



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 APRIL 2025**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
CEO01 – 04/25	Work Health and Safety Statistics Report – March 2025 Attachments <ol style="list-style-type: none"> WHS Statistics Monthly Report – March 2025 WHS Statistics Report – 3rd Quarterly (January – March 2025) 	1 – 2
CEO04 – 04/25	Chittering Tourism Advisory Committee Dissolution Attachments <ol style="list-style-type: none"> Agenda Item CEO06 – 09/20 Tourism Advisory Group Establishment Terms of Reference 	3 – 10
CEO05 – 04/25	Facility Fees and Charges Review Attachments <ol style="list-style-type: none"> 2025/26 Suggested Facility Fees and Charges 	11 – 13
CEO10 – 04/25	Policy Review Process Attachments <ol style="list-style-type: none"> Register of Policies and Review Outcomes Council Policy and Position Statement Framework (new) Policies Recommended for Repeal Policies Recommended for Conversion to an Operational Directive Policies with Minor Changes (Track Changes) Policies with Minor Changes (Updated Template) 	14 – 103

WORK HEALTH SAFETY REPORTING – MARCH 2025

COUNCIL KPI'S – MONTHLY REPORT – WORK, HEALTH AND SAFETY 3RD QUARTER – MARCH 2025

Reporting month	Drug tests performed	Alcohol tests performed	Positive drug test and bac exceedance	Workers' compensation claims	Current workers compensation claims	Near misses and incident	Medically treated injuries	Restricted work injuries	Lost time injuries
March	9	23	0	0	0	2	0	0	0

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Department and Location	Type of Injury / Incident / Near Miss	Response
263	02/03/2025	Technical Services	Fire at Muchea Landfill	000 called immediately and Shire water truck used to assist in fire
264	19/03/2025	Technical Services	Member of public trespassing on Shire property	The person was assisted off the property and police were called as member was causing trouble in town.

WHS TRAINING AND DEVELOPMENT

Date	Training and Assessment	Training Organisation
March	First Aid Training for both Employees and Fire Brigade Members	Time Critical
	WHS Inductions for new employees	WHS Officer
	WHS Refresher for all administration	WHS Officer

SITE INSPECITONS

Date	Areas
March	5 Fire stations inspected by Building Coordinator

SAFETY OBSERVATIONS

Date	Areas
March	Glass leaning up on the wall, removed and stored correctly

WORK HEALTH SAFETY REPORTING – MARCH 2025

COUNCIL KPI'S – QUARTERLY REPORT – WORK, HEALTH AND SAFETY THIRD QUARTER – JANUARY – MARCH 2025

Report Month	Working hours (total workforce)	Average overtime per person by department	Training hours
JANUARY (2 Pay Periods)			
Technical	2,318	0.11	76.5
Office of the DCEO	1,851		
Development	1,456		
Office of the CEO	607		
FEBRUARY (2 Pay Periods)			
Technical	2,046	1.63	71
Office of the DCEO	1,856		
Development	1790		
Office of the CEO	589		
MARCH (2 Pay Periods)			
Technical	2,144	1	32.5
Office of the DCEO	2,064		
Development	1,808		
Office of the CEO	533		
TOTAL			

Safety audits and inspections	Safety observations	Toolbox talks	Equipment breakdowns
JANUARY			
0	0	1	2
FEBRUARY			
1	0	1	1
MARCH			
5	0	1	2

CEO06-09/20 Tourism Advisory Group Establishment

Applicant	Shire of Chittering
File ref	ECDEV.TOUR.OPS; N202523
Author	Economic Development Coordinator
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. "DRAFT" Terms of Reference

Executive Summary

Council is requested to consider establishing an Advisory Group for tourism in Chittering consisting of seven members including a Councillor and a deputy Councillor.

Background

At the Ordinary Council Meeting held on 20 May 2020, the following recommendation was passed by Council:

9.4.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 090520

Moved Cr Angus / Seconded Cr Hughes

That Council:

1. *Considers an allocation of funding in the 2020/21 Annual Budget to absorb the operations of the Visitor Centre and create a marketing and tourism role;*
2. *Considers sub-leasing the Visitor Centre building for use as a Post Office; and*
3. *Investigates the establishment of a Council Committee for the purpose of tourism.*

CARRIED 7/0

Pursuant to this resolution, Council is provided with the opportunity to form the group, and nominate a representative and a proxy representative to this group.

Consultation/Communication ImplicationsLocal

An advisory group body consisting of local tourism businesses and Council recommend and review the strategic action undertaken in tourism activities by the Shire.

State

Nil

Legislative ImplicationsState

Nil

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Nil

Strategic ImplicationsLocal

- Strategic Community Plan 2017-2027
Focus area: Economic Growth
Objective: S4.3 Increased Visitors
Strategy: S4.3.1 Support and promote accommodation options
S4.3.3 Facilitate, promote and support ecotourism
- Economic Development Strategy 2015-2025
Focus areas: Business Support and Growth, Visitor Attraction, Key Economic Precincts, Regional Collaboration.

State

Nil

Site Inspection

Not applicable

Triple Bottom Line AssessmentEconomic implications

There are no known significant economic implications associated with this proposal.

Social implications

A more community-inclusive decision-making process in regards to strategic decisions and management in tourism.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Each year the Shire works on tourism-related strategic projects with limited input from the tourism industry in the region. By creating a Tourism Advisory Group, local industry personnel can provide their input and knowledge to Council to assist them in their decision making-process, whilst providing an opportunity to track the progress and review works undertaken.

The draft "Terms of Reference" as contained in **Attachment 1** should be considered.

OFFICER RECOMMENDATION

Moved Cr Hughes / Seconded Cr Osborn

That Council:

1. Establish an advisory group consisting of seven members made up of:
 - a. One member of Council;
 - b. One representative from the Chittering Tourist Association;
 - c. Five tourism industry stakeholders from the Chittering region.
2. Adopt the aforementioned Terms of Reference.
3. Nominate Cr Carmel Ross as the delegate and Cr Peter Osborn as the deputy delegate.
4. Authorises the Chief Executive Officer to select five tourism industry stakeholders from the Chittering region to sit on the Tourism Advisory Group.

AMENDMENT

Moved Cr Gibson / Seconded Cr Davis

That Point "3" be amended to reflect Cr John Curtis as the deputy delegate.

CARRIED 4/3

8:09PM

Cr Gibson provided the following reasons:

Cr Gibson stated that this meeting is to nominate people and that he didn't know why people were already in there. Cr Curtis expressed an interest on being on this group and therefore nominate him as the deputy. It is in the interest of the committee that they have a variation of views, not all on the same side, because it is pretty pointless having a committee if you have everyone agreeing.

SUBSTANTIVE / COUNCIL RESOLUTION 170920

That Council:

1. Establish an advisory group consisting of seven members made up of:
 - a. One member of Council;
 - b. One representative from the Chittering Tourist Association;
 - c. Five tourism industry stakeholders from the Chittering region.
2. Adopt the aforementioned Terms of Reference.
3. Nominate Cr Carmel Ross as the delegate and Cr John Curtis as the deputy delegate.
4. Authorises the Chief Executive Officer to select five tourism industry stakeholders from the Chittering region to sit on the Tourism Advisory Group.

CARRIED 7/0

8:11PM

3.1.8 Chittering Tourism Advisory Group

NAME

The name of the Committee shall be the Chittering Tourism Advisory Group (CTAG)

VISION

To develop Chittering as a thriving, sustainable and diverse tourism destination. (Interpreted from Chittering's Strategic Community Plan 2016)

OBJECTIVES

To make recommendations and advise Council on select matters relating to tourism and tourism related directives in related economic development strategies.

To suggest targets and track the progress made by the Shire in undertaking tourism activities.

The Advisory Group will advise Council all matters in tourism relating to:

- a) Stakeholder engagement
- b) Marketing
- c) Business support & development
- d) Investment attraction & infrastructure implementation
- e) Visitor satisfaction
- f) Undertaking major projects

RESPONSIBLE OFFICER

The Responsible Officer shall be the Economic Development Coordinator who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations from the Advisory Group to Council.

MEMBERSHIP

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

Tenure of Membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer a member of Council; or a member of the Chittering Tourism Association
 - (b) the person resigns from membership of the advisory group; or
 - (c) the advisory group is disbanded;
- whichever occurs first.

DELEGATED AUTHORITY

Nil

ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

MEETINGSAdvisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be half plus one voting members.

Voting

As advisory groups do not have delegated authority, voting is not required.

Notes

1. Any notes from an advisory group are to be forwarded to Council via the monthly Elected Members Information Bulletin.
2. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Who acts if no presiding member?

If, in relation to the presiding member of an Advisory Group —

- a. the office of presiding member and the office of deputy presiding member are vacant; or
- b. the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,

then the Advisory Group members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the Local Government Act 1995, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors

Chittering Tourism Advisory Group Terms of Reference

NAME

The name of the Committee shall be the Chittering Tourism Advisory Group (CTAG)

VISION

To develop Chittering as a thriving, sustainable and diverse tourism destination. (Interpreted from Chittering's Strategic Community Plan 2016)

OBJECTIVES OF THE TOURISM ADVISORY GROUP

- To make recommendations and advise Council on select matters relating to tourism;
 - To make recommendations on economic development strategies related to tourism
 - To suggest targets and track the progress made by the Shire in undertaking tourism development activities.
- The Advisory Group will advise Council all matters in tourism relating to:
 - Stakeholder engagement
 - Marketing
 - Business support & development
 - Investment attraction & infrastructure implementation
 - Visitor satisfaction
 - Undertaking major projects
 - Shire-led tourism-focused events coordination

RESPONSIBLE OFFICER

The Responsible Officer shall be the Economic Development Coordinator who will ensure agendas and minutes are produced and forwarded to the Advisory Group, and report any recommendations from the Advisory Group to Council.

