |

| |
|--|
| 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 |

52% 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 (Excl Trnsfers to Infrastr. Reserve) | Funding Sources | | | | |
|---|---------|---------------------|---|---|---|--------------------|---|-----------------|-------------|-----------|--------------|----------|
| | | | | | | | | Shire | RRG/SBS | R2R | Direct Grant | Other |
| TWO | 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 | \$465,000 | \$0 | \$300,000 | \$165,000 | | |
| | | 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 | \$108,000 | \$300,000 | \$42,000 | | |
| | | Coronation Beach Rd | A | Continuation of 22/23 not completed | Reseal/Shoulders/Drainage | 0.00 | TBD | \$0 | | | | |
| | | 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 | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 13.00 | \$871,000 | \$871,000 | | | | \$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 | \$451,403 | \$328,930 | | | \$107,473 | \$15,000 |
| | | | - | Minor Maintenance Works - Various Roads | Maintenance Grading; Etc) | 0.00 | \$171,036 | \$171,036 | | | \$9,463 | |
| | | | | | | | \$3,616,099 | \$2,097,006 | \$1,068,000 | \$328,620 | \$116,936 | \$15,000 |
| | | | | | | | Total Grants & Contributions | | \$1,528,556 | | | |
| | | | | | | | % of Grants/Contribution to Total Program of Works | | 42.27% | | | |
| | | | | | | | | | | | | |
| THREE | 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 | \$465,000 | \$0 | \$300,000 | \$165,000 | | |
| | | Nanson Howatharra | A | | Reseals | 7.35 | 450000 | 86667 | 300000 | 63333 | | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.00 | \$450,000 | \$34,713 | \$300,000 | \$100,287 | | \$15,000 |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 21.00 | \$1,407,000 | \$1,407,000 | | | | \$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 | \$451,403 | \$343,930 | | | \$107,473 | |
| | | | - | Minor Maintenance Works - Various Roads | Maintenance Grading; Etc) | 0.00 | \$171,036 | \$161,573 | | | \$9,463 | |
| | | | | | | | \$3,719,439 | \$2,358,883 | \$900,000 | \$328,620 | \$116,936 | \$15,000 |
| | | | | | | | Total Grants & Contributions | | \$1,360,556 | | | |
| | | | | | | | % of Grants/Contribution to Total Program of Works | | 36.58% | | | |
| | | | | | | | | | | | | |
| FOUR | 2025/26 | RRG Grant Projects | Other Grant; Maintenance & Own Resource | | | | | | | | | |
| Priority 1 "Grant Funded" Projects will take precedence over all other road works | | | | | | | | | | | | |
| | | Durawah/Stn/Stn Val | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$128,000 | \$300,000 | \$114,500 | | |
| | | Bella Whelarra | A | | Shoulder Reconstruction & Reseal | 3.29 | \$450,000 | \$28,380 | \$300,000 | \$121,620 | | |
| | | Nabawa-Yetna Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$150,000 | \$300,000 | \$92,500 | | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 21.00 | \$1,407,000 | \$1,407,000 | | | | \$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 | \$451,403 | \$343,930 | | | \$107,473 | |
| | | | - | Minor Maintenance Works - Various Roads | Maintenance Grading; Etc) | 0.00 | \$171,036 | \$161,573 | | | \$9,463 | |
| | | | | | | | \$3,939,439 | \$2,593,884 | \$900,000 | \$328,620 | \$116,936 | \$0 |
| | | | | | | | Total Grants & Contributions | | \$1,345,556 | | | |
| | | | | | | | % of Grants/Contribution to Total Program of Works | | 34.16% | | | |
| | | | | | | | | | | | | |

| |
|--|
| 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 |
|-------------------------|------------------------|
| \$255,750 | \$209,250 |
| \$247,500 | \$202,500 |
| \$247,500 | \$202,500 |
| TBD | \$0 |
| \$252,000 | \$0 |

| | | |
|----------------|-----------|-----------|
| Tranf FROM Res | \$130,650 | \$740,350 |
| | \$230,660 | \$0 |
| | \$200,000 | \$75,000 |
| | 0 | |
| Hudson | \$203,131 | \$248,272 |
| | \$10,262 | \$160,774 |

| | | | |
|-------------|--|-------------|---|
| \$3,625,562 | | | Cont/Materials - Grants Differential |
| Bal Aid | \$1,777,454 | \$1,838,646 | |
| | \$3,616,099 | | -\$248,898 |
| | Reduction/Increase in Contract & Materials Contingency | | \$0 |

Percentage of Contract & Materials for whole RW Program

| Contract & Materials | SoCV Plant & Labour |
|-------------------------|------------------------|
| \$255,750 | \$209,250 |
| \$450,000 | \$0 |
| \$67,500 | \$382,500 |

| | | |
|----------------|-----------|-------------|
| Hudson | \$67,500 | \$382,500 |
| | | |
| | | |
| Tranf FROM Res | \$211,050 | \$1,195,950 |
| | \$150,000 | \$75,000 |
| | \$100,000 | |
| | | |
| | \$203,131 | \$248,272 |
| | \$10,262 | \$160,774 |

| | | | |
|-------------|--|-------------|---|
| \$3,719,439 | | | Cont/Materials - Grants Differential |
| Bal Aid | \$1,447,694 | \$2,271,746 | |
| | \$3,719,439 | | -\$87,138 |
| | Reduction/Increase in Contract & Materials Contingency | | -\$50,000 |

Percentage of Contract & Materials for whole RW Program

| Contract & Materials | SoCV Plant & Labour |
|-------------------------|------------------------|
| \$298,375 | \$244,125 |
| \$450,000 | \$0 |
| \$81,375 | \$461,125 |

| | | |
|----------------|-----------|-------------|
| Hudson | \$81,375 | \$461,125 |
| | | |
| | | |
| Tranf FROM Res | \$211,050 | \$1,195,950 |
| | \$150,000 | \$75,000 |
| | 150000 | |
| | | |
| | \$203,131 | \$248,272 |
| | \$10,262 | \$160,774 |

| | | | |
|-------------|--|-------------|---|
| \$3,939,439 | | | Cont/Materials - Grants Differential |
| Bal Aid | \$1,554,194 | \$2,385,246 | |
| | \$3,939,439 | | -\$208,638 |
| | 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 (Excl Trnsfers to Infrastr. Reserve) | Funding Sources | | | | |
|---|--|---------------------|--------------------|---|--|--------------------|---|-----------------|-----------|-------------|--------------|-----------|
| | | | | | | | | Shire | RRG/SBS | R2R | Direct Grant | Other |
| FIVE | | 2026/27 | RRG Grant Projects | Other Grant; Maintenance & Own Resource | | | | | | | | |
| Priority 1 "Grant Funded" Projects will take precedence over all other road works | | | | | | | | | | | | |
| | | Bella Whelarra | A | | Shoulder Reconstruction & Reseal | 3.29 | \$450,000 | \$28,380 | \$300,000 | \$121,620 | | |
| | | Nabawa-Yetna Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$150,000 | \$300,000 | \$92,500 | | |
| | | Durawah/Stn/Stn Val | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$128,000 | \$300,000 | \$114,500 | | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 25.00 | \$1,675,000 | \$1,675,000 | | | | \$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 | \$451,403 | \$343,930 | | | \$107,473 | |
| | | | - | Minor Maintenance Works - Various Roads | Maintenance Grading; Etc) | 0.00 | \$171,036 | \$171,036 | | | \$9,463 | |
| | | | | | | | \$4,207,439 | \$2,871,347 | \$899,999 | \$328,620 | \$116,936 | \$0 |
| Total Grants & Contributions | | | | | | | | | | \$1,345,555 | | |
| % of Grants/Contribution to Total Program of Works | | | | | | | | | | 31.98% | | |
| SIX | | 2027/28 | RRG Grant Projects | Other Grant; Maintenance & Own Resource | | | | | | | | |
| Priority 1 "Grant Funded" Projects will take precedence over all other road works | | | | | | | | | | | | |
| | | Bella Whelarra | A | | Shoulder Reconstruction & Reseal | 3.29 | \$450,000 | \$28,380 | \$300,000 | \$121,620 | | |
| | | Nolba Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$150,000 | \$300,000 | \$92,500 | | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.50 | \$542,500 | \$128,000 | \$300,000 | \$114,500 | | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 22.00 | \$1,474,000 | \$1,299,000 | | \$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 | \$451,403 | \$343,930 | | | \$107,473 | |
| | | | - | Minor Maintenance Works - Various Roads | Maintenance Grading; Etc) | 0.00 | \$171,036 | \$171,036 | | | \$9,463 | |
| | | | | | | | \$4,037,099 | \$2,401,007 | \$899,999 | \$328,620 | \$116,936 | \$175,000 |
| Total Grants & Contributions | | | | | | | | | | \$1,520,555 | | |
| % of Grants/Contribution to Total Program of Works | | | | | | | | | | 37.66% | | |
| SEVEN | | 2028/29 | RRG Grant Projects | Other Grant; Maintenance & Own Resource | | | | | | | | |
| Priority 1 "Grant Funded" Projects will take precedence over all other road works | | | | | | | | | | | | |
| | | Bella Whelarra | A | | Shoulder Reconstruction & Reseal | 3.29 | \$450,000 | \$28,380 | \$300,000 | \$121,620 | | |
| | | Nolba Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$150,000 | \$300,000 | \$92,500 | | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.50 | \$542,500 | \$128,000 | \$300,000 | \$114,500 | | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | | |
| | | | | | Gravel Sheetting | 24.00 | \$1,608,000 | \$1,458,000 | | \$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 | |
| | | | | | | | \$3,940,519 | \$2,444,963 | \$899,999 | \$328,620 | \$116,936 | \$150,000 |
| Total Grants & Contributions | | | | | | | | | | \$1,495,555 | | |
| % of Grants/Contribution to Total Program of Works | | | | | | | | | | 37.95% | | |