MEMBERSHIP

Membership

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

Tenure of Membership

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections.

Though the inaugural Advisory group will be recommended by Shire Officers, ongoing recruitment will be advertised via the Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

The inaugural Advisory Group members with the exception of Council and CTA Representatives shall be selected by Shire Officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the Advisory Group.

DELEGATED AUTHORITY

Nil

ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group, unless the Council member chooses to delegate another member as Chair.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

MEETINGS

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings for the next calendar year are to be determined at the final meeting of the year.

Quorum

The quorum at any meeting shall be a Shire Councillor Representative plus three other voting members.

Voting

When making recommendations to Council, voting on the motion is required with outcomes to be based on a simple majority.

Notes

1. Any notes from an advisory group are to be forwarded to Council via a council report.
2. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's [Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors](#)

Fee/Charge	Revenue Acct Number	2024-25 Adopted Fees and Charges	2025-2026 Fee/Charge	Per Week \$ (48 weeks)	Notes
ALL SHIRE MANAGED FACILITIES - Building only					NEW FEE - Option 1
Hire Cost per hour - casual users	3110121	50	50		
Hire Cost maximum daily - casual users	3110121	250	250		
Bond - with alcohol (minimum charge)	9090125	550	550		
Bond - no alcohol (minimum charge)	9090125	250	250		
Bond - key (minimum charge/replacement)	9090125	55	55		
Cancellation - 100% cancellation refund up to 14 days in advance of booking	3110121	100%	100%		
Cancellation - 50% cancellation over 14 days in advance	3110121	50%	50%		
Annual User Fee - Commercial (per facility)	3110121	0	600	12.5	ALTERNATIVELY - Option 2 50% discount on current fees for Community Groups Option 3, no change to structure/fees.
Annual User Fee - Educational Institution (per facility)	3110121	0	400	8.33	
Annual User Fee - Community/Sporting Group (use of all facilities included)	3110121	0	300	6.25	
ALL SHIRE MANAGED FACILITIES (with oval or courts)					
Hire Cost per hour - casual users	3110121	60	60		
Hire Cost maximum daily - casual users	3110121	300	300		
Annual User Fee	3110121	450	0		
Annual User Fee - Commercial (per facility)	3110121	0	800	16.66	ALTERNATIVELY - Option 2 50% discount on current fees for Community Groups Option 3, no change to structure/fees.
Annual User Fee - Educational Institution (per facility)	3110121	0	600	12.5	
Annual User Fee - Community/Sporting Group (use of all facilities included)	3110121	0	400	8.33	

ALL SHIRE MANAGED FACILITIES - Oval Only Hire (MRC per day / annual hire includes access to toilet corridor/changerooms only)					
Bond - low risk event	9090125	200	200		
Bond - high risk event	9090125	500	500		
Bond - gate key (minimum charge)	9090125	100	100		
Private Groups/Casual Users, eg personal training groups (per hour)	3110121	53	53		
Private Groups/Casual users (per day) - eg private market day	3110121	150	150		
Community Events (community groups)	3110121	0	0		
Annual Oval Only User Fee		290	0		
Annual User Fee - Commercial (per facility)	3110121	0	500	10.42	ALTERNATIVELY - Option 2 50% discount on current fees for Community Groups Option 3, no change to structure/fees.
Annual User Fee - Educational Institution (per facility)	3110121	0	350	7.29	
Annual User Fee - Community/Sporting Group (use of all facilities included)	3110121	0	250	5.21	
Ferguson House - Shared Use Areas only	<i>Only where no sole user leases are in place at the facility.</i>				
Hire Cost per hour - casual users	3110121	50	50		
Hire Cost maximum daily - casual users	3110121	250	250		
Bond - with alcohol (minimum charge)	9090125	550	550		
Bond - no alcohol (minimum charge)	9090125	250	250		
Bond - key (minimum charge/replacement)	9090125	55	55		
Cancellation - 100% cancellation refund up to 14 days in advance of booking	3110121	100%	100%		
Cancellation - 50% cancellation over 14 days in advance	3110121	50%	50%		
Annual User Fee	3110121	450	0		
Annual User Fee - Commercial (per facility)	3080620	0	600	10.42	ALTERNATIVELY - Option 2 50% discount on current fees for
Annual User Fee - Educational Institution (per facility)	3080620	0	400	7.29	

Annual User Fee - Community/Sporting Group (use of all facilities included)	3080620	0	300	5.21	Community Groups change to structure/fees.	Option 3, no
Muchea Recreation Centre - Court Only Hire (per day / annual hire includes access to toilet corridor only)						
Private Groups/Casual Users per court (per hour) et residents, social groups	3110121	10	10			
Private Groups/Casual Users per court (per day) et residents, social groups	3110121	50	50			
Commercial Casual hire per court per hour	3110121	20	20			
Commercial Casual hire per court per day	3110121	100	100			
Annual User Fee - Commercial	3110121	0	400	6.25	ALTERNATIVELY -	
Annual User Fee - Educational Institution	3110121	0	300	4.17	Option 2 50% discount on current fees for	
Annual User Fee - Community/Sporting Group	3110121	0	200	3.12	Community Groups change to structure/fees.	Option 3, no
Camping - Oval and Transit Parks						
Caravan Club Oval Hire - per van per night up to 3 nights	3130221	26	26			
Transit Park Site Fee - per night up to 3 nights	3130221	26	26			
Parks						
Bond - Gate key	9090125	100	100			

Shire of Chittering Community/Sporting Groups are exempt from bond fees, and are eligible for a 50% discount on casual hire fees.

See Commercial Property Lease/Hire Arrangements where a business has sole use of a facility/space.

POLICIES REGISTER

Policy Type	Policy ref no	Policy Name	Policy owner	Responsible business unit	Last review date	Review outcome	2025/26	2026/27	2027/28	2028/29
ADMINISTRATION POLICIES	1.1	Policy Register				Repeal				
ADMINISTRATION POLICIES	1.2	Australian Citizenship Ceremonies	Office of the CEO	Executive Assistant	20-Jul-22	Minor	✓			✓
ADMINISTRATION POLICIES	1.3	Service Level Complaints Handling	Office of the CEO	Chief Executive Officer	19-Oct-22	Major		✓		
ADMINISTRATION POLICIES	1.4	Political Electioneering Posters	Development Services	Executive Manager Development Services	19-Jul-23	Minor	✓			✓
ADMINISTRATION POLICIES	1.5	Record Keeping	Corporate Services	Records Officer	19-Jul-23	Minor	✓			✓
ADMINISTRATION POLICIES	1.6	Contribution to the cost of dividing fences	Development Services	Executive Manager Development Services	20-May-09	Repeal				
ADMINISTRATION POLICIES	1.7	Asset Management – Infrastructure Assets	Corporate Services	Deputy Chief Executive Officer	18-May-11	Major		✓		
ADMINISTRATION POLICIES	1.8	Honorary Freeman of the Shire of Chittering	Office of the CEO	Executive Assistant	20-Jul-22	Minor	✓			
ADMINISTRATION POLICIES	1.9	Risk Management Policy	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Major		✓		
ADMINISTRATION POLICIES	1.10	Reimbursement of Volunteers for Damaged Personal Equipment	Office of the CEO	Executive Assistant	16-Oct-19	Minor	✓			
ADMINISTRATION POLICIES	1.11	Recording and Access to Recordings of Council Meetings	Office of the CEO	Executive Assistant	20-Jul-22	Minor	✓			
ADMINISTRATION POLICIES	1.12	General Compliance and Enforcement	Development Services	Executive Manager Development Services	19-Jul-23	Major		✓		
ADMINISTRATION POLICIES	1.13	Recording and Access to Recordings of Council Meetings	Office of the CEO	Executive Assistant	19-Jul-23	Repeal				
ADMINISTRATION POLICIES	1.14	Execution of Documents and Use of the Common Seal	Office of the CEO	All Executive Managers	21-Jun-23	Major		✓		
ADMINISTRATION POLICIES	1.15	Social Media	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Minor		✓		✓
FINANCE POLICIES	2.1	Investment of Funds	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Minor	✓			✓
FINANCE POLICIES	2.2	Rating	Corporate Services	Executive Manager Corporate Services	19-Aug-09	Major		✓		
FINANCE POLICIES	2.3	Requests for Assistance and/or Donation	Corporate Services	Deputy Chief Executive Officer/Community Development	21-Jun-23	Minor	✓			✓

POLICIES REGISTER

Policy Type	Policy ref no	Policy Name	Policy owner	Responsible business unit	Last review date	Review outcome	2025/26	2026/27	2027/28	2028/29
FINANCE POLICIES	2.4	Credit Cards	Corporate Services	Deputy Chief Executive Officer	20-Jul-22	Transfer to OD				
FINANCE POLICIES	2.5	Purchasing & Procurement	Corporate Services	Deputy Chief Executive Officer	19-Oct-22	Major		✓		
FINANCE POLICIES	2.6	Rating Policy Relating to Change in Predominant Use of Rural Land	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Minor	✓			✓
FINANCE POLICIES	2.7	Related Party Disclosures	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Major		✓		
FINANCE POLICIES	2.8	Financial Hardship – Collection of Rates and Service Charges Policy	Corporate Services	Chief Executive Officer	21-Jun-23	Minor	✓	✓		✓
STAFF POLICIES	3.1	Bereavement Recognition	Office of the CEO	Executive Assistant	20-Jul-22	Minor	✓	✓		✓
STAFF POLICIES	3.2	Equal Employment Opportunity	Office of the CEO	All Executive Managers	18-Nov-09	Minor	✓	✓		✓
STAFF POLICIES	3.3	Work Health and Safety (WHS)	Office of the CEO	All Executive Managers	19-Oct-22	Minor	✓	✓		✓
STAFF POLICIES	3.4	Appointment of an Acting Chief Executive Officer	Office of the CEO	All Executive Managers	21-Jun-23	Major		✓		
STAFF POLICIES	3.5	Christmas / New Year Closure of Council Facilities	Office of the CEO	All Executive Managers	18-Nov-09	Repeal				
STAFF POLICIES	3.6	Staff Superannuation	Corporate Services	Deputy Chief Executive Officer/Payroll officer	26-Oct-16	Repeal				
STAFF POLICIES	3.7	Public Service Holidays In-Lieu	Corporate Services	Deputy Chief Executive Officer/Payroll officer	17-Mar-21	Repeal				
STAFF POLICIES	3.8	Standards for Recruitment of CEO's	Office of the CEO	All Executive Managers	21-Apr-21	Major			✓	
STAFF POLICIES	3.9	Standards for Review of Performance of CEO's	Office of the CEO	All Executive Managers	21-Apr-21	Major			✓	
STAFF POLICIES	3.10	Standards for Termination of the Employment of CEOs	Office of the CEO	All Executive Managers	21-Apr-21	Major			✓	
ELECTED MEMBERS POLICIES	4.1	Code of Conduct - Elected Members, Committee Members and Candidates	Office of the CEO	All Executive Managers	21-Apr-21	Major			✓	
ELECTED MEMBERS POLICIES	4.2	Informal Petitions to Council	Office of the CEO	All Executive Managers	19-Jul-23	Transfer to Position Statement		✓		
ELECTED MEMBERS POLICIES	4.3	Elected Members' – Entitlements and Training	Office of the CEO	All Executive Managers	16-Sep-20	Major		✓		

POLICIES REGISTER

Policy Type	Policy ref no	Policy Name	Policy owner	Responsible business unit	Last review date	Review outcome	2025/26	2026/27	2027/28	2028/29
ELECTED MEMBERS POLICIES	4.4	Certificate of Recognition	Office of the CEO	All Executive Managers	25-Jun-14	Minor	✓			✓
ELECTED MEMBERS POLICIES	4.5	Legal representation and Costs Indemnification	Office of the CEO	All Executive Managers	17-Feb-10	Minor	✓			✓
ELECTED MEMBERS POLICIES	4.6	Council Forums, Workshops and Information Sessions	Office of the CEO	Executive Assistant	15-Mar-23	Minor	✓			✓
ELECTED MEMBERS POLICIES	4.7	Gifts, Benefits, Hospitality and Attendance at Events Policy	Office of the CEO	Chief Executive Officer	15-Jul-20	Major		✓		
ELECTED MEMBERS POLICIES	4.8	Notices of Motion	Office of the CEO	All Executive Managers	19-Jul-23	Minor	✓			✓
ELECTED MEMBERS POLICIES	4.9	Code of Conduct – Behaviour Complaints Management	Office of the CEO	All Executive Managers	16-Jun-21	Minor	✓			✓
ELECTED MEMBERS POLICIES	4.1	Transparency & Accountability	Office of the CEO	Chief Executive Officer	17-Aug-22	Transfer to Position Statement		✓		
ELECTED MEMBERS POLICIES	4.11	Council Positions	Office of the CEO	Chief Executive Officer	20-Jul-22	Repeal				
ELECTED MEMBERS POLICIES	4.12	Donations, Contributions and Sponsorship	Office of the CEO	Chief Executive Officer	19-Apr-23	Minor	✓			✓
COMMUNITY FACILITIES AND RECREATION POLICIES	5.1	Concerts, Events and Organised Gatherings	Development Services	Principal Environmental Health Officer	16-May-12	Minor	✓			✓
COMMUNITY FACILITIES AND RECREATION POLICIES	5.2	Container Deposit Scheme – Community Groups Donation Points	Technical Services	Executive Manager Technical Services/Works supervisor	16-May-12	Transfer to Position Statement		✓		
COMMUNITY DEVELOPMENT POLICIES	6.1	Australia Day Awards	Office of the CEO	Executive Assistant	12-Nov-22	Minor	✓			✓
COMMUNITY DEVELOPMENT POLICIES	6.2	Education Scholarship Award	Corporate Services	Community Development Coordinator	20-Jul-16	Minor	✓			✓
COMMUNITY DEVELOPMENT POLICIES	6.3	Use of Chattering Community Bus	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Minor	✓			✓
COMMUNITY DEVELOPMENT POLICIES	6.4	Community Assistance Grant Scheme	Corporate Services	Deputy Chief Executive Officer/Community Development	21-Jun-23	Minor	✓			✓
COMMUNITY DEVELOPMENT POLICIES	6.5	Financial assistance for residents involved in state/national sporting events	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Repeal				
COMMUNITY DEVELOPMENT POLICIES	6.6	Community Bus Transport Service	Corporate Services	Deputy Chief Executive Officer	21-Jun-23	Minor	✓			✓
COMMUNITY DEVELOPMENT POLICIES	6.7	Community Assisted Transport Service Policy (CATS)	Corporate Services	Community Development Coordinator	16-Aug-23	Major		✓		

POLICIES REGISTER

Policy Type	Policy ref no	Policy Name	Policy owner	Responsible business unit	Last review date	Review outcome	2025/26	2026/27	2027/28	2028/29
ENGINEERING, CONSTRUCTION AND MAINTENANCE POLICIES	7.1	Nature Strip Treatments – Protective Devices	Technical Services	Executive Manager Technical Services/Works Supervisor	Nov-05	Minor	✓			✓
ENGINEERING, CONSTRUCTION AND MAINTENANCE POLICIES	7.2	Crossovers Subsidy	Technical Services	Executive Manager Technical Services/Works Supervisor	Nov-05	Major		✓		
ENGINEERING, CONSTRUCTION AND MAINTENANCE POLICIES	7.3	Naming of Shire Facilities	Technical Services	Executive Manager Technical Services/Technical Officer	May-11	Minor	✓			✓
ENGINEERING, CONSTRUCTION AND MAINTENANCE POLICIES	7.4	Road Formation Widths / Clearing Widths – for new construction works	Technical Services	Executive Manager Technical Services	1-May-11	Repeal				
PARKS AND LANDSCAPING POLICIES	8.1	Landscaping Policy for Industrial and Commercial Areas	Technical Services	Executive Manager Technical Services	Nov-05	Repeal				
PARKS AND LANDSCAPING POLICIES	8.2	Verge Maintenance	Technical Services	Executive Manager Technical Services	20-Jul-22	Minor		✓		
PARKS AND LANDSCAPING POLICIES	8.3	Rural Numbering	Development Services	Executive Manager Development Services	1-Nov-05	Transfer to Position Statement		✓		
PARKS AND LANDSCAPING POLICIES	8.4	Storm Water Management	Technical Services	Executive Manager Technical Services/Executive Manager Development Services	19-Oct-22	Minor	✓			✓
ENVIRONMENT AND HEALTH POLICIES	9.1	Environment - Council Recognition	Development Services	Executive Manager Development Services/Principal Environmental Health Officer	1-Nov-05	Repeal				
ENVIRONMENT AND HEALTH POLICIES	9.2	Bush Fire Control	Development Services	Chief Bush Fire Control Officer/Community Emergency Services Manager/Ranger	17-Mar-21	Transfer to Position Statement		✓		
ENVIRONMENT AND HEALTH POLICIES	9.3	Nuclear Waste	Development Services	Executive Manager Development Services/Principal Environmental Health Officer	1-Nov-05	Transfer to Position Statement		✓		
ENVIRONMENT AND HEALTH POLICIES	9.4	Deep Drainage	Technical Services	Executive Manager Technical Services	Nov-05	Repeal				
ENVIRONMENT AND HEALTH POLICIES	9.5	Multiple Dogs	Development Services	Executive Manager Development Services/Rangers	19-Jul-23	Major		✓		
ENVIRONMENT AND HEALTH POLICIES	9.6	Trading in Public Places	Development Services	Executive Manager Development Services/Principal Environmental Health Officer	19-Jul-23	Major		✓		
ENVIRONMENT AND HEALTH POLICIES	9.7	Temporary Accommodation During Construction of a Dwelling	Development Services	Executive Manager Development Services/Principal Environmental Health Officer	20-Nov-19	Minor	✓			✓
ENVIRONMENT AND HEALTH POLICIES	9.8	Nutrient Removal Effluent Disposal Systems	Development Services	Principal Environmental Health Officer	19-May-21	Transfer to Position Statement		✓		



Council Policy and Position Statement Framework

OBJECTIVE

The objective of this policy is to facilitate informed, consistent, and transparent decision-making regarding the development, review and rescission of Council Policies and Council Position Statements of the Shire of Chittering (**the Shire**).

It also aims to ensure that Council Members are actively engaged with all stages of the policy and position statement development and review.

SCOPE

This Framework applies to all employees, Council Members and stakeholders involved in the development, review and rescission of Council Policies and Council Position Statements.

1. Access, Format and Review

All Council Policies and Council Position Statements are to be:

- a. Recorded in the Shire's Policy Register and Position Statement Register as well as the record management system (CouncilFirst).
- b. Published on the Shire's website and intranet.
- c. Reviewed at a minimum of once every three years.

The Policy and Position Statement formats provided for in **Appendix A** are to be used, except in the case of:

- a. a policy established under any Local Planning Scheme; or
- b. a format determined under legislation.

Council Position Statements must be supported by a formal Council Resolution.

2. Engagement with Council Members

As per *section 2.7 of the Local Government Act 1995 (the Act)*, determining the local government's policies and strategic direction is a fundamental role of Council. Council Members must therefore be comprehensively engaged in the development, review, and rescission of both Council Policies and Council Position Statements.