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

| | | | |
|----------------|--|------------------------|---|
| Hudson | Contract & Materials | SoCV Plant & Labour | |
| | \$450,000 | \$0 | |
| | \$81,375 | \$461,125 | |
| | \$298,375 | \$244,125 | |
| Tranf FROM Res | \$251,250 | \$1,423,750 | |
| | \$150,000 | \$75,000 | |
| | 150000 | | |
| | \$203,131 | \$248,272 | |
| \$4,216,902 | \$10,262 | \$160,774 | |
| | \$1,594,394 | \$2,613,046 | Cont/Materials - Grants Differential |
| | \$4,207,439 | -\$248,838 | |
| | Reduction/Increase in Contract & Materials Contingency | -\$50,000 | |
| 38% | Contract & Materials | SoCV Plant & Labour | |
| | \$450,000 | \$0 | |
| | \$81,375 | \$461,125 | |
| | \$298,375 | \$244,125 | |
| Tranf FROM Res | \$221,100 | \$1,252,900 | |
| | \$55,660 | \$0 | |
| | \$150,000 | \$75,000 | |
| | 125000 | | |
| \$3,921,562 | \$203,131 | \$248,272 | |
| | \$10,262 | \$160,774 | |
| | \$1,594,904 | \$2,442,196 | Cont/Materials - Grants Differential |
| | \$4,037,099 | -\$74,348 | |
| 40% | Contract & Materials | SoCV Plant & Labour | |
| | \$450,000 | \$0 | |
| | \$81,375 | \$461,125 | |
| | \$298,375 | \$244,125 | |
| Tranf FROM Res | \$241,200 | \$1,366,800 | |
| | \$200,000 | \$75,000 | |
| | 0 | | |
| | \$61,038 | \$74,602 | |
| \$3,940,519 | \$23,213 | \$363,666 | |
| | \$1,355,201 | \$2,585,318 | Cont/Materials - Grants Differential |
| | \$3,940,519 | \$140,355 | |
| | Reduction/Increase in Contract & Materials Contingency | \$0 | |
| 34% | Contract & Materials | SoCV Plant & Labour | |
| | \$450,000 | \$0 | |
| | \$81,375 | \$461,125 | |
| | \$298,375 | \$244,125 | |
| Tranf FROM Res | \$241,200 | \$1,366,800 | |
| | \$200,000 | \$75,000 | |
| | 0 | | |
| | \$61,038 | \$74,602 | |
| \$3,940,519 | \$23,213 | \$363,666 | |
| | \$1,355,201 | \$2,585,318 | Cont/Materials - Grants Differential |
| | \$3,940,519 | \$140,355 | |
| | Reduction/Increase in Contract & Materials Contingency | \$0 | |

TEN YEAR ROADWORKS PROGRAM

| Year | RRG | Hierarchy | Own Resource/Other Funding Sources/Comments | Type of work | Length SLK or Area | Estimated Total Project Cost (Excl Transfers to Infrastr. Reserve) | Funding Sources | | | | |
|---|-----------|---|---|------------------|--|--|--------------------------|--------------|---------------------------------------|--------------|-------|
| | | | | | | | Shire | RRG/SBS | R2R | Direct Grant | Other |
| | | | | | | | | | | | |
| EIGHT | 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 | | Shoulder Reconstruction & Reseal | 3.29 | \$450,000 | \$28,380 | \$300,000 | \$121,620 | |
| | | Nolba Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$150,000 | \$300,000 | \$92,500 | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.50 | \$542,500 | \$128,000 | \$300,000 | \$114,500 | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | |
| | | | | Gravel Sheetting | 22.00 | | \$1,474,000 | \$1,324,000 | | \$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 | |
| | | | | | | | \$3,806,519 | \$2,310,963 | \$899,999 | \$328,620 | |
| | | | | | | | | | \$116,936 | \$150,000 | |
| | | | | | | Total Grants & Contributions | | \$1,495,555 | | | |
| | | | | | | % of Grants/Contribution to Total Program of Works | | 39.29% | | | |
| | | | | | | | | | | | |
| NINE | 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) | 3.29 | \$450,000 | \$56,400 | \$300,000 | \$93,600 | |
| | | Nolba Road | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$135,000 | \$300,000 | \$92,500 | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.50 | \$542,500 | \$99,980 | \$300,000 | \$142,520 | |
| Priority 2 & 3 Works - "Own Resources Projects - Carried Over & New" | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | |
| | | | | Gravel Sheetting | 22.00 | | \$1,474,000 | \$1,363,741 | | \$110,259 | |
| | | 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 | |
| | | | | | | | \$3,806,519 | \$2,335,704 | \$899,999 | \$328,620 | |
| | | | | | | | | | \$116,936 | \$125,259 | |
| | | | | | | Total Grants & Contributions | | \$1,470,814 | | | |
| | | | | | | % of Grants/Contribution to Total Program of Works | | 38.64% | | | |
| | | | | | | | | | | | |
| TEN | 2031/2032 | 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) | 3.29 | \$450,000 | \$56,400 | \$300,000 | \$93,600 | |
| | | Nolba Stock Route | A | | Upgrade to 7.2m Seal | 3.50 | \$542,500 | \$135,000 | \$300,000 | \$92,500 | |
| | | Durawah/Stn/Stn Val | A | | Widen Seal, Shoulders & Drainage Improvement | 3.50 | \$542,500 | \$38,313 | \$361,667 | \$142,520 | |
| Priority 2 & 3 Works - "Own Resources/Other Grant Projects - Carried Over & New" | | | | | | | | | | | |
| Continuation of Priority Own Resource Road Works Projects - Non Specific | | | | | | | | | | | |
| | | | | Gravel Sheetting | 25.00 | | \$1,675,000 | \$1,675,000 | | \$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) | | \$150,000 | \$42,527 | | \$107,473 | |
| | | - | Minor Maintenance Works - Various Roads | | Maintenance Grading; Etc) | | \$400,000 | \$390,537 | | \$9,463 | |
| | | | | | | | \$4,035,000 | \$2,612,778 | \$961,666 | \$328,620 | |
| | | | | | | | | | \$116,936 | \$15,000 | |
| | | | | | | Total Grants & Contributions | | \$1,422,222 | | | |
| | | | | | | % of Grants/Contribution to Total Program of Works | | 35.25% | | | |
| | | | | | | | | | | | |
| | | | | | | Ten Year Projected Total Amounts | | \$38,766,230 | | | |
| | | | | | | Average per Year for 10 Year Program of Works | | \$3,876,623 | | | |
| | | | | | Opening Balance Infrastructure Res @ 1/7 | \$167,224 | Transfer TO Reserve Fund | \$605,035 | Transfer FROM Reserve Fund | \$585,259 | |
| | | | | | | | | | Balance Reserve Fund | \$328,584 | |
| | | | | | | | | | Closing Bal Infrastructure Res @ 30/6 | \$187,000 | |