When the Chief Executive Officer (CEO) or Council identifies the need for a new Policy or Position Statement, a discussion paper (Appendix B) will be prepared by the CEO. This paper will inform a facilitated Council workshop, scheduled in line with the Shire's Ordinary Council Meetings and Council Forums.

Workshop outcomes are to be used by the CEO to develop the draft Policy or Position Statement for Council consideration and adoption.

3. Engagement with Stakeholders

Stakeholder engagement is critical to achieving informed and inclusive decision-making on matters of community and strategic interest. Discussion papers and officer reports must identify proposed engagement activities and explain their relevance to the policy or position under development.



Council Policy and Position Statement Framework

The outcomes of stakeholder engagement must be summarised and presented to Council to inform final decisions.

4. Review

The CEO is responsible for ensuring all Council Policies and Position Statements are reviewed:

- At least once every three years, or
- More frequently if determined necessary through risk assessment or due to legislative or strategic change.

An ongoing review schedule will be developed to spread policy and position statement reviews evenly over the business cycle.

The rescission of policies is to be undertaken as part of this review process or more frequently if the CEO considers it to be necessary.

Any review of an existing Council Policy or Council Position Statement is to be presented to a Council Forum prior to adoption at an Ordinary Council Meeting.

5. CEO Operational Directives

The CEO is to develop and maintain CEO Operational Directives that underpin and operationalise Council Policies and Position Statements. These directives are internal management tools and are the sole responsibility of the CEO.

POLICY STATEMENT

The Shire is committed to enabling informed, consistent, and transparent decision-making through a structured framework for the development, review, and rescission of Council Policies and Position Statements.

DEFINITIONS

Council Policy: A set of principles, guidelines or business rules adopted by Council to guide decision-making and achieve lawful, consistent outcomes.

Council Position Statement: A document that reflects the Council's resolution on a strategic matter. It expresses a high-level viewpoint or stance to be actioned by the CEO. It may stand alone or inform the development of a more detailed Council Policy. It reflects the Council's intent and provides directional guidance to the CEO for implementation.

Council Member: Means a person elected as a member of the council of the local government, including the Shire President.

CEO Operational Directive: An operational procedure, directive or rule adopted by the CEO under *section 5.41* of the Act.

ROLES AND RESPONSIBILITIES

CEO: Responsible for establishing and maintaining the development and review processes for Council Policies and Council Position Statements.

Council: Approves all new Council Policies and Council Position Statements, as well as major reviews.



Council Policy and Position Statement Framework

COMPLIANCE AND POLICY ADMINISTRATION

Legislation	<ul style="list-style-type: none"> Local Government Act 1995, Section 1.3(2): Promotes better decision-making, community participation, and accountability. Section 2.7: Council's role includes governing affairs and determining policies.
Industry	<ul style="list-style-type: none"> WALGA Department of Local Government, Sport and Cultural Industries
Organisational	Ordinary Council Meetings and Council Forums Council Policy Template Council Policy Register Council Position Statement Template Council Position Statement Register
Strategic Community Plan	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	March 2028
Policy Owner	Manager Governance and Corporate Performance		

Version	Decision Ref	Date	Change
1		March 2025	



Council Policy and Position Statement Framework

APPENDIX A – Formats

Council Policy Template



Policy Name

OBJECTIVE

A policy objective or purpose is a statement of the desired outcome that is to be achieved and why it is necessary.

e.g. To establish the processes for appointing an Acting Chief Executive Officer or Temporary Chief Executive Officer

SCOPE

Sets the boundaries and of the policy. Defines the who and what the policy applies to.

e.g. This policy applies at all levels of the organisation and all asset related activity ranging across planning, acquisition, operation, maintenance, renewal, upgrade and disposal of assets.

POLICY STATEMENT

This statement should serve as a guiding principle for all related actions. Provide the overarching rules and expectations to guide decision making

e.g. The CEO is entitled to leave as provided in their contract of employment. It is important to ensure that a suitably qualified person is appointed to act in the capacity of the CEO.....

DEFINITIONS

Include clear definitions of any key terms used in the policy. This is important to ensure that everyone understands the policy and interprets it in the same way.

e.g. Act - means the Local Government Act 1995.

ROLES AND RESPONSIBILITIES

Define roles and responsibilities that are specific to the Policy as well as who is responsible for the implementation.

e.g. The Manager Place Management is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Details of any relevant legislation that guides the Policy
Industry	Details of any relevant industry guidance that guides the Policy direction e.g. WALGA, Department of Local Government, Sport & Cultural Industries Guidelines
Organisational	Details of other Policies that may impact this policy
Strategic Community Plan	Link to SCP objective(s)

POLICY ADMINISTRATION

Review Cycle	# Years	Next Review Due	YYYY
Policy Owner			

Version	Decision Ref	Date	Change



Council Policy and Position Statement Framework

Council Position Statement Template

- Position Statement Title
- Statement of Position
- Background / Context
- Council Resolution Reference
- Review and Approval History (Dates)



Council Policy and Position Statement Framework

APPENDIX B

Discussion Paper Format:

- Subject Matter
- Executive Summary
- Background
- Proposed Policy Approach
- Alternative Options
- Recommended Stakeholder Engagement
- Legislative, Strategic, Financial and Risk Considerations

Policy Register

Commented [ZJ1]: Replaced with the Council Policy and Position Statement Framework

Policy Owner: Governance
Person Responsible: Executive Assistant
Date of Approval: 15 April 2009
Amended: 20 July 2022

Objective

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process.

Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

Policy

The Chief Executive Officer shall maintain a register of all policy decisions of Council in a register which will be available on the Shire website, for public inspection. Changes to Council Policy shall only occur through a notice of motion by an Elected Member or by a specific agenda item setting out details of the amendment.

Contribution to the cost of dividing fences

Commented [ZJ2]: Covered by the Dividing Fences Act.

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Date of Approval: 20 May 2009
Amended:

Objective

To provide a basis for Council contribution towards the cost of dividing fences.

Policy

Council will contribute 50% to the cost of a sufficient dividing fence where the fence adjoins land held in freehold title by the Shire.

Council will not contribute where a fence adjoins Crown Land (exempt under ***Dividing Fences Act 1961***).

Recording and Access to Recordings of Council Meetings

Commented [ZJ3]: Duplication of 1.11

Policy Owner: Governance
Person Responsible: Executive Assistant
Date of Approval: 20 November 2019
Amended: 18 May 2022; 20 July 2022; 19 July 2023

OBJECTIVE

1. To ensure that there is a process in place to outline access to the recorded proceedings of Council including Elected Member voting on Council Resolutions.
2. To emphasise that the reason for the recording of Council Meetings and Elected Member voting is to ensure the accuracy of Council Minutes and transparency on how elected members are voting to represent the community's interest and that any reproduction is for the sole purpose of Council business.

POLICY

Recording of Proceedings

1. Proceedings for meetings of the Council, Electors, and Public Question Time during Council meetings shall be recorded by the Shire on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.
2. Notwithstanding clause 1, proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.
3. No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without approval as per Shire of Chittering Standing Orders Local Law 2023.
4. A table of Elected Member Voting to be published following every Ordinary or Special Council Meeting in the Northern Valley News and on the Shire website and Facebook page.

Access to Recordings

5. The record of proceedings from the Agenda Forum is to be circulated to Council before the issuance of the Ordinary Council Meeting Agenda to the public.
6. The record of proceedings of Council and Electors meetings is to be loaded on to the Shire's website once the minutes have been made available.

Retention of Recordings

7. Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.

Disclosure of Policy

8. An excerpt of this Policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors meetings to advise the public that the proceedings of the meeting are recorded.
9. Signage and a verbal notice via the Presiding Member shall be provided to ensure that attendees to Council meetings are aware of the recording practice of Council.

Responsibility of Implementation

Office of the Chief Executive Officer

References:

1. Shire of Chittering Standing Orders Local Law 2023

Council Positions

Commented [ZJ4]: Replaced with an updated Council Position Statement Register with additional statements added. This register will be further workshopped with Council Members

Policy Owner: Council
Person Responsible: CEO
Date of Approval: 20 July 2022
Amended:

POLICY OBJECTIVE

To provide a record of resolutions in relation to Councils Position pertaining to certain matters.

POSITION STATEMENTS

1. Annual Electors Meeting

That Council adopt the practice of holding the Annual Electors Meeting, on a rotating basis, in the larger population centres of Muchea, Wannamal, Lower Chittering and Bindoon; with 2018 meeting held in Muchea, 2019 in Lower Chittering and 2020 in Bindoon.

Resolution # **120818**

Date: **15 August 2018**

2. Transparency & Accountability

The Shire of Chittering is committed to being a leader in the areas of transparency, disclosure and public accountability. In line with this commitment, we will continually be looking for relevant new opportunities to adopt best practice.

Resolution # **161121**

Date: **17 November 2021**

3. Occupational Health & Safety

Council cares about the employees of the shire and want to ensure that all employees arrive safely home each day. This requires that everyone commits to their role in ensuring a safe workplace, starting with Council.

Resolution # **231121**

Date: **17 November 2021**

4. Aged Care

The Shire of Chittering is committed to retaining older people and people with disability support needs in the Chittering community

The Shire of Chittering is committed to investigating options to facilitate the development of a multi service housing, aged care and associated health service campus within the Shire of Chittering

Resolution # **150522**

Date: **18 May 2022**

References:

- Council Member Policy 4.10 – Transparency & Accountability

Landscaping Policy for Industrial and Commercial Areas

Commented [ZJ5]: Now covered in Planning approval requirements

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
Amended:

Objective

The objective of this policy is to:

- Guide the Shire of Chittering (the Shire) in prioritising public open space and distributor roads for appropriate landscaping development, utilising an endorsed criteria for assessment.
- Guide applicants on matters the Shire will take into consideration when evaluating development applications and detailed engineering and landscape designs.

Statement

The Shire recognises its responsibility to work towards and advocate an economically, socially and environmentally sustainable community. In considering Capital and Operational Budget allocations, Administration will endeavour to:

- evaluate sites for best practice landscape asset management
- minimise the Shire's exposure to risk and capital and recurrent cost liabilities
- apply a consistent approach to landscape treatments within the Shire.

The Shire wishes to promote the establishment of landscaping for the benefit of those who reside, work and visit the Shire.

The intent of the policy is to:

- i) Provide a means of reducing the impact of the built form in developed areas, through the moderating influence of trees, shrubs and other vegetation.
- ii) Improve the quality of life in the Shire by beautifying the built environment and moderating the harsh climatic conditions.
- iii) Encourage a landscaping form which is economical in its water and maintenance requirements.
- iv) Provide a means of permitting relative freedom of design of the individual components of any built-up area, while also ensuring that the important 'sense of place' is maintained through the unifying character of landscaping.
- v) Provide a means of minimising soil erosion.
- vi) Provide a guide detailing the minimal requirements of a satisfactory landscaping plan for submission purposes.

Policy

This policy is for the provision of landscaping in Industrial and Commercial areas. Subject to Shire approval the provisions contained may be varied should the result achieved by the variation meet the intent of this policy.

Each application for a Building Licence in industrial and commercial zones shall include a landscape plan which conforms to the Shire Landscaping Policy for Industrial and Commercial areas.

The approved landscaping plan to be implemented and maintained at all times to the satisfaction of the Chief Executive Officer.

A unit numbering plan shall be prepared and implemented to the satisfaction of the Chief Executive Officer.

A three metre wide permanent and reticulated landscaping strip being provided along the front boundary of the property to the satisfaction of the Chief Executive Officer.

A landscaping plan to be prepared and landscaping established for the development to the satisfaction of the Chief Executive Officer.

Landscaping as shown on the approved plans to be established to the satisfaction of the Chief Executive Officer.

Recommended Plant Types

For reasons of soils and climatic compatibility, hardy plants suited to the region are essential. A range of species may be included in the landscaped area, these may be species recommended by Chittering Landcare .

It should be noted, species may be varied subject to approval and reference should be made to relevant officers to ascertain suitability of alternative species.

Preparation of Shrubbery Areas

Due to the harsh climatic conditions that prevail within the Shire and the predominance of potential weeds, preparatory treatment of planting beds is essential.

Reticulation

All landscaping shall be reticulated. The reticulation considered satisfactory by the Shire for shrubbery planting's is the typical polythene trickle or drip irrigation. The reticulation should be connected to a timing mechanism via an approved backflow device to ensure continued maintenance of the landscaping and checked for satisfactory operation on a weekly basis.

Where practical, landscaping should utilise the principles of landscape design as outlined in the publication "***Water Conservation Through Good Design***" produced by the Western Australian Water Resources Council. Where irrigation is to be installed in areas surrounded by pavement, an adequately sized conduit must be provided during construction.

Maintenance

Conscientious maintenance of all landscaped areas for a period of no less than 12 months after establishment is required during this critical growth period. Where maintenance is not carried out as required, the CEO may determine that the standard is inferior which may prejudice an application for free-hold title or final approval for completion of development requirements.

Unattractive Buildings

Where, in the opinion of Council, little consideration has been given to aesthetic qualities of a building or other structure, landscaping may be required in order to moderate the impact of that building.

Existing Trees

Where significant trees and shrubs are already in existence on the lot, these may only be removed with the approval of the Shire where extenuating circumstances apply.

Power Lines and Services

Overhead power lines and underground services shall be considered in the provision of landscaping to ensure no hazardous or potentially damaging situation is created.

Car Parking Areas

Landscaping of car parks shall take into account all necessary pedestrian vehicular sight lines. Planting shall maintain all necessary sight line truncations.

All car parking areas shall be planted to be screened externally, and planted internally to break up large expanses of bitumen paving. As a guide external landscape strips shall be a minimum of 1.5 metres wide. Internally an equivalent of 1 in every 10 bays shall be landscaped.

Location of Landscaping

Generally all landscaping shall be located within property boundaries. Landscaping shall screen and complement development proposed. Landscaping proposals shall be assessed against the provisions of this policy and the degree to which the proposal meets the intent of the policy.

The Landscape Plan shall include:***Basic Data***

- Street Names
- North Point
- Scale
- Date prepared
- Contact name and phone number
- Property boundaries and outline of adjacent buildings

Development Details

- Building layout including doors and windows
- Building elevations
- Car park layout

Landscaping Details

- Details of areas to be planted
- Names and location of plants to be planted (Scientific and Common Name)
- Location of onsite services, e.g. overhead power lines, sewers, drains and underground power
- Details of reticulation design and maintenance for 6 - 12 months following planting
- Details of stormwater and sub-soil drainage where required
- Mulching/gravel provision and other weed control measures to be implemented

Standard Planning Conditions for Landscaping

- L1 All land indicated as landscaped area on the approved plan being developed prior to, or concurrently with the practical completion of the building(s) to the satisfaction of Council. All landscaped areas are to be maintained in good condition thereafter.
- L2 Landscape plans, showing size, species, location of trees and shrubs to be planted or retained, being submitted to Council for approval prior to the issue of a building licence.
- L3 The (insert) being screened from view from the surrounding lots and adjacent road by the use of suitable trees and shrubs.
- L4 New landscaping to be maintained in a healthy condition and to be planted within 60 calendar days of the structural completion of the (insert development). Should such vegetation die, it is to be replaced with similarly sized vegetation within 30 calendar days.

Deep Drainage

Commented [ZJ6]: Managed under the Soil and Land Conservation Regulations 1992, not by Shire but by State Government.

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
Amended:

Objective

To:

- guide Council in relation to applications for deep drainage that directly affects Shire controlled lands and infrastructure (i.e. Shire roads, reserves and town-sites).
- allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.

Statement

Drainage in Agricultural Areas affecting Council controlled lands and infra-structure

The Shire of Chittering recognises best practice closed deep drainage as a valid option for salinity control – “Closed deep drainage means levied deep drainage that excludes surface water from entering the drain”.

This policy is designed to guide Council in relation to applications for deep drainage that directly affects Shire controlled lands and infrastructure (i.e. Shire roads, reserves and town-sites).

This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.

Prior to commencement of drainage works within the Shire of Chittering a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to ***Soil and Land Conservation Regulations 1992***.

As a condition of approval by the Shire of Chittering a public notice will be advertised by the Shire of Chittering, at the proponents cost, within the local newspapers and a state-wide newspaper. Advising submissions will be received for up to a period of 14 days after advertisement.

A state-wide notice will mean - advertised within a newspaper circulating within the State.

The form of the public notice will advise on which locations drainage works will be undertaken, that drainage works are to be constructed within the Shire of Chittering and advise what roads are to be affected and seek landholders submissions to disposal point of water.

At the Shire’s discretion the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.

Guideline:

Any deep drainage system that proposes a development in excess of 30 kilometres in length, the Shire may require the above mentioned certified report.

Any proposal to carry waters through Shire infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Shire of any liability incurred from any action of law resulting from the development.

The developer shall enter into an agreement with the Shire of Chittering that future maintenance costs of the drainage conveyance shall be at the developer's cost and recorded as an absolute caveat on the affected land. Such remedial works shall be carried out within 14 days of advice from the Shire of Chittering.

At the Shire's discretion, proposals to conduct water through Shire infrastructure must be accompanied by an engineering certified design, taking into account the impact on the Shire's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

All construction and remedial costs, including traffic management, of the drainage conveyance structure, shall be at the developers/landowners cost.

Guideline:

Traffic management means in accordance with the relevant Australian Standards for Traffic Management.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to the Shire, prior to the contractor commencing works.

Environment - Council Recognition

Commented [ZJ7]: Included in our statutory documents. Some of the information will be used for a position statement regarding recycling

Policy Owner: Development Services
Person Responsible: Executive Manager Development Services
Principal Environmental Health Officer
Date of Approval: November 2005
Amended:

Objective

The objective of this policy is to ensure that all work undertaken within the Shire of Chittering (the Shire) takes into consideration the environmental implications.

Statement

The term 'environment' means living things, their physical, biological and social surroundings, and interaction between all of these.

The good management of the environment is a primary task of the Shire and should be considered in all of its decisions.

The Council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.

A co-ordinated approach to all environmental matters is required. Activities of the Shire should be co-ordinated with each other as well as with those of outside bodies wherever necessary to ensure that maximum benefit is obtained.

The Shire shall initiate measures to identify environmental issues important to the residents of the Shire and shall take action as necessary to address those issues.

The Shire shall inform the public of issues concerning the environment through press releases, and other methods as appropriate.

Christmas / New Year Closure of Council Facilities

Commented [ZJ8]: Administrative, inward facing

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
Amended:

Objective

This policy is for the authorisation for the Council facilities, i.e. administration, engineering, library and depot site, to close over the Christmas and New Year period.

Policy

The Administration centre will be closed for business from 3.00pm on the last working day before Christmas and re-open on the first working day following New Year's Day.

Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.

The Bindoon and Muchea landfill sites close on Christmas Day only. All other normal operating times apply over the Christmas / New Year period.

Staff Superannuation

Commented [ZJ9]: Administrative, inward facing

Policy Owner:	Corporate Services
Person Responsible:	Payroll Officer
Date of Approval:	15 May 2013
Amended:	26 October 2016

Objective

This policy sets out the criteria for the payment of additional superannuation to staff. It provides guidance for officers involved in the recruitment and retention of staff.

The Shire of Chittering (the Shire) is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known and Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time.

The Shire and its employees may also make additional voluntary contributions to a complying fund.

Policy

Superannuation Capping

The Shire employer contribution to staff superannuation shall be paid into the complying fund on behalf of employees. This contribution is inclusive of the Superannuation Guarantee Levy and matching employee contributions.