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 |
| | \$450,000 | \$0 |
| Hudson | \$81,375 | \$461,125 |
| | \$298,375 | \$244,125 |
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| RESEAL PROGRAM | | | | | | | | | | | |
|-----------------------|------------------------------------|-------|-------|--------|-------|-------|-----------|-----------------|-----------|-----------|---|
| Priority | Road | SLK | SLK | Length | Width | Area | Rate/M2 | Accum Total Est | Funding | | Comments |
| | | From | To | | | | \$5.00 | Costs/Year | 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 | |
| | | | | | | | | | | | |
| 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 (Secondary Freight) | 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 (Secondary Freight) | 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 | |
| | | | | | | | | | | | |
| 16 | Yuna Tenindewa (Secondary Freight) | 5.00 | 9.50 | 4.50 | 7.20 | 32400 | \$162,000 | \$1,029,240 | \$108,000 | \$54,000 | |
| | | | | | | | | | | | |
| 17 | Yuna Tenindewa (Secondary Freight) | 9.50 | 14.00 | 4.50 | 7.20 | 32400 | \$162,000 | \$1,335,240 | \$108,000 | \$54,000 | |
| | | | | | | | | | | | |
| 18 | Yuna Tenindewa (Secondary Freight) | 14.00 | 18.50 | 4.50 | 7.20 | 32400 | \$162,000 | \$1,605,240 | \$108,000 | \$54,000 | |
| | | | | | | | | | | | |
| 19 | Yuna Tenindewa (Secondary Freight) | 18.50 | 23.00 | 4.50 | 7.20 | 32400 | \$162,000 | \$1,887,840 | \$108,000 | \$54,000 | |
| | | | | | | | | | | | |
| 20 | Yuna Tenindewa (Secondary Freight) | 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 | Funding | | Comments |
| | | From | To | | | | \$5.00 | Costs/Year | 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 | #REF! | East Nabawa | #REF! | #REF! | #REF! | Murphy Norris | East Dartmoor | Coonawa | Durawah Northern Gully | White Peak | Bella Vista | Station Valentine | Nolba | 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 Sheetting (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 sheetting project is undertaken. | | | | | 4.00 | | | | | | | | | | | | | | | | | | | | | | |
| Current Year Endorsed Budget Projects | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | Wandin | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | #REF! | | 5.55 | | | | | | | | | | | | | | | | | | |
| C | Murphy Norris | Gravel Sheetting | 5.55 | \$372,407 | | | | | | | | 5.55 | | | | | | | | | | | | | | | | | | | |
| D | Newmarracarra | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | 4.00 | | | | | | | | | | | | | | | | | | | | |
| FUTURE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | McNaught Mazzuchelli | Gravel Sheetting | 4.30 | \$288,532 | | | 4.30 | | | | | | | | | | | | | | | | | | | | | | | | |
| C | Coonawa | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | 4.00 | | | | | | | | | | | | | | | | |
| B | Nolba | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | 4.00 | | | | | | | | | | | |
| D | Durawah Northern Gully | Gravel Sheetting | 3.50 | 234,851 | | | | | | | | | | | | 3.50 | | | | | | | | | | | | | | | |
| C | Murphy Norris | Gravel Sheetting | 6.00 | 402,602 | | | | | | | | 6.00 | | | | | | | | | | | | | | | | | | | |
| C | East Dartmoor | Gravel Sheetting | 4.00 | 268,401 | | | | | | | | | 4.00 | | | | | | | | | | | | | | | | | | |
| E | Old Northampton FloodWay | Recap Floodway | 0.00 | TBC | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | Newmarracarra | Gravel Sheetting | 4.04 | \$271,085 | | | | | | | 4.04 | | | | | | | | | | | | | | | | | | | | |
| D | Durawah Northern Gully | Gravel Sheetting | 3.50 | \$234,851 | | | | | | | | | | | | 3.50 | | | | | | | | | | | | | | | |
| C | Bella Vista | Gravel Sheetting | 2.60 | \$174,461 | | | | | | | | | | | | | | 2.60 | | | | | | | | | | | | | |
| B | Station Valentine | Gravel Sheetting | 4.50 | \$301,952 | | | | | | | | | | | | | | | 4.50 | | | | | | | | | | | | |
| A | East Nabawa | Gravel Sheetting | 4.00 | \$268,401 | | | | | 4.00 | | | | | | | | | | | | | | | | | | | | | | |
| D | Durawah Northern Gully | Gravel Sheetting | 2.90 | \$194,591 | | | | | | | | | | | | 2.90 | | | | | | | | | | | | | | | |
| C | Coonawa | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | 4.00 | | | | | | | | | | | | | | | | |
| C | Murphy Yetna | Gravel Sheetting | 3.20 | \$214,721 | | | | | | | | | | | | | | | | | 3.20 | | | | | | | | | | |
| C | Nabawa Yetna | Gravel Sheetting | 3.21 | \$215,392 | | | | | | | | | | | | | | | | | | 3.21 | | | | | | | | | |
| B | Station Valentine | Gravel Sheetting | 4.50 | \$301,952 | | | | | | | | | | | | | | | 4.50 | | | | | | | | | | | | |
| A | East Nabawa | Gravel Sheetting | 4.00 | \$268,401 | | | | | 4.00 | | | | | | | | | | | | | | | | | | | | | | |
| C | Murphy Yetna | Gravel Sheetting | 3.20 | \$214,721 | | | | | | | | | | | | | | | | | 3.20 | | | | | | | | | | |
| E | Nabawa Yetna | Gravel Sheetting | 3.80 | \$254,981 | | | | | | | | | | | | | | | | | | 3.80 | | | | | | | | | |
| B | Nolba Stock Route | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | 4.00 | | | | | | | | | | | |
| C | Cannon Whelarra | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | | | | 4.00 | | | | | | | | |
| B | Station Valentine | Gravel Sheetting | 4.65 | \$312,017 | | | | | | | | | | | | | | | 4.65 | | | | | | | | | | | | |
| C | St Johns Road | Gravel Sheetting | 5.10 | \$342,212 | | | | | | | | | | | | | | | | | | | | | 5.10 | | | | | | |
| D | Durawah Northern Gully | Gravel Sheetting | 3.75 | \$251,626 | | | | | | | | | | | | 3.75 | | | | | | | | | | | | | | | |
| B | Nolba Stock Route | Gravel Sheetting | 1.50 | \$100,651 | | | | | | | | | | | | | | | | 1.50 | | | | | | | | | | | |
| C | Cannon Whelarra | Gravel Sheetting | 3.00 | \$201,301 | | | | | | | | | | | | | | | | | | 3.00 | | | | | | | | | |
| C | St Johns | Gravel Sheetting | 5.10 | \$342,212 | | | | | | | | | | | | | | | | | | | | 5.10 | | | | | | | |
| D | Newmarracarra | Gravel Sheetting | 4.40 | \$295,242 | | | | | | | 4.40 | | | | | | | | | | | | | | | | | | | | |
| B | Naraling East Yuna | Gravel Sheetting | 3.00 | \$201,301 | | | | | | | | | | | | | | | | | | | | | 3.00 | | | | | | |
| C | Cannon Whelarra | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | | | | 4.00 | | | | | | | | |
| C | St Johns | Gravel Sheetting | 5.10 | \$342,212 | | | | | | | | | | | | | | | | | | | | 5.10 | | | | | | | |
| D | Newmarracarra | Gravel Sheetting | 4.40 | \$295,242 | | | | | | | 4.40 | | | | | | | | | | | | | | | | | | | | |
| D | Urch Road | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | | | | | | | 4.00 | | | | | |
| B | Naraling East Yuna | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | | | | | | 4.00 | | | | | | |
| D | Naraling East Yuna | Gravel Sheetting | 4.97 | \$333,489 | | | | | | | | | | | | | | | | | | | | | | | | 4.97 | | | |
| D | Newmarracarra | Gravel Sheetting | 4.60 | \$308,662 | | | | | | | 4.60 | | | | | | | | | | | | | | | | | | | | |
| D | Uch Road | Gravel Sheetting | 5.50 | \$369,052 | | | | | | | | | | | | | | | | | | | | | | | 5.50 | | | | |
| B | Naraling East Yuna | Gravel Sheetting | 11.10 | \$744,814 | | | | | | | | | | | | | | | | | | | | | 11.10 | | | | | | |
| D | Forrester Brooks | Gravel Sheetting | 7.00 | \$469,703 | | | | | | | | | | | | | | | | | | | | | | | | | | 7.00 | |
| D | Urch Road | Gravel Sheetting | 5.50 | \$369,052 | | | | | | | | | | | | | | | | | | | | | | | 5.50 | | | | |
| B | Naraling East Yuna | Gravel Sheetting | 6.00 | \$402,602 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | Forrester Brooks | Gravel Sheetting | 6.57 | \$440,849 | | | | | | | | | | | | | | | | | | | | | | | | | | 6.57 | |
| D | Naraling East Yuna | Gravel Sheetting | 5.10 | \$342,212 | | | | | | | | | | | | | | | | | | | | | 5.10 | | | | | | |
| D | Olsen | Gravel Sheetting | 4.50 | \$301,952 | | | | | | | | | | | | | | | | | | | | | | | | | | 4.50 | |
| D | Oakajee | Gravel Sheetting | 4.00 | \$268,401 | | | | | | | | | | | | | | | | | | | | | | | | | | | 4.00 |
| B | White Peak | Upgrade to 7m Seal (Last Section) | 3.50 | \$538,106 | | | | | | | | | | | | | 3.50 | | | | | | | | | | | | | | |
| E | Post Office Lane / River Road | Reconstruct to 7m seal standard | 0.62 | \$95,322 | | | | | | | | | | | | | | | | | | | | | | | 0.62 | | | | |
| | | | | 215.64 | \$14,201,121 | 0.00 | 4.30 | 0.00 | 12.00 | 0.00 | 0.00 | #REF! | 11.55 | 4.00 | 8.00 | 13.65 | 0.00 | 2.60 | 13.65 | 9.50 | 6.40 | 7.01 | 11.00 | 15.30 | 29.20 | 15.00 | 0.00 | 4.97 | 13.57 | 4.50 | 4.00 |

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>

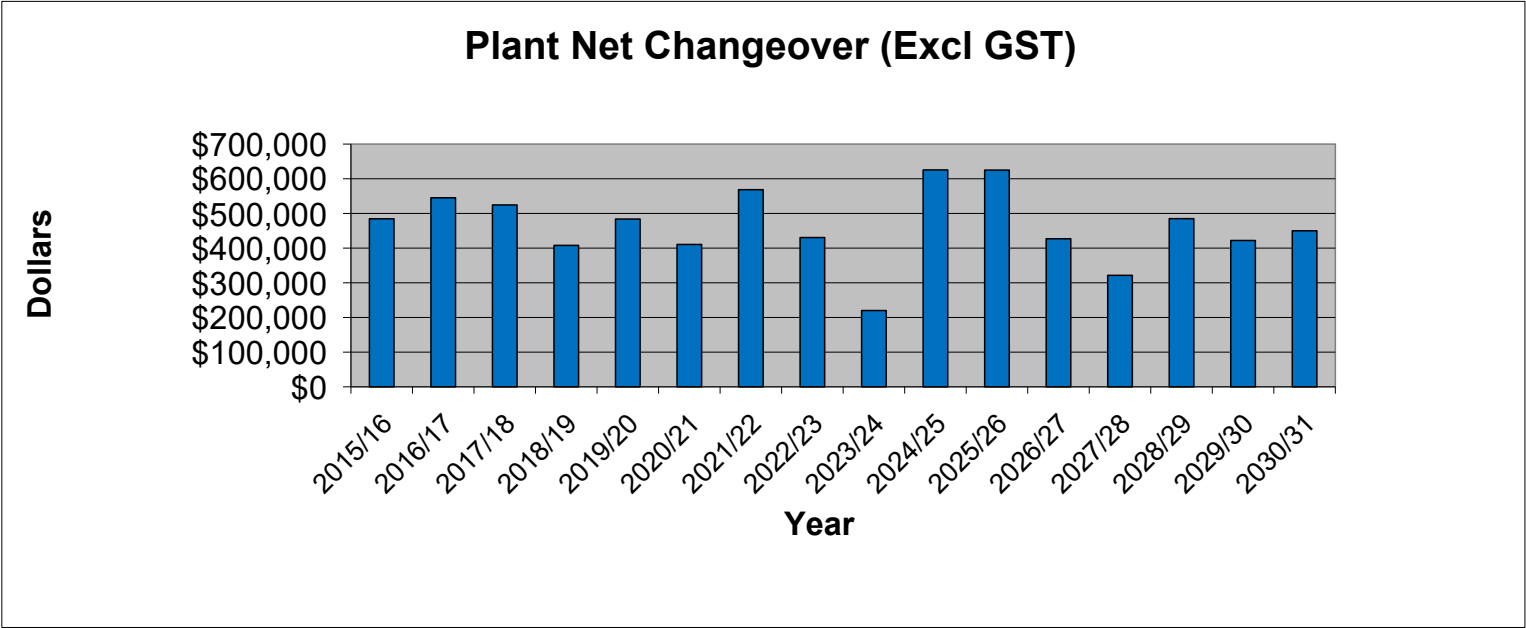
ADDITIONAL EXPLANATORY NOTES:**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

| | |
|---------------------------------------|--|
| 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;03/21-03 |
| | |

| Asset No | Reg No | Plant No | SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2031/33 |
|---------------------------------------|---------|----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CAPITAL PURCHASE EXPENDITURE | | | | | | | | | | | | | |
| Existing Plant Type | | | | | | | | | | | | | |
| TRUCKS | | | | | | | | | | | | | |
| MV13 | CV2806 | P52 | 2015 Isuzu 450 Tipper Truck | | \$70,000 | | | | | | | \$75,000 | |
| MV18 | CV2859 | P80 | 2016 Isuzu FRR 110-260, Crew Cab Truck | | | \$180,000 | | | | | | | |
| MV23 | CV2726 | P72 | 2013 Coronado Freightliner Primemover (secondhand) | | | \$250,000 | | | | | | | |
| 364 | CV918 | P918 | 2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced) | | | | | | | | | | |
| 393 | CV69 | P35 | 2010 Caterpillar Primemover | | | | | | | | | | |
| MV18 | CV2877 | P81 | 2020 Coronado Freightliner 6 x 4 Tip Truck | | | | | | | | \$310,000 | | |
| MV31 | CV2962 | P85 | 2021 Coronado Freightliner Prime Mover (New) | | | | | | | | | \$310,000 | |
| GRADERS | | | | | | | | | | | | | |
| PE26 | CV2938 | P76 | 2019 120M Caterpillar Grader | | | | | | \$400,000 | | | | |
| PE10 | CV2861 | P57 | 2016 John Deere 670G Grader | | | | \$375,000 | | | | | | |
| NEW | NEW | NEW | 2021 CAT 150L3 Grader | | | | | | | | | | |
| ROLLERS | | | | | | | | | | | | | |
| 51 | CV1029 | P1029 | 1976 Multi Tyred Roller - tow along | | \$65,000 | | | | | | | | |
| PE25 | CV2895 | P75 | 2019 Multipac 524H Multi Tyred Roller | | | | | | | | \$140,000 | | |
| PE15 | CV2863 | P66 | 2016 Cat CS78b Vibrating Roller | | | | | | \$200,000 | | | | |
| 342 | CV2570 | P2570 | 2007 Amman pneumatic Multi Tyred Roller | | \$200,000 | | | | | | | | |
| NEW | NEW | NEW | Drawn Roller | | | | | | | | | | |
| 137 | NA | P162 | McDonalds Cricket Pitch Roller | | | | | | | | | | |
| LOADERS | | | | | | | | | | | | | |
| PE14 | CV2846 | P62 | 2016 Case 580 ST Backhoe | | \$200,000 | | | | | | | | |
| P23 | CV2892 | P73 | 2018 Volvo loader L90F | | | | | | \$325,000 | | | | |
| PE18 | CV485 | P67 | 2016 Caterpillar 236D Skid Steer | | | \$50,000 | | | | | | | |
| 385 | 950CV | P26 | 2008 Caterpillar 950H wheel loader | \$320,000 | | | | | | | | | |
| PE33 | NA | P87 | Heli Forklift - 2.5t | | | | | | | | | | \$30,000 |
| TRACTORS | | | | | | | | | | | | | |
| PE11 | CV2856 | P56 | 2016 Case 60B Tractor | | | | | \$45,000 | | | | | |
| MOWERS | | | | | | | | | | | | | |
| NEW | NEW | NEW | New Slasher 8ft approx. | | | | | | | | | | |
| PE32 | TBC | P84 | 2021 Bushranger Spartan SRT Lawn Mower | | | | \$25,000 | | | | | | |
| PE9 | CV2896 | P1924 | 2015 Hustler RO Mower | | | | \$30,000 | | | | | | |
| PE27 | NA | P1926 | 2019 John Deere Ztrak ROM - 72" Diesel | | | | | \$30,000 | | | | | |
| PE30 | CV2897 | P1927 | 2019 Club Cadet ROM | | | | | \$35,000 | | | | | |
| PE24 | NA | P007 | 2018 John Deere Ztrak ROM (Yuna) | | | | | | | | \$5,000 | | |
| TRAILERS (HEAVY) | | | | | | | | | | | | | |
| 227 | CV7887 | P148 | 2001 Low bed tilt trailer (Not to be Replaced) | | | | | | | | | | |
| MV09 | CV7886 | P45 | 2014 Water Tanker Trailer (Howard Porter) | | | | | | | | | | |
| 343 | CV7723 | P7723 | 2008 Howard Porter side tipping trailer | | | \$110,000 | | | | | | | |
| 344 | CV7724 | P7724 | 2008 Side Tipping Trailer | | \$110,000 | | | | | | | | |
| MV08 | CV7882 | P46 | 2014 Side Tipper Trailer (Howard Porter) | | | | | \$110,000 | | | | | |
| P22 | CV7881 | P74 | 2018 Side Tipper Trailer (All Roads) | | | | | | | | | \$110,000 | |
| MV32 | 1TWC604 | P86 | Rockwheeler Tri-Axle Side Tipper (2021) | | | | | | | | | | |
| 358 | CV7725 | P7725 | 2007 Dolly | | | | | \$25,000 | | | | | |
| 363 | CV7716 | P7716 | 2008 Dolly | | | | | | \$25,000 | | | | |
| PE16 | CV7883 | P63 | 2009 Dolly (for Tri-Axle Low Loader - Purchased 2017) | | | | | | | | | | |
| PE17 | CV7880 | P64 | 2017 Tri-Axle Dropdeck Trailer (& Ramps) | | | | | | | | | | \$110,000 |
| LIGHT TRAILERS & OTHER ITEMS | | | | | | | | | | | | | |
| 77 | CV1922 | P1922 | 1990 Trailer - Papas (Tandem) - Portable Toilet | | | | | | | | | | |
| PE19 | CV7884 | P1925 | 2017 Trailer Hydraulic Tipper w/Cage (Rubbish) | | | | | | | | | | |
| 199 | CV7589 | P7589 | 1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA | | | | | | | | | | |
| 282 | CV7670 | P7670 | 2003 Trailer - (carries Generator P42) | | | | | | | | | | |
| 304 | CV96 | P96 | 2005 Trailer - Tandem (Small) | | | | | | | | | | |
| 318 | CV619 | P619 | 2006 Trailer & Water Tank (Coro Beach) | | | | | | | | | | |
| 336 | 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 Display Trailer | | | | | | | | | | |
| MV27 | 1TVC172 | P80 | Tow Along Broom Sweeper | | | | | | | | | | |
| LIGHT VEHICLES | | | | | | | | | | | | | |
| MV16 | CV2736 | P55 | 2016 Mitsubishi MQ Triton 4x 4 Utility (LH Gardener) | | | | | \$50,000 | | | | | |
| MV19 | CV2843 | P61 | 2016 Toyota Hilux 4x4 Utility (Ranger) | | \$40,000 | | | \$50,000 | | | | | |
| MV26 | CV2952 | P79 | 2020 Mitsubishi Triton GLX 4x4 (Mechanic) | | | \$45,000 | | | | | | | |
| MV12 | CV2807 | P51 | 2015 Toyota Hilux Dual cab 4x4 (RW Mntce) | | \$40,000 | | | | | \$50,000 | | | |
| MV25 | CV2932 | P78 | 2020 Toyota Hilux SR4x4 (LH Works) | | | \$40,000 | | | | \$50,000 | | | |
| MV29 | CV1 | P82 | 2020 Toyota Prado GXL (CEO) | | | \$65,000 | | | | | \$65,000 | | |
| MV30 | CV2944 | P83 | Ford Ranger (2020) XLT 3.2L 4x4 (DCEO) | | | \$55,000 | | | | | \$55,000 | | |
| MV20 | CV580 | P65 | 2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor) | | | | | \$45,000 | | | | | |
| MV22 | CV2890 | P71 | 2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017) | | | \$40,000 | | | \$45,000 | | | | |
| MV05 | CV396 | P43 | 2013 Ford PX Ranger 4X2 2.2Lt Turbo Diesel(Gardener) | | | | \$50,000 | | | | | \$50,000 | |
| MV10 | CV2732 | P48 | 2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader) | | | | \$50,000 | | | | | \$50,000 | |
| MV24 | CV2933 | P77 | 2020 Ford Ranger 4x4 Dual Cab (Manager Works & Svce) | | \$50,000 | | | | | \$50,000 | | | |
| MV14 | CV187 | P53 | 2016 Ford PX Ranger Dual Cab (trade to small SUV) | | \$40,000 | | | | | | | | |
| FIRE CONTROL VEHICLES | | | | | | | | | | | | | |
| MV11 | CV19 | P49 | 2014 Fire Truck - Toyota Landcruiser (Naraling) | | | | | | | | | | |
| MV21 | 1GIC469 | P70 | 2016 Fire Truck - Toyota Landcruiser (Howatharra) | | | | | | | | | | |
| MV17 | 1EZY782 | P59 | 2016 Fire Truck - Toyota Landcruiser (Yelna) | | | | | | | | | | |
| MV02 | CV434 | P39 | 2012 Fire Truck - Toyota Landcruiser (Nabawa) | | | | | | | | | | |
| MV07 | 1EKO147 | P47 | 2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa) | | | | | | | | | | |
| MV06 | 1ERG565 | P44 | 2013 Fire Truck - Toyota Landcruiser (Yuna) | | | | | | | | | | |
| TOTAL CAPITAL PURCHASES EXCLUDING GST | | | | \$320,000 | \$815,000 | \$835,000 | \$530,000 | \$390,000 | \$595,000 | \$550,000 | \$575,000 | \$595,000 | \$140,000 |
| TOTAL CAPITAL PURCHASES INCLUDING GST | | | | \$352,000 | \$896,500 | \$918,500 | \$583,000 | \$429,000 | \$654,500 | \$605,000 | \$632,500 | \$654,500 | \$154,000 |