Matching Council Contributions

The Shire will match voluntary employee contributions \$ for up to a maximum co-contribution of 6%.

Salary Sacrifice and Additional Contributions

All employees shall have the option to salary sacrifice a nominated percentage of their salary or make additional contributions to superannuation, but there is no obligation on the Shire to match employee contributions other than in accordance with this policy.

Variation to Policy

Council may vary this policy from time to time with respect to legislative changes and any other mitigating circumstances.

This policy will apply to staff employed by the Shire, effective from 1 July 2022, to coincide with statutory timeframes.

Public Service Holidays In-Lieu

Commented [ZJ10]: Administrative, inward facing

Policy Owner: Corporate Service
Person Responsible: Payroll
Date of Approval: December 2020
Amended: 17 March 2021

Objective

The purpose of this policy is to facilitate the provision under superseded Awards whereby Shire of Chittering (Shire) staff received two (2) Public Service Holidays In-Lieu, in addition to State and National Public Holidays.

Background

Local Governments previously operated under two State Government Awards, Local Government Officers (WA) Interim Award 2011 and Municipal Employees (WA) Interim Award 2011. The Local Government Industry Award 2010 (LGIA) is a national modern award that was drafted by the Australian Industrial Relations Commission and registered with Fair Work Australia as part of the award modernisation process.

From 1st July 2012, the Shire commenced operating under the Local Government Industry Award 2010 and all new staff received two additional days of annual leave to compensate for the removal of the two additional public holidays.

Scope

This policy applies to all full and part time employees on the Local Government Industry Award 2010.

Policy

The Shire will provide two (2) additional annual leave days to each employee, to be used between Christmas and New Year, in lieu of the Public Service Holidays not included in the Local Government Industry Award 2010

The first “public service holiday” accrues at Easter and the second at Christmas time – but Council has determined that staff are to only to use these days between the Christmas and New Year period when the office is closed. Accordingly, staff that are employed after April each year are only entitled to one (1) “public service holiday” for that year. Those employed prior to Easter are entitled to both days.

Road Formation Widths / Clearing Widths – for new construction works

Commented [ZJ11]: Shire follows IPWEA standards.

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: May 2011
Amended:

Objective

To ensure that all newly constructed sections of roads are formed to the maximum formation and clearing widths as designated in Table 1.0 below.

This will guide staff as to standards for new road formations and to give a uniform policy on road works.

Statement

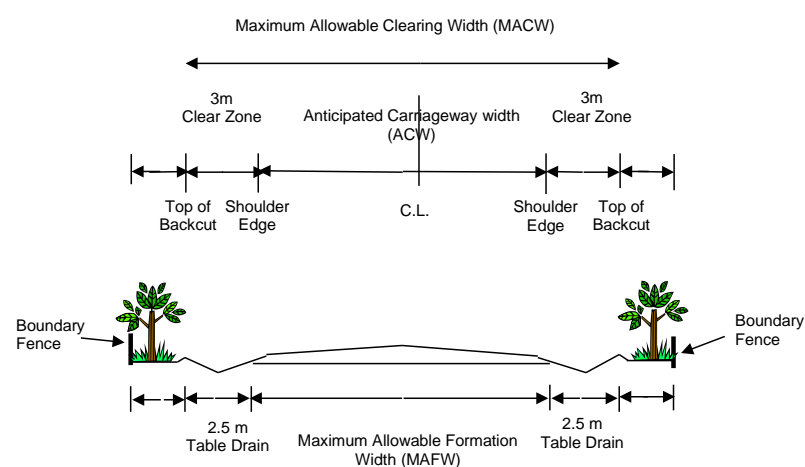


Table 1.0 shows the maximum road formation and clearing widths for new work, on the three classes of roads within the Shire (refer to Table 2.0, in relation to the classification of each road within the Shire.)

Table 1.0 – Maximum road formation and clearing widths for new work

Road Type	Maximum Allowable Formation Width (MAFW) m	Anticipated Carriageway Width (ACW) m	Maximum Allowable Clearing Width (MACW) m
Regional Distributor	11	10	16
Local Distributor	10	9	15
Access Road	9	8	14

Note:

The Carriageway width is typically 1m less than the formation width, for the flat terrain areas that are predominant in the Shire. Where new sections of roads are to be constructed with excessive cuts or fills, then this rule will not apply.

Table 2.0 over shows the New Functional Road Hierarchy as of 2011.

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0001	MOOLIABEENE ROAD	6.73	Non Built Up	Local Government	Local Distributor	Urban District Connector	District Distributor
0002	CHITTERING RD	26.72	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0003	DEWARS POOL-BINDOON RD	9.40	Non Built Up	Local Government	Local Distributor	Urban District Connector	District Distributor
0004	MUCHEA EAST RD	8.89	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0005	TEATREE NORTH RD	7.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0006	BLUE PLAINS RD	7.13	Non Built Up	Local Government	Residential	Rural Local	Access Road
0007	CHITTERING VALLEY RD	8.78	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0008	HAY FLAT RD	13.08	Non Built Up	Local Government	Residential	Rural Local	Access Road
0009	WELLS GLOVER RD	10.51	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0010	JULIMAR RD	5.39	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0011	FLAT ROCKS RD	7.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0012	NORTH RD	11.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0013	CRESTHILL RD	7.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0014	TEATREE RD	8.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0015	PERRY RD	6.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0016	GRAY RD	6.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0017	STEPHENS RD	5.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0018	TOY RD	1.40	Non Built Up	Local Government	Residential	Rural Local	Access Road
0019	KAY RD	2.11	Non Built Up	Local Government	Residential	Rural Local	Access Road
0020	SETTLEMENT RD	1.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0021	DENSLEY RD	1.70	Non Built Up	Local Government	Residential	Rural Local	Access Road
0023	MARTIN ROAD	0.55	Non Built Up	Local Government	Residential	Rural Local	Access Road
0024	DAVIS RD	3.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0025	FEWSTER ST	1.34	Non Built Up	Local Government	Residential	Rural Local	Access Road
0026	SANDOW RD	0.80	Non Built Up	Local Government	Residential	Rural Local	Access Road
0027	MORLEY RD	4.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0028	POLINELLI RD	2.76	Non Built Up	Local Government	Residential	Rural Local	Access Road
0029	HARRIS RD	1.93	Non Built Up	Local Government	Residential	Rural Local	Access Road
0030	WANDENA RD	8.69	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0031	GULLIENTE RD	1.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0032	ARCHIBALD ST	2.05	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0033	BYRNE RD	1.73	Non Built Up	Local Government	Residential	Rural Local	Access Road

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0034	NOLAN RD	1.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0035	TIMARU RD	4.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0036	MUCHEA SOUTH RD	5.29	Non Built Up	Local Government	Local Distributor	Urban District Connector	Access Road
0037	MCGLEW RD	3.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0038	RESERVE ROAD	8.14	Non Built Up	Local Government	Residential	Rural Local	Access Road
0039	OLD GINGIN RD	2.95	Non Built Up	Local Government	Residential	Rural Local	Access Road
0040	MOSS RD	0.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0041	DEWAR RD	0.61	Non Built Up	Local Government	Residential	Rural Local	Access Road
0042	BARN RD	6.54	Non Built Up	Local Government	Residential	Rural Local	Access Road
0043	OWEN RD	3.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0044	ASHMAN RD	2.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0045	CULLALLA ROAD	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0046	BINGHAM ROAD	0.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0047	GALLEHAWK RD	2.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0048	HEAD RD	2.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0049	WEST POINT RD	7.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0050	WALDECK WEST RD	2.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0051	SPILLMAN RD	5.15	Non Built Up	Local Government	Residential	Rural Local	Access Road
0052	MADDERN RD	8.92	Non Built Up	Local Government	Residential	Rural Local	Access Road
0053	LEWIS RD	0.98	Non Built Up	Local Government	Residential	Rural Local	Access Road
0054	COOK RD	5.07	Non Built Up	Local Government	Residential	Rural Local	Access Road
0055	SPIKE RD	1.56	Non Built Up	Local Government	Residential	Rural Local	Access Road
0056	BLIZZARD RD	0.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0057	GREEN STREET	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0058	WALDECK EAST RD	3.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0060	CARL ST	2.08	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0063	STEER ST	0.52	Non Built Up	Local Government	Residential	Rural Local	Access Road
0064	DEAR ST	0.25	Non Built Up	Local Government	Residential	Rural Local	Access Road
0065	ARBUCKLE ST	0.64	Non Built Up	Local Government	Residential	Rural Local	Access Road
0066	MCKENZIE ST	0.49	Non Built Up	Local Government	Residential	Rural Local	Access Road
0068	KINKELLA ST	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0069	KANGAROO GULLY RD	1.94	Non Built Up	Local Government	Residential	Rural Local	Access Road