| Asset No | Reg No | Plant No | SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE | | | | | | | | | |
|--------------------------------|---------|----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2031/33 |
| | | | | | | | | | | | | |
| CAPITAL TRADE-IN INCOME | | | | | | | | | | | | |
| Existing Plant Type | | | | | | | | | | | | |
| TRUCKS | | | | | | | | | | | | |
| MV13 | CV2806 | P52 | 2015 Isuzu 450 Tipper Truck | \$17,500 | | | | | | | \$18,000 | |
| MV18 | CV2859 | P60 | 2016 Isuzu FRR 110-260, Crew Cab Truck | | \$60,000 | | | | | \$60,000 | | |
| MV23 | CV2726 | P72 | 2013 Coronado Freightliner Primemover (secondhand) | | \$30,000 | | | | | | \$30,000 | |
| 364 | CV918 | P918 | 2008 Iveco Powerstar 6 x 4 Tip Truck (Not to be Replaced) | | | | | | | | | |
| 393 | CV69 | P35 | 2010 Caterpillar Primemover | | | | | | | | | |
| MV31 | CV2962 | P85 | 2021 Coronado Freightliner Prime Mover (New) | | | | | | | | | |
| GRADERS | | | | | | | | | | | | |
| PE26 | CV2938 | P76 | 2019 120M Caterpillar Grader | | | | | | | | | |
| PE10 | CV2861 | P57 | 2016 John Deere 670G Grader | | | \$80,000 | | | | | | |
| NEW | NEW | NEW | 2021 CAT 150L3 Grader | | | | | \$80,000 | | | | |
| ROLLERS | | | | | | | | | | | | |
| 51 | CV1029 | P1029 | 1976 Multi Tyred Roller - tow along | \$0 | | | | | | | | |
| PE25 | CV2895 | P75 | 2019 Multipac 524H Multi Tyred Roller | | | | | | | \$15,000 | | |
| PE15 | CV2863 | P66 | 2016 Cat CS78b Vibrating Roller | | | | | \$20,000 | \$15,000 | | | |
| 342 | CV2570 | P2570 | 2007 Amman pneumatic Multi Tyred Roller | \$50,000 | | | | | | | | |
| NEW | NEW | NEW | Drawn Roller | | | | | | | | | |
| 137 | NA | P162 | McDonalds Cricket Pitch Roller | | | | | | | | | |
| LOADERS | | | | | | | | | | | | |
| PE14 | CV2846 | P62 | 2016 Case 580 ST Backhoe | \$40,000 | | | | | | | | |
| P23 | CV2892 | P73 | 2018 Volvo loader L90F | | | | | \$85,000 | | | | |
| PE18 | CV485 | P67 | 2016 Caterpillar 236D Skid Steer | | \$17,000 | | | | | | | |
| 385 | 950CV | P26 | 2008 Caterpillar 950H wheel loader | \$100,000 | | | | | | | | |
| PE33 | NA | P87 | Heli Forklift - 2.5t | | | | | | | | | \$8,000 |
| TRACTORS | | | | | | | | | | | | |
| PE11 | CV2856 | P56 | 2016 Case 60B Tractor | | | | \$7,500 | | | | | |
| MOWERS | | | | | | | | | | | | |
| NEW | NEW | NEW | New Slasher 8ft approx. | | | | | | | | | |
| PE9 | CV2896 | P1924 | 2015 Hustler RO Mower | | | \$5,000 | | | | | | |
| PE27 | NA | P1926 | 2019 John Deere Ztrak ROM - 72" Diesel | | | | | \$1,500 | | | | |
| PE30 | CV2897 | P1927 | 2019 Club Cadet ROM | | | | | \$1,500 | | | | |
| PE24 | NA | P007 | 2018 John Deere Ztrak ROM (Yuna) | | | | | | | \$0 | | |
| TRAILERS (HEAVY) | | | | | | | | | | | | |
| 227 | CV7887 | P148 | 2001 Low bed tilt trailer (Not to be Replaced) | | | | | | | | | |
| MV09 | CV7886 | P45 | 2014 Water Tanker Trailer (Howard Porter) | | | | | | | | | |
| 343 | CV7723 | P7723 | 2008 Howard Porter side tipping trailer | | | | | | | | | |
| 344 | CV7724 | P7724 | 2008 Side Tipping Trailer | | | \$30,000 | | | | | | |
| MV08 | CV7882 | P46 | 2014 Side Tipper Trailer (Howard Porter) | \$30,000 | | | | | | | | |
| P22 | CV7881 | P74 | 2018 Side Tipper Trailer (All Roads) | | | | | | | | \$30,000 | |
| MV32 | 1TWC604 | P86 | Rockwheeler Tri-Axle Side Tipper (2021) | | | | | | | | | |
| 358 | CV7725 | P7725 | 2007 Dolly | | | | \$0 | | | | | |
| 363 | CV7716 | P7716 | 2008 Dolly | | | | | \$0 | | | | |
| PE16 | CV7883 | P63 | 2009 Dolly (for Tri-Axle Low Loader - Purchased 2017) | | | | | | | | | |
| PE17 | CV7880 | P64 | 2017 Tri-Axle Dropdeck Trailer (& Ramps) | | | | | | | | | \$30,000 |
| LIGHT TRAILERS & OTHER ITEMS | | | | | | | | | | | | |
| 77 | CV1922 | P1922 | 1990 Trailer - Papas (Tandem) - Portable Toilet | | | | | | | | | |
| PE19 | CV7884 | P1925 | 2017 Trailer Hydraulic Tipper w/Cage (Rubbish) | | | | | | | | | |
| 199 | CV7589 | P7589 | 1968 Trailer Tanker (Fuel) - purchased 1999 ex MRWA | | | | | | | | | |
| 282 | CV7670 | P7670 | 2003 Trailer - (carries Generator P42) | | | | | | | | | |
| 304 | CV96 | P96 | 2005 Trailer - Tandem (Small) | | | | | | | | | |
| 318 | CV619 | P619 | 2006 Trailer & Water Tank (Coro Beach) | | | | | | | | | |
| 336 | 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 Display Trailer | | | | | | | | | |
| MV27 | 1TVC172 | P80 | Tow Along Broom Sweeper | | | | | | | | | |
| LIGHT VEHICLES | | | | | | | | | | | | |
| MV16 | CV2736 | P55 | 2016 Mitsubishi MQ Triton 4x 4 Utility (LH Gardener) | | | | | \$10,000 | | | | |
| MV19 | CV2843 | P61 | 2016 Toyota Hilux 4x4 Utility (Ranger) | \$10,000 | | | | \$10,000 | | | | |
| MV26 | CV2952 | P79 | 2020 Mitsubishi Triton GLX 4x4 (Mechanic) | | | \$9,000 | | | | | | |
| MV12 | CV2807 | P51 | 2015 Toyota Hilux Dual cab 4x4 (RW Mntce) | \$9,000 | | | | | \$9,000 | | | |
| MV25 | CV2932 | P78 | 2020 Toyota Hilux SR4x4 (LH Works) | | | \$9,000 | | | \$9,000 | | | |
| MV29 | CV1 | P82 | 2020 Toyota Prado GXL (CEO) | | | \$30,000 | | | | | \$30,000 | |
| MV30 | CV2944 | P83 | Ford Ranger (2020) XLT 3.2L 4x4 (DCEO) | | | \$20,000 | | | | | \$20,000 | |
| MV20 | CV580 | P65 | 2017 Ford Ranger XLT dual cab 4x4 (Building Surveyor) | | | | | \$8,000 | | | | |
| MV22 | CV2890 | P71 | 2010 Toyota L/cruiser Workmate(Mtce Grader purchased 2017) | | \$5,000 | | | | \$5,000 | | | |
| MV05 | CV396 | P43 | 2013 Ford PX Ranger 4X2 2.2L Turbo Diesel(Gardener) | | | | \$8,000 | | | | \$8,000 | |
| MV10 | CV2732 | P48 | 2014 Mazda BT50 Single Cab 4x4 Utility (Mntce Grader) | | | | \$10,000 | | | | \$10,000 | |
| MV24 | CV2933 | P77 | 2020 Ford Ranger 4x4 Duel Cab (Manager Works & Svce) | \$15,000 | | | | | \$15,000 | | | |
| MV14 | CV187 | P53 | 2016 Ford PX Ranger Dual Cab (trade to small SUV) | \$18,000 | | | | | | | | |
| FIRE CONTROL VEHICLES | | | | | | | | | | | | |
| MV11 | CV19 | P49 | 2014 Fire Truck - Toyota Landcruiser (Naraling) | | | | | | | | | |
| MV21 | 1GIC469 | P70 | 2016 Fire Truck - Toyota Landcruiser (Howatharra) | | | | | | | | | |
| MV17 | 1EZY782 | P59 | 2016 Fire Truck - Toyota Landcruiser (Yetna) | | | | | | | | | |
| MV02 | CV434 | P39 | 2012 Fire Truck - Toyota Landcruiser (Nabawa) | | | | | | | | | |
| MV07 | 1EKO147 | P47 | 2013 Fire Truck - Isuzu 4.4 Rural Tanker (Nabawa) | | | | | | | | | |
| MV06 | 1ERG565 | P44 | 2013 Fire Truck - Toyota Landcruiser (Yuna) | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTAL CAPITAL INCOME EXCL GST | | | \$100,000 | \$189,500 | \$210,000 | \$103,000 | \$68,500 | \$110,000 | \$128,000 | \$125,000 | \$96,000 | \$38,000 |
| TOTALS CAPITAL INCOME INCL GST | | | \$110,000 | \$208,450 | \$231,000 | \$113,300 | \$75,350 | \$121,000 | \$140,800 | \$137,500 | \$105,600 | \$41,800 |
| TOTAL NET CHANGEOVER EXCL GST | | | \$220,000 | \$625,500 | \$625,000 | \$427,000 | \$321,500 | \$485,000 | \$422,000 | \$450,000 | \$499,000 | \$102,000 |

| Asset No | Reg No | Plant No | SHIRE OF CHAPMAN VALLEY 10 YEAR PLANT REPLACEMENT SCHEDULE | | | | | | | | | |
|--|--------|----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2031/33 |
| PLANT RESERVE & MUNICIPAL FUND TRANSACTIONS REQUIRED | | | | | | | | | | | | |
| | | | Opening Balance 1st July - Plant Reserve Fund | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 |
| | | | Transfer From Muni to Plant Reserve | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,001 |
| | | | Net Changeover figure | \$220,000 | \$625,500 | \$625,000 | \$427,000 | \$321,500 | \$485,000 | \$422,000 | \$450,000 | \$499,000 |
| | | | Transfer From Plant Reserve to Muni | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,001 |
| | | | | \$70,000 | \$475,500 | \$475,000 | \$277,000 | \$171,500 | \$335,000 | \$272,000 | \$300,000 | \$349,000 |
| | | | Closing Balance 30th June - Plant Reserve Fund | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 | \$128,698 |





ROAD INFRASTRUCTURE COMMITTEE

Minutes



Meeting Date Thursday 21 March 2024

Meeting Time 11:00 am

Held at Chapman Valley Administration Office, 3270 Chapman Valley Road, Nabawa
WA 6532, Council Chambers

Road Infrastructure Committee 21 March 2024 - Minutes

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples.

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 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 of 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.

Road Infrastructure Committee 21 March 2024 - Minutes

COMMITTEE PURPOSE & DELEGATIONS

Undertake an annual review of 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
- Delegations - Nil

The Road Infrastructure Committee is comprised of:

Cr Warr

Cr Batten

Cr Blakeway

Cr Rodney

Cr Royce

Cr Elliott-Lockhart

Cr Low

CEO

DCEO

Manager Works & Services

Works Leading Hand

Road Infrastructure Committee 21 March 2024 - Minutes

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| 2 Announcements from the Presiding Member..... | 6 |
| 3 Record of Attendance | 6 |
| 3.1 Attendees | 6 |
| 3.2 Apologies | 6 |
| 4 Disclosure of Interest | 6 |
| 5 Petitions/Deputations/Presentations | 7 |
| 5.1 Petitions | 7 |
| 5.2 Presentations | 7 |
| 5.3 Deputations | 7 |
| 6 Confirmation of Minutes from previous meetings | 7 |
| 7 Items to be dealt with En Bloc | 7 |
| 8 Officers Reports | 9 |
| 8.1 Review of Shire Road Hierarchy & Future Road Program | 9 |
| 8.2 Proposed 2024/2025 Road Works Program & Review Of Ten Year Road Works Program | 14 |
| 8.3 Review Heavy Haulage Vehicle Permit Roads | 24 |
| 8.4 Review Plant Replacement Program | 31 |
| 9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee | 36 |
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Road Infrastructure Committee 21 March 2024 - Minutes

1 Declaration of Opening & Announcements of Visitors

The Presiding Member welcomed elected members, staff and visitors to the council meeting and declaring the meeting open at 12:37 pm.