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0070	HUMPHREYS ST	1.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0071	DAVERN ST	1.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0072	HORTON ST	0.74	Non Built Up	Local Government	Residential	Rural Local	Access Road
0073	PHILMORE ST	2.10	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0074	CHITTERING ST	1.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0075	IOPPOLO RD	6.02	Non Built Up	Local Government	Residential	Rural Local	Access Road
0076	KEATING RD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0077	HIDAWAY DRIVE	1.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0078	HART DR	5.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0081	MINGHA RD	0.26	Non Built Up	Local Government	Residential	Rural Local	Access Road
0082	BONZA PL	0.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0083	EGRET PL	0.61	Non Built Up	Local Government	Residential	Rural Local	Access Road
0084	GODWIT GL	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0085	WARBLER CT	0.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0086	BITTERN PL	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0087	HERON HL	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0088	SPOONBILL CL	0.52	Non Built Up	Local Government	Residential	Rural Local	Access Road
0089	TEAL PL	0.18	Non Built Up	Local Government	Residential	Rural Local	Access Road
0090	PELICAN RI	0.50	Non Built Up	Local Government	Residential	Rural Local	Access Road
0091	PIONEER DR	1.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0092	PARKSIDE GDNS	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0093	ORCHARD RD	0.59	Non Built Up	Local Government	Residential	Rural Local	Access Road
0094	WOODLAND LANE	0.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0095	SANDPIPER MEWS	0.41	Non Built Up	Local Government	Residential	Rural Local	Access Road
0096	KINGFISHER CT	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0097	WHISTLER CLOSE	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0098	RIDGETOP RAMBLE	2.98	Non Built Up	Local Government	Residential	Rural Local	Access Road
0099	HIGHVIEW RISE	0.12	Non Built Up	Local Government	Residential	Rural Local	Access Road
0100	ROBIN CLOSE	0.43	Non Built Up	Local Government	Residential	Rural Local	Access Road
0101	EVERGREEN RISE	0.38	Non Built Up	Local Government	Residential	Rural Local	Access Road
0102	RANGEVIEW	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0103	FOREST HILLS PDE	4.57	Non Built Up	Local Government	Residential	Rural Local	Access Road

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0104	CLUNE RD	0.69	Non Built Up	Local Government	Residential	Rural Local	Access Road
0105	PAYNE ST	2.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0106	DONALDSON RD	0.88	Non Built Up	Local Government	Residential	Rural Local	Access Road
0107	PETERS ROAD	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0108	GINGILLING ROAD	4.37	Non Built Up	Local Government	Residential	Rural Local	Access Road
0109	BRENNAN RD	2.57	Non Built Up	Local Government	Residential	Rural Local	Access Road
0110	MARTIN ROAD	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0111	CHINKABEE RD	0.25	Built/Non Built	Local Government	Residential	Rural Local/Urban Local	Access Road
0112	LAKESIDE GROVE	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0113	BRIAR LANE	0.41	Non Built Up	Local Government	Residential	Rural Local	Access Road
0114	BOTTLEBRUSH PLACE	0.32	Non Built Up	Local Government	Residential	Rural Local	Access Road
0115	BRIDGES ROAD	0.51	Non Built Up	Local Government	Residential	Rural Local	Access Road
0116	VILLAGE ROAD	0.82	Non Built Up	Local Government	Residential	Rural Local	Access Road
0117	BORE ROAD	1.12	Non Built Up	Local Government	Residential	Rural Local	Access Road
0118	PIT ROAD	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0120	FAULL ST	0.65	Non Built Up	Local Government	Residential	Rural Local	Access Road
0121	POPPLE PLACE	0.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0122	EDWARDS PLACE	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0123	SETTLEMENT SOUTH ROAD	0.45	Non Built Up	Local Government	Residential	Rural Local	Access Road
0125	COBBLE ROAD	0.73	Non Built Up	Local Government	Residential	Rural Local	Access Road
0126	SHORT ROAD	0.13	Non Built Up	Local Government	Residential	Rural Local	Access Road
0127	PINES ROAD	3.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0128	CRAY ROAD	0.66	Non Built Up	Local Government	Residential	Rural Local	Access Road
0130	RECHICHI ROAD	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0132	SNAKE SPRING ROAD	0.88	Non Built Up	Local Government	Residential	Rural Local	Access Road
0133	ENERGY PLACE	0.97	Non Built Up	Local Government	Residential	Rural Local	Access Road
0135	KELLY STREET	0.25	Non Built Up	Local Government	Residential	Rural Local	Access Road
0139	WANNAMAL WEST ROAD	0.03	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0141	BINDA PLACE	0.26	Built Up	Local Government	Residential	Rural Local	Access Road
0142	VALLEY VIEW DRIVE	1.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0143	LOUDEN ROAD	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0144	CASUARINA CLOSE	0.10	Non Built Up	Local Government	Residential	Rural Local	Access Road

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0145	HEREFORD WAY	0.95	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0146	MURRAY GREY CIRCLE	3.64	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0147	DEVON WAY	2.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0148	RED POLL COURT	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0149	ANGUS WAY	0.50	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0150	SANTA GERTRUDIS DRIVE	4.38	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0151	WELBURN ROAD	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0152	PATTENS DR	1.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0153	POWDERBARK DRIVE	3.43	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0154	SOLLYA RETREAT	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0155	CALADENIA CL	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0156	HAKEA PASS	0.34	Non Built Up	Local Government	Residential	Rural Local	Access Road
0157	ATKINSON ROAD	0.33	Non Built Up	Local Government	Residential	Rural Local	Access Road
0158	DORSET ROAD	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0159	EDMONDS PLACE	0.16	Non Built Up	Local Government	Residential	Rural Local	Access Road
0160	HALLEEN ROAD	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0162	LIMOUSIN WAY	1.72	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0163	BRAHMAN DALE	0.26	Non Built Up	Local Government	Residential	Rural Local	Access Road
0164	CHAROLAIS TRAIL	0.97	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0165	CHIANINA PLACE	0.38	Non Built Up	Local Government	Residential	Rural Local	Access Road
0166	PORTER STREET	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0167	ELLEN STREET	0.84	Non Built Up	Local Government	Residential	Rural Local	Access Road
0168	SMITH STREET	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0169	IBIS WAY	0.05	Non Built Up	Local Government	Residential	Rural Local	Access Road
0170	NEEDOONGA PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0172	WELLS STREET	0.50	Non Built Up	Local Government	Residential	Rural Local	Access Road
0173	CHARDONNAY DRIVE	1.63	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0174	VERDELHO PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0175	GALLOWAY RISE	0.63	Non Built Up	Local Government	Residential	Rural Local	Access Road
0176	SIMMENTAL GROVE	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0177	JACARANDA CLOSE	0.32	Non Built Up	Local Government	Residential	Rural Local	Access Road
0178	LESCHENAUTIA DRIVE	2.18	Non Built Up	Local Government	Residential	Rural Local	Local Distributor

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0179	PATERSONIA ROAD	2.17	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0180	AYRSHIRE LOOP	3.34	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0181	TODAY GLEN	1.30	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0182	MOON RISE	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0183	YOZZI ROAD	1.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0184	WOOTRA ROAD	0.15	Non Built Up	Local Government	Residential	Rural Local	Access Road
0186	BLUE GUM WAY	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0187	SALMON GUM CRESCENT	0.85	Non Built Up	Local Government	Residential	Rural Local	Access Road
0188	GHOST GUM RIDGE	2.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0189	BAGLEY STREET	0.10	Non Built Up	Local Government	Residential	Rural Local	Access Road
0190	MOORE STREET	0.01	Non Built Up	Local Government	Residential	Rural Local	Access Road
0191	FERN GLADE	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0192	ROCKY CREEK RISE	0.30	Non Built Up	Local Government	Residential	Rural Local	Access Road
0193	MAINE-ANJOU DRIVE	3.55	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0194	SHORTHORN PASS	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0195	HOLSTEIN LOOP	2.75	Non Built Up	Local Government	Residential	Rural Local	Access Road
0196	ROMANY CLOSE	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0197	SUSSEX BEND	1.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0198	TEXON RIDGE	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0199	JENJODA ROAD	0.01	Non Built Up	Local Government	Residential	Rural Local	Access Road
0200	SUGAR GUM DR	1.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0202	CHARBRAY ROAD	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0203	FISHER ROAD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0204	LEARNERS WAY	0.17	Non Built Up	Local Government	Residential	Rural Local	Access Road
0205	YALYAL ROAD	2.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0206	GUERNSEY RISE	0.51	Non Built Up	Local Government	Residential	Rural Local	Access Road
0207	DEXTER CHASE	1.70	Non Built Up	Local Government	Residential	Rural Local	Access Road
0208	SHETLAND CLOSE	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0209	SANDALFORD DRIVE	1.35	Non Built Up	Local Government	Residential	Rural Local	Access Road
0210	BRINDLE CLOSE	0.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0211	BUCKTHORN DRIVE	0.92	Non Built Up	Local Government	Residential	Rural Local	Access Road
0212	HONEYPOT ROAD	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road

road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0213	TASSEL COURT	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0214	BLUE SQUILL DRIVE	1.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0215	PIPE LILY WAY	0.58	Non Built Up	Local Government	Residential	Rural Local	Access Road
0216	PAPERBARK WAY	0.30	Non Built Up	Local Government	Residential	Rural Local	Access Road
0217	WANDOO DRIVE	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0218	MARRI STREET	0.19	Non Built Up	Local Government	Residential	Rural Local	Access Road
0219	HONEY CLOSE	0.09	Non Built Up	Local Government	Residential	Rural Local	Access Road
0220	MYRTLE WAY	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0221	COCKATOO DRIVE	1.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0222	QUAIL PLACE	0.21	Non Built Up	Local Government	Residential	Rural Local	Access Road
0223	CORRELLA ROAD	0.07	Non Built Up	Local Government	Residential	Rural Local	Access Road
0224	FRASER CLOSE	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0225	HASLAM STREET	0.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0226	VAN OORAN STREET	0.27	Non Built Up	Local Government	Residential	Rural Local	Access Road
0227	KENDALL STREET	0.29	Non Built Up	Local Government	Residential	Rural Local	Access Road
0228	HOUDEN CLOSE	0.23	Non Built Up	Local Government	Residential	Rural Local	Access Road
0229	WESTERIA WAY	2.86	Non Built Up	Local Government	Residential	Rural Local	Access Road
0230	SWALLOW LANE	0.42	Non Built Up	Local Government	Residential	Rural Local	Access Road
0231	LORIKET COURT	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0232	TURTLE DOVE DRIVE	1.44	Non Built Up	Local Government	Residential	Rural Local	Access Road
0233	ROSELLA WAY	0.76	Non Built Up	Local Government	Residential	Rural Local	Access Road
0234	THORNBILL PLACE	0.33	Non Built Up	Local Government	Residential	Rural Local	Access Road
0235	BRONZEWING COURT	0.03	Non Built Up	Local Government	Residential	Rural Local	Access Road
0236	CORELLA CLOSE	0.31	Non Built Up	Local Government	Residential	Rural Local	Access Road
0237	ROSEWOOD DRIVE	1.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0238	ENDEAVOUR STREET	1.43	Non Built Up	Local Government	Residential	Rural Local	Access Road
0239	MALBEC DRIVE	0.27	Non Built Up	Local Government	Residential	Rural Local	Access Road
0240	DAMPIERA DRIVE	0.29	Non Built Up	Local Government	Residential	Rural Local	Access Road
0241	BOTTLEBRUSH SPUR	0.05	Non Built Up	Local Government	Residential	Rural Local	Access Road
0242	CAMMERAY CLOSE	0.60	Non Built Up	Local Government	Residential	Rural Local	Access Road
0243	CITRON WAY	1.46	Non Built Up	Local Government	Residential	Rural Local	Access Road
0244	WINDEMERE WAY	0.92	Non Built Up	Local Government	Residential	Rural Local	Access Road