The Shire acknowledged the traditional landowners through the reading of our Acknowledgement of Country.

"The Shire of Chapman Valley would like to respectfully acknowledge the Naaguja peoples who are the traditional owners and first people of the land on which we stand.

We would like to pay our respect to the elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of the Naaguja peoples."

2 Announcements from the Presiding Member

Nil

3 Record of Attendance

3.1 Attendees

The following attended the committee meeting:

Elected Members

Cr Kirilee Warr (President)
Cr Nicole Batten (Deputy President)
Cr Philip Blakeway
Cr Elizabeth Elliott-Lockhart
Cr Emma Rodney
Cr Trevor Royce

Officers

Jamie Criddle, Chief Executive Officer
Simon Lancaster, Deputy Chief Executive Officer
Esky Kelly, Manager Works & Services
Marty Elks, Works Leading Hand
Dianne Raymond, Manager Finance & Corporate Services

Visitors

Nil

3.2 Apologies

Cr Catherine Low

Road Infrastructure Committee 21 March 2024 - Minutes

4 Disclosure of Interest

Nil

5 Petitions/Deputations/Presentations

5.1 Petitions

The council has not received any petitions.

5.2 Presentations

The council did not accept any presentations in the course of the meeting.

5.3 Deputations

The council did not receive any deputations in the course of the meeting

6 Confirmation of Minutes from previous meetings

Committee Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Philip Blakeway

That the Minutes of the Road Infrastructure Committee Meeting held on 16 March 2023 be confirmed as true and accurate.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-1

7 Items to be dealt with En Bloc

Committee Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Philip Blakeway

Council resolves to move the following items En Bloc:
8.1 & 8.3.

Road Infrastructure Committee 21 March 2024 - Minutes

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr
Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-2

UNCONFIRMED

Road Infrastructure Committee 21 March 2024 - Minutes

8 Officers Reports

| 8.1 | Review of Shire Road Hierarchy & Future Road Program |
|----------------------|---|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 1002 |
| Attachment(s) | 1. Att Road Hierarchy Procedure (IM P-025) [8.1.1 - 11 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

Committee En Bloc Resolution - Minute Reference RIC 2024/03-2

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 8.1.1** without change.

- OR -

STAFF RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorses the *Road Hierarchy Procedure (IMP-025)* as presented at **Attachment 8.1.1** with the following Changes:

- 1.
- 2.

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 2021 OCM:

Road Infrastructure Committee 21 March 2024 - Minutes

"Minute Reference RIC 03/23-2

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

The current Shire of Chapman Valley endorsed roads/routes under the Roads 2040 Strategies for Significant Local Government Roads in the Mid West Region are as follows:

- Coronation Beach Road
- Balla Whelarra Road
- Dartmoor/Dartmoor Lake Nerramyne Route
- Durawah Road/Station Road (between Durawah & Station Valentine Rd Junctions)/Station Valentine Route
- Chapman Valley Road
- East Bowes Road
- East Chapman Road
- East Nabawa Road
- Narra Tarra Road
- Northampton Nabawa Road
- Valentine Road
- Yuna Tenindewa Road
- Nabawa Yetna Road
- Ogilvie East Road (Shire of Northampton) / Nolba Stock Route / Nolba Stock Route Road / Nolba Road – *Note multiple roads – classified as a route*

While the Nabawa Yetna Road & Nolba Stock Route / Nolba Stock Route Road / Nolba Road have been added (subject to approval) to the Roads 2040 list, there is no real need to change their status on the Road Hierarchy table at this stage. This may change once the roads are upgraded and usage increases.

The MWRRG Assessment Criteria can be found at Appendix 1 of the MWRRG Policy & Procedures Manual (see *Attachment C in Management Procedure IMP-025 (Attachment 9.1(a))*)

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:

- 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

Road Infrastructure Committee 21 March 2024 - Minutes

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.

Statutory Environment**Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

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Policy/Procedure Implications

A Policy or Procedure is affected:

Works and Services Policy & Procedures

Financial Implications

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

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.

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 MWRRG 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 Implications

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

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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

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

UNCONFIRMED

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| 8.2 | Proposed 2024/2025 Road Works Program & Review Of Ten Year Road Works Program |
|----------------------|--|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 1002 |
| Attachment(s) | 1. Proposed 10 Year RW Prog (2024) [8.2.1 - 7 pages] 2. IMP-020 [8.2.2 - 1 page] 3. IMP-022 [8.2.3 - 1 page] |

Voting Requirements

Simply Majority

Staff Recommendation**STAFF RECOMMENDATION (Option 1)**

The Road Infrastructure Committee recommends Council to endorse:

1. The *10 Year Road Works Program 2024/25 to 2031/2032* as presented at ***Attachment Proposed 10 year RW Program without change***
2. The LRCIP Roads Funding for East Chapman & Eliza Shaw Drive and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget.
3. The actions of the CEO in presenting the Nabawa-Yetna Road and Ogilvie East Road (Shire of Northampton)/ Nolba Stock Route / Nolba Stock Route Road / Nolba Road to the Batavia Regional Road Group for endorsement on the Roads 2040 document.

-OR -

STAFF RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorse:

1. The *10 Year Road Works Program 2024/25 to 2031/2032* as presented at ***Attachment Proposed 10 year RW Program with the following changes*** and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget:
-
2. The LRCIP Roads Funding for East Chapman & Eliza Shaw Drive and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget.

Committee Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

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STAFF RECOMMENDATION (Option 1)

The Road Infrastructure Committee recommends Council to endorse:

1. The *10 Year Road Works Program 2024/25 to 2031/2032* as presented at **Attachment Proposed 10 year RW Program** without change
2. The LRCIP Roads Funding for East Chapman & Eliza Shaw Drive and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget.
3. The actions of the CEO in presenting the Nabawa-Yetna Road and Ogilvie East Road (Shire of Northampton)/ Nolba Stock Route / Nolba Stock Route Road / Nolba Road to the Batavia Regional Road Group for endorsement on the Roads 2040 document.

With the approval of the Mover and Seconder, the recommendation above was withdrawn.

Committee Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Emma Rodney

12:43 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.2:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-3

Discussion was undertaken on the item.

Committee Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

1:37 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.2:

- 8.5 Priority when speaking,
- 8.7 Relevance,
- 8.8 Speaking twice,
- 8.9 Duration of speeches

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

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6 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-4**Committee Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Philip Blakeway**STAFF RECOMMENDATION (Option 2)**

The Road Infrastructure Committee recommends Council endorse:

1. The *10 Year Road Works Program 2024/25 to 2031/2032* as presented at **Attachment Proposed 10 Year RW Program with the following changes** and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget:
 - Insert Nabawa Yetna Road into 2025/2026 and 2026/2027 program
 - Insert Nolba Road into 2027/2028 program
2. The LRCIP Roads Funding for East Chapman & Eliza Shaw Drive and this Program be used as a basis for resource allocation into the Draft 2024/2025 Budget.
3. The actions of the CEO in presenting the Nabawa-Yetna Road and Ogilvie East Road (Shire of Northampton)/ Nolba Stock Route / Nolba Stock Route Road / Nolba Road to the Batavia Regional Road Group for endorsement on the Roads 2040 document.

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr**Against** Nil

6 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-5**Disclosure of Interest**

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

The purpose of this Item is to present Councillors with a proposed 2024/2025 & 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 February 2023 OCM:

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ROAD INFRASTRUCTURE COMMITTEE /STAFF RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorse the 10 Year Road Works

Program 2023/24 to 2031/2032 as presented at Attachment Proposed 10 Year Road Program with the following changes and this Program be used as a basis for resource allocation into the Draft 2023/2024 Budget:

1. 1. Apply to include the following roads to the "Roads 2040" priority listing, Nabawa-Yetna Road, Nolba Stock Route Road and Wandana Road.
2. 2. 24/25 Year be listed as East Nabawa and either Nanson-Howathara or Durawah/Station/Station Valentine Road.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Nicole Batten, Cr Peter Humphrey and Cr Trevor Royce

Against Nil

8 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2023/03-5

Proposed 2024/2025 Road Works Program

It is hoped all road projects scheduled for 2023/2024 will be completed; however, there is invariably slippages in the program of works estimated timeline and the recommended 2022/2023 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 Mid West Regional Road Group (MWRRG) 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 2024/2025. Therefore, these particular projects cannot be adjusted.

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 2024/2025 being as follows:

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| Road | Works Description | Score | Total Project Cost Estimate \$ | MWRRG Grant \$ | Shire Minimum Contrib \$ |
|----------------------------|--|-------|-----------------------------------|-------------------|-----------------------------|
| Durawah/Stn /Stn Valentine | 3.5 to 7.0 SLK – 3.0Kms Upgrade to 7.2m seal | 91.67 | 450,000 | 300,000 | 150,000 |
| East Nabawa (West) | 12.05 to 15.05 SLK – 3Kms Upgrade to 7.2m seal | 97.38 | 465,000 | 300,000 | 165,000 |
| Nanson Howatharra | 4.5 to 11.85 – 7.35 kms Reseal Existing Pavement | 81.43 | 450,000 | 300,000 | 150,000 |
| Estimated Totals | | | \$1,365,000 | \$900,000 | \$465,000 |

Due the maximum an LGA can take from the Pool being 20% after every LGAs first project costs are deducted from the total Pool amount this project will not be fully funded.
Submission was for:
Total Project Cost\$450,000
MWRRG Grant\$300,000
Shire Contrib\$150,000
The final amount of funds this project will receive will subject to the Total Pool amount. The above figures are based on MRWA's confirmed 23/24 Funds Pool of \$8,758,237.

The MWRRG Policies and Procedures include the following restrictions:

- \$300,000 - Maximum allowable grant fund per individual project;
- Every LGA will have there highest priority project funded, irrespective of the project score
- 20% of Pool Residual after every LGAs first project costs are deducted from the total Pool amount.

These conditions have been changed and will be affective from the 2023/2024 as it was felt by the MWRRG a few LGAs where continually receiving the maximum allocation of 20% of the Total Pool, resulting in those LGAs with the lower scoring projects not getting funding, other than the minimum amount set of \$150,000.

Based on the 2023/2024 total pool estimated amount of \$8,758,237 the maximum an LGA can take from the Pool, under the new conditions, in 23/24 is \$963,733. Therefore the Shire of Chapman Valleys approved projects for 2024/2025 is this maximum amount available

Below is a comparison of RRG grants received over past years:

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| | |
|-------|-------------|
| 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 |
| 22/23 | \$1,009,060 |
| 23/24 | \$1,068,000 |
| 24/25 | \$900,000 |

As mentioned last year, it was expected the Shire's ability to attract similar MWRRG Grant Funds in 23/24 and future years was expected to diminish from previous years due to amendments to the grant fund allocation guidelines.

In addition to the Regional Road group funding, the Federal Government have allocated \$210,791 as part of the Local Roads and Community Infrastructure Program Phase 4A – Roads Funding. The following projects have been suggested for the works:

East Chapman Reconstruction \$180,791
Eliza Shaw Drive Drainage Improvements \$ 30,000

The R2R Funding Program will continue for a further four years after 23/24, while we are unsure of the amount, it will be considerably more than the existing, increasing each year (existing rate is \$328,620 per financial year).

The *Proposed 10 Year Road Works Program (2023/2024 to 2031/2032)* 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 2024/2025.

Ten (10) Year Road Works Program

Attached is the **Current** *10 Year Road Works Program (2021/2022 to 2030/2031)* with the **Proposed** *10 Year Road Works Program* adding the year 2031/2032 ***Attachment Proposed 10 year RW Program***

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:

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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 Sheeting on roads not recognised as MWRRG Significant Roads).
4. The previously endorsed list of gravel sheeting 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 has not been altered in 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.).

1. In previous programs the ten-year programs includes an annual amount for “*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 (this amount can vary).

The proposed 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. The 2024/2025 program has \$250,000 allocated i.e.

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- i. \$75,000 – Casuals and Guaranteed & Additional overtime paid to road works crew as required; and
 - ii. \$175,000 – External contingency used to hire external contractors and purchase materials as required
-
1. 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.

Statutory Environment

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

Policy/Procedure Implications

A Policy or Procedure is affected:

Works and Services Policy & Procedures

Financial Implications

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

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;

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- 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 Implications

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.1 Develop, manage, and maintain built infrastructure.

4.1.1 Asset Management Plan.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

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

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

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| 8.3 Review Heavy Haulage Vehicle Permit Roads | |
|---|--|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 1002 |
| Attachment(s) | 1. Current HVS RAV Configurations [8.3.1 - 1 page] 2. IMP-020 [8.3.2 - 1 page] 3. IMP-022 [8.3.3 - 1 page] 4. Management Procedure - IMP-017 [8.3.4 - 1 page] |

Voting Requirements

Simply Majority

Staff Recommendation**Committee En Bloc Resolution - Minute Reference RIC 2024/03-2****STAFF RECOMMENDATION (Option 1)**

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

- OR -

STAFF RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorses the *Management Procedure (IMP-025) – Heavy Haulage Vehicle Permits* as presented with the following changes:

- 1.
- 2.

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

Background

Council resolved the following at the March 2023 OCM:

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

Comment

Below is a copy of the current HVS RAV configurations:

Prime Mover, Trailer Combinations

Heavy Vehicle Services

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES

| RAV | Vehicle Description | Vehicle Configuration | Vehicle Type | Vehicle Weight | Vehicle Length | Vehicle Width | Vehicle Height | Vehicle Volume |
|-----|---|--|--|--|--|--|--|--|
| 1 | (A) PRIME MOVER TOWING 1 SEM TRAILER | (B) PRIME MOVER TOWING 1 A-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 B-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 C-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 D-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 E-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 F-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 G-DOUBLE TRAILER |
| 2 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 PIG TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 A-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER |
| 3 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 2 DOG TRAILERS | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 2 A-DOUBLE TRAILERS | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 2 B-DOUBLE TRAILERS | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 2 C-DOUBLE TRAILERS | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 2 D-DOUBLE TRAILERS | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 2 E-DOUBLE TRAILERS | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 2 F-DOUBLE TRAILERS | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 2 G-DOUBLE TRAILERS |
| 4 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 A-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER |
| 5 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 A-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER |
| 6 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 A-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER |
| 7 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 I-DOUBLE TRAILER |
| 8 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 I-DOUBLE TRAILER |
| 9 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 I-DOUBLE TRAILER |
| 10 | (A) PRIME MOVER TOWING 1 SEM TRAILER AND 1 B-DOUBLE TRAILER | (B) PRIME MOVER TOWING 1 SEM TRAILER AND 1 C-DOUBLE TRAILER | (C) PRIME MOVER TOWING 1 SEM TRAILER AND 1 D-DOUBLE TRAILER | (D) PRIME MOVER TOWING 1 SEM TRAILER AND 1 E-DOUBLE TRAILER | (E) PRIME MOVER TOWING 1 SEM TRAILER AND 1 F-DOUBLE TRAILER | (F) PRIME MOVER TOWING 1 SEM TRAILER AND 1 G-DOUBLE TRAILER | (G) PRIME MOVER TOWING 1 SEM TRAILER AND 1 H-DOUBLE TRAILER | (H) PRIME MOVER TOWING 1 SEM TRAILER AND 1 I-DOUBLE TRAILER |

NOTES:

- Dimensions are subject to change without notice. All dimensions are in feet and inches.
- Vehicle weight is the maximum gross vehicle weight (GVW) for the vehicle.
- Vehicle length is the maximum length for the vehicle.
- Vehicle width is the maximum width for the vehicle.
- Vehicle height is the maximum height for the vehicle.
- Vehicle volume is the maximum volume for the vehicle.
- Vehicle configuration is the maximum configuration for the vehicle.
- Vehicle description is the maximum description for the vehicle.
- Vehicle type is the maximum type for the vehicle.
- Vehicle weight is the maximum gross vehicle weight (GVW) for the vehicle.
- Vehicle length is the maximum length for the vehicle.
- Vehicle width is the maximum width for the vehicle.
- Vehicle height is the maximum height for the vehicle.
- Vehicle volume is the maximum volume for the vehicle.
- Vehicle configuration is the maximum configuration for the vehicle.
- Vehicle description is the maximum description for the vehicle.
- Vehicle type is the maximum type for the vehicle.

Heavy Vehicle Services
 Call 1-800-452-4444
 Email: info@hvs.com.au
 Website: www.hvs.com.au

mainroads
 Call 1-800-452-4444
 Email: info@mainroads.com.au
 Website: www.mainroads.com.au

Truck, Trailer Combinations

2016 Heavy Vehicle Services

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – TRUCK, TRAILER COMBINATIONS EXAMPLES

| | Vehicle Description and Configuration | Vehicle Type | Length (m) | Width (m) | Height (m) | Weight (kg) |
|---|---|-------------------|----------------------|-------------------|-------------------|----------------------------|
| 1 | (A) TRUCK CARRIER OR TRUCK CARRIER (B) TRUCK TOWING A SINGLE TRAILER (C) TRUCK TOWING A DOUBLE TRAILER | (A) (B) (C) | 12.5 12.5 12.5 | 2.5 2.5 2.5 | 4.0 4.0 4.0 | 40,000 40,000 40,000 |
| 2 | (A) TRUCK TOWING A SINGLE TRAILER (B) TRUCK TOWING A TRAILER CARRIER (C) TRUCK TOWING A TRAILER CARRIER | (A) (B) (C) | 12.5 12.5 12.5 | 2.5 2.5 2.5 | 4.0 4.0 4.0 | 40,000 40,000 40,000 |
| 3 | (A) TRUCK TOWING 1 S.S. OR 1 AXLE DOUBLE TRAILERS (B) TRUCK TOWING 2 DOUBLE TRAILERS | (A) (B) | 12.5 12.5 | 2.5 2.5 | 4.0 4.0 | 40,000 40,000 |

Example of Axle Group

Example of Axle Group with An Optional Axle

NOTE

1. The height of the vehicle is not included in this document and is not included in the RAV.
2. The weight of the vehicle is not included in this document and is not included in the RAV.
3. The weight of the vehicle is not included in this document and is not included in the RAV.
4. The weight of the vehicle is not included in this document and is not included in the RAV.
5. The weight of the vehicle is not included in this document and is not included in the RAV.
6. The weight of the vehicle is not included in this document and is not included in the RAV.
7. The weight of the vehicle is not included in this document and is not included in the RAV.
8. The weight of the vehicle is not included in this document and is not included in the RAV.
9. The weight of the vehicle is not included in this document and is not included in the RAV.
10. The weight of the vehicle is not included in this document and is not included in the RAV.

Heavy Vehicle Services
Tel: 136 450 4585
Email: heavyvehicles@wv.gov.au
Website: www.mainroads.wv.gov.au

Long Term Financial Plan

Policy/Procedure Implications

Works and Services Policy & Procedures

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 |

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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:

- a) *Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.*
- b) *HVS to forward application to Shire of Chapman Valley for comments.*
- c) *Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.*
- d) *Shire staff put recommendation to MRWA to reject or progress the application.*
- e) *MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS*
- f) *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."

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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**Long Term Financial Plan**

No major effect is anticipated on the Long Term Financial Plan.

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):

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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 Implications

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.1 Capital Road Works Programs.

GOVERNANCE & ACCOUNTABILITY

5.2 Be accountable and transparent while managing human and physical resources effectively

5.2.1 Asset Management.

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.

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Risk Assessment

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

UNCONFIRMED

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| 8.4 Review Plant Replacement Program | |
|--------------------------------------|---|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 1002 |
| Attachment(s) | 1. Proposed Plant Replacement Program (2024) [8.4.1 - 3 pages] |

Voting Requirements

Simply Majority

Staff Recommendation**Council Resolution****Moved:** Cr Nicole Batten **Seconded:** Cr Trevor Royce

1:41 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council suspend the operation of the following clauses to allow sufficient discussion of item 8.4:

8.5 Priority when speaking,
8.7 Relevance,
8.8 Speaking twice,
8.9 Duration of speeches

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-6

Discussion was undertaken on the item.

Council Resolution**Moved:** Cr Nicole Batten **Seconded:** Cr Elizabeth Elliott-Lockhart

2:03 pm, That as per part 17.1 of the Shire of Chapman Valley Standing Order Local Laws 2016, Council reinstate the operation of the following clauses to allow sufficient discussion of item 8.4:

8.5 Priority when speaking,
8.7 Relevance,

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8.8 Speaking twice,
8.9 Duration of speeches

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-7

Committee Resolution

Moved: Cr Nicole Batten **Seconded:** Cr Trevor Royce

STAFF RECOMMENDATION (Option 2)

The Road Infrastructure Committee recommends Council endorses the 2024/25 year of the *Proposed Plant Replacement Program* as presented at ***Attachment Proposed Plant Replacement Program*** 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 and explore the philosophy of the Plant Replacement program and present to the April Council meeting for discussion and possible endorsement.

1. Nil

For Cr Nicole Batten, Cr Philip Blakeway, Cr Elizabeth Elliott-Lockhart, Cr Emma Rodney, Cr Trevor Royce and Cr Kirrilee Warr

Against Nil

6 / 0
CARRIED UNANIMOUSLY
Minute Reference RIC 2024/03-8

Disclosure of Interest

No officer declared an interest under the Local Government Act 1995, Subdivision 1 (LGA 1995) in the preparation of this report.

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 February 2023 OCM:

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That Council endorses the Proposed Plant Replacement Program as presented at Attachment Proposed Plant Replacement Program and request the Chief Executive Officer use this Program as a basis for resources to be allocated in the forthcoming budget.

For Cr Beverley Davidson, Cr Darrell Forth, Cr Elizabeth-Anne Elliott-Lockhart, Cr Katie Low, Cr Kirrilee Warr, Cr Peter Humphrey and Cr Trevor Royce

Against Nil

7 / 0

CARRIED UNANIMOUSLY
Minute Reference RIC 2023/03-9

The Plant Replacement Program was presented to the 23/24 Budget Workshops and again at the Special Meeting of Council where the 23/24 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.

While the current year is what Council is currently concerned with to ensure that the plant that requires replacing is suitably done so, management would like to explore the philosophy of the Plant Replacement program and present to the April Council meeting for discussion and possible endorsement. This will not affect the current years suggested budget allocation as it will be recommended as per the attached Proposed Plant Replacement Program. There is a concern that without a designated philosophy on plant replacement and the constant 'juggling' of the program, that the plant replacement and financial benefit is not optimised.

Statutory Environment

Long Term Financial Plan

No major effect is anticipated on the Long Term Financial Plan.

Policy/Procedure Implications

No Policy or Management Procedure affected.

Financial Implications

Long Term Financial Plan

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No major effect is anticipated on the Long Term Financial Plan.

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.

Strategic Implications

It is strategically sound for Council to have a robust and realistic Plant Replacement Program.

Strategic Community Plan/Corporate Business Plan Implications

COMMUNITY HEALTH & LIFESTYLE

1.4 Maintain and enhance community safety and security.

1.4.1 Maintain safe roads and infrastructure.

PHYSICAL & DIGITAL INFRASTRUCTURE

4.2 Manage and maintain roads, drainage, and other essential infrastructure.

4.2.2 Plant Replacement Programs.

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 tracked on the Proposed Plan provided at ***Attachment Proposed Plant Replacement Program***

Risk Assessment

An Insignificant Financial Impact Risk of Level 1 - Which will likely be less than \$1,000.

An Insignificant Service Disruption Risk of Level 1 - Which will likely resulting in no material service disruption.

An Insignificant Reputational Risk of Level 1 - Which will likely result in unsubstantiated, low impact, low profile or 'no news' item.

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9 Urgent Business Approved by the Presiding Member or by a Decision of the Committee

Nil

10 Closure

The Shire President thanked Elected Members and Staff for their attendance and closed the Road Infrastructure Committee 21 March 2024 at 2:04 pm.

UNCONFIRMED

10.3.4

Chief Executive Officers Performance Review

| | |
|----------------------|---|
| Department | Finance, Governance & Corporate Services Chief Executive Officer |
| Author | Jamie Criddle |
| Reference(s) | 908.189 |
| Attachment(s) | 1. CEO Standards Policy CP-023 [10.3.4.1 - 6 pages] |

Voting Requirements

Simply Majority

Staff Recommendation

That Council:

1. Appoints the Shire President, Deputy Shire President and Cr(s) _____ to undertake the Chief Executive Officer Annual Performance Appraisal and Remuneration Review for 2023 and bring this back to Council for consideration and work with the Chief Executive Officer to formulate sufficient Key Performance Indicators(KPI's) for the ensuing 12 month period.
2. Provide the Chief Executive Officer written notice of his Annual Performance Appraisal and Remuneration Review to be undertaken.

Disclosure of Interest

Chief Executive Officer, Mr Jamie Criddle to be the beneficiary with this matter directly concerning the Employment Contract between the Shire of Chapman Valley and Jameon (Jamie) Clinton Criddle.

Background

The Chief Executive Officer commenced with the Shire of Chapman Valley on 27th January 2022 and after a successful probationary period the initial contract was endorsed for a five-year period to January 2027.

The purpose of this Agenda Item is to commence the process to undertake the Chief Executive Officer's Annual Performance Appraisal and Remuneration Review for 2023 and to formulate and adopt the Key Performance Indicators (KPI's) for the Chief Executive Officer, in accordance with the Local Government Act 1995 section 5.38 and the Chief Executive Officer's contract of employment.

In accordance with Council Policy CMP - 23 - Mandatory Standards for CEO Recruitment, Performance and Termination, Council and the CEO must agree on the performance review process, and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Comment

The council of a local government is already required to undertake an annual review of the CEO's performance in accordance with section 5.38 of the *Local Government Act 1995* (Act). A performance review carried out in an objective and comprehensive manner can facilitate a good understanding between the council and the CEO on the progress and achievement of council priorities.

Local governments should review their current process for performance review in consultation with the CEO and make any changes required to ensure that the process meets the requirements set out under Division 3 of the CEO Standards.

The CEO Standards require the council and the CEO to agree on the process for performance review and any performance criteria additional to those specified in the CEO's contract of employment. Local governments must ensure that the process for performance review is documented. Following a review of the CEO's performance, the council must formally endorse the outcomes of the review.

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.

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.

Statutory Environment

The report complies with the requirements of the:

Local Government Act 1995

Local Government Act 1995, Part 5, Division 4, s 5.38 and Division 2, s5.23 (2)

Policy/Procedure Implications

A Policy or Procedure is affected:

Organisational Corporate Policy & Procedures

HR & Induction Policy & Procedures

Policy CP - 23 - Standards for CEO Recruitment, Performance and Termination

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- (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.

Financial Implications

Budgetary Implications

The budget will be affected in the following ways:

The 2023/2024 Budget has not been completed as yet and will be guided by the Sub-Committees decisions.

Strategic Implications

Strategic Community Plan/Corporate Business Plan Implications

GOVERNANCE & ACCOUNTABILITY

5.3 Make informed decisions within resources and areas of responsibility.

5.3.2 Regular and relevant briefings to Elected Members.

Consultation

The performance appraisal and remuneration review requires consultation to be evident between the Council and the Chief Executive Officer.

Risk Assessment

A Minor Compliance Risk of Level 2 - Which will likely result in some temporary non-compliance.

A Minor Reputational Risk of Level 2 - Which will likely result in substantiated, low impact, low news item.

CP-023 Standards for CEO Recruitment, Performance & Termination

| | |
|----------------------|---|
| POLICY NO | CP-023 |
| POLICY | STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION |
| RESPONSIBLE OFFICER | CHIEF EXECUTIVE OFFICER |
| PREVIOUS POLICY No. | NA |
| LEGISLATION | LOCAL GOVERNMENT ACT 1995; and LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS |
| RELEVANT DELEGATIONS | NA |

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 are 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.

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

| | |
|--------------------------------------|-----------------|
| Adopted – Council Resolution: | 03/21-10 |
|--------------------------------------|-----------------|

| | |
|---|--|
| Reviewed/Amended – Council Resolution: | |
|---|--|

11 Elected Members Motions

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

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.

The Council has not received any notice of motion from an elected member at the time of writing this report.

12 New Business of an Urgent Nature Introduced by Decision of the Meeting

Local Government Act 1995
SHIRE OF CHAPMAN VALLEY
Standing Orders Local Law 2016

Part 5 - Business of a meeting

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.

13 Delegates Reports

| Delegate | Details |
|-------------------------------------|--|
| Cr Kirrilee Warr (President) | Regional Telecommunications Review |
| | Community Growth Fund Advisory Group Meeting |
| | FARM Entry Audit Meeting |
| Cr Nicole Batten (Deputy President) | Yuna Community Swimming Pool Meeting |
| | Regional Telecommunication Review Meeting |
| | Regional Renewals and Hydrogen info Session |
| | Community Growth Fund Advisory Group Meeting |
| | FARM Entry Audit Meeting |
| Cr Philip Blakeway | No Reports Submitted |
| | |
| Cr Elizabeth Elliott-Lockhart | No Reports Submitted |
| | |
| Cr Catherine Low | Community Growth Fund Advisory Group Meeting |
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|-----------------|--|
| Cr Emma Rodney | Community Growth Fund Advisory Group Meeting |
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| Cr Trevor Royce | No Reports Submitted |
| | |

14 Announcements by Presiding Member Without Discussion

15 Matters for which Meeting to be Closed to Members of the Public

| |
|---|
| <p style="text-align: center;">Local Government Act 1995</p> <p style="text-align: center;">Administration Part 5</p> <p style="text-align: center;">Council meetings, committees and their meetings and electors'</p> <p style="text-align: center;">meetings Division 2</p> <p style="text-align: center;">s. 5.23</p> <p>The council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —</p> <p>(a) a matter affecting an employee or employees; and</p> <p>(b) the personal affairs of any person; and</p> <p>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(e) a matter that if disclosed, would reveal —</p> <p>(i) a trade secret; or</p> <p>(ii) information that has a commercial value to a person; or</p> <p>(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and</p> <p>(f) a matter that if disclosed, could be reasonably expected to —</p> <p>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or</p> <p>(ii) endanger the security of the local government's property; or</p> <p>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and</p> |
|---|

- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for.

The Council has no confidential items for consideration.

16 Closure