Credit Cards

Policy Owner:	Corporate Services
Person Responsible:	Deputy Chief Executive Officer
Date of Approval:	19 August 2009
Amended:	17 June 2020; 20 July 2022

The Shire of Chittering (the Shire) has entered into an agreement with the Bendigo Bank for the supply of a Corporate Business Card which will operate on the Bendigo Bank Master Card.

The objectives for introducing the Corporate Card are:

- to allow the Shire's suppliers to receive speedier payments;
- to reduce paperwork for both the Shire and its suppliers;
- to reduce the number of enquiries concerning unpaid accounts;
- to facilitate productivity gains to the various departments of Council;
- to reduce requirements to obtain petty-cash and to reduce the possibility of cash theft;
- to take advantage of discounts being offered for early payment; and
- to make use of internet based purchases.
- to be able to make purchases in an economy increasingly designed for instant purchasing
- to be able to make purchases in an economy increasingly designed for instant purchasing

It is not intended that cards be used to bypass the current system of ordering goods and services by requisition through a purchase order.

Corporate Services will be responsible for all aspects relating to the Corporate Business Card including, but not limited to the:-

- acquisition;
- closure of accounts;
- destruction of; and
- maintenance of an up-to-date register of all cardholders, card numbers and card expiry dates.

Before the Authorised Officer receives the Corporate Business Card each is required to acknowledge in writing (Authorised Officer Agreement) that they will comply with stipulations of this policy, by completing the "[Issue of Credit Cards and Fuel Cards](#)" form.

The Authorised Officer is to have regard to the **Local Government Act 1995** and Council's adopted policies.

AUTHORISED OFFICERS

Authorised Officers for the purpose of this policy shall be the Chief Executive Officer, Deputy Chief Executive Officer, Executive Manager Development Services, Executive Manager Technical Services and Community Emergency Services Manager.

The credit limit for the Bendigo Bank Corporate Credit Card account is \$25,000 and this comprises of Corporate Credit Cards for the following officers:

Chief Executive Officer
 Deputy Chief Executive Officer
 Executive Manager Development Services
 Executive Manager Technical Services
 Community Emergency Services Manager

A \$5,000 purchase limit applies to all credit card holders; except the Chief Executive Officer.

RESPONSIBILITIES OF AUTHORISED OFFICERS

The following are the responsibilities of Authorised Officers issued with Corporate Business Cards:

- (i) Forward all dockets and invoices to Corporate Services as soon as practicably possible.
- (ii) Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- (iii) The Corporate Business Card is issued to the Authorised Officer - who remains accountable for all transactions conducted with their card. Handing the card to an employee for an "authorised purchase" will automatically confirm – using the concept of "Acting Through" - that the use of the card for that purchase is authorised by the card holder
- (iv) Ensure that the merchant records a full and proper description of the goods purchased on the sales docket (i.e. description likes "goods" are not acceptable).
- (v) Ensure that for transactions on their card every sales docket or receipt, is signed off prior to reconciliation.
- (vi) If the Authorised Officer disagrees with or disputes any transaction on the billing statement the Authorised Officer must inform Corporate Services.
- (vii) If the Authorised Officer loses a sales docket a "[Lost/No Receipt" declaration form](#)" should be completed in full and submitted to the Deputy Chief Executive Officer.
- (vii) Before proceeding on any extended leave, Authorised Officers must ensure all sales dockets are forwarded to Accounting Services for processing.
- (viii) The cardholder is to submit all sales dockets relating to purchases on their card to Accounting services on the last day of each calendar month for reconciliation. Any discrepancies or unauthorised expenses will be dealt with in accordance with this policy and could lead to money being recovered from the authorised user's salary.
- (ix) The Authorised Officer must **immediately** report loss or theft of the Corporate Business Card

to the Bendigo Bank and the Deputy Chief Executive Officer.

- (x) Authorised Officers must return the Corporate Business Card to the Deputy Chief Executive Officer immediately, if the officer:
 - a) resigns; or
 - b) is instructed to relinquish the card.

GOODS AND SERVICES FOR WHICH THE CREDIT CARD CAN BE USED

The Corporate Business Card can be used to procure goods and services up to the value of financial limits (see above) approved by the Chief Executive Officer, and to which expenditure is authorised and provided for in the Council's budget.

The following exception applies:

The card **cannot be used** to draw cash

1.2 Australian Citizenship Ceremonies

Objective

The objective of this Policy is to provide effective, efficient, consistent and legally compliant Australian Citizenship ceremonies for local residents / ratepayers, in the Shire of Chittering (the Shire) on behalf of the Department of Immigration and Citizenship.

SCOPE

This Policy applies to any other relevant Shire Officers who may be involved with the Ceremonies.

Policy

Where possible citizenship ceremonies may be coordinated with Australia Day (26 January) and Australian Citizenship Day (17 September).

Private Ceremonies are unable to be officiated unless requests are in accordance with the guidelines set down, or are specifically approved by the Department of Home Affairs.

The Shire will provide, as part of the welcome package to new Australian Citizens, the additional gifts as set out below:

Native Plant

Commemorative \$1 Coin

The native plant is obtained from a local nursery supplier and the Commemorative \$1 Coin is obtained from the Perth Mint.

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995, Australian Citizenship Act 2007
Industry	Department of Home Affairs (Commonwealth)
Organisational	Events Policy.
Strategic Community Plan	Strategy 1.1 Cultural Diversity and Heritage

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
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Deleted:

¶
 Policy Owner: Governance¶
 Person Responsible: Executive Assistant¶
 Date of Approval: 18 May 2011¶
 Amended: 20 July 2022¶

Deleted: On behalf of the Department of Immigration and Citizenship the Shire of Chittering undertakes

Deleted: who have received their notification from

Deleted: As part of the welcome package to new Australian Citizens within the Shire of Chittering the following is to be given as a gift:¶

Deleted: Where possible citizenship ceremonies may be coordinated with Australia Day (26 January) and Citizenship Day (17 September).¶

1		18/05/2011	Adoption
2		20/07/2022	Amendment
3		2025	Amendment

1.4 Election Advertising Policy

Objective

To control advertising signs on thoroughfares within the Shire of Chittering (the Shire), during an election period to ensure that public safety is not compromised.

SCOPE

This policy applies to any advertising sign seeking to promote a candidate or political party during an election period.

Policy

Advertising signs during an election period of any level of government must not be placed on a thoroughfare without a permit issued by the Shire under the **Local Government Property and Public Places Local Law 2023 (Local Law)**.

All candidates participating in the election, on application, will be issued a permit for election advertising signs setting out conditions under which the signs are able to be displayed. Any breach of permit conditions or failure to apply for a permit will result in enforcement actions as set out in the Local Law and impounding of the sign.

DEFINITIONS

Advertising sign – means a sign or advertisement used for the purposes of advertising or drawing attention to a person or political party.

Candidate – means a person who has nominated to participate in an election for a position within any level of government.

Election period – means the period 6 weeks prior to the announced voting day of an election to 72 hours after the close of polls on voting day.

Thoroughfare – means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

Voting Day – means the day gazetted for voting in the election.

ROLES AND RESPONSIBILITIES

The Executive Manager Development Services is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Details of any relevant legislation that guides the Policy
Industry	
Organisational	22
Strategic Community Plan	Council Accountability and Transparency

POLICY ADMINISTRATION

Review Cycle	4 Years	Next Review Due	2029
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Deleted: Political Electioneering Posters

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Policy Owner: Development Services¶
Person Responsible: Executive Manager Development Services¶
Date of Approval: 15 April 2009¶
Amended: 20 March 2019; 19 July 2023¶

Deleted: political

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Deleted: During an election period of any government level the Shire will allow Electioneering signage in the public realm providing a permit is obtained by the Shire as detailed in the Shires local law **Local Government Property and Public Places Local Law 2023**.¶

The permits are to be issued per political candidate at no cost and must comply with the following conditions to ensure public safety at all times.¶
 Being erected at least 30m from any intersection;¶
 Being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;¶
 Being placed so as not to obstruct or impede the reasonable use of a public place; such as a thoroughfare, footpath, or public park; or other access to a place by any person;¶
 Being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing; ¶
 Being maintained in good condition;¶
 Not being erected until 6 weeks prior to the election to which it relates has been officially announced;¶
 Being removed with 72 hours of the close of polls on voting day;¶
 Not being placed within 100m of any works on the thoroughfare;¶
 Being securely installed;¶
 Not being an illuminated sign;¶
 Not incorporating reflective or fluorescent materials; and¶
 Not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.¶
 Any breach of Council's conditions will result in the enforcement of the Shire's Local law **Local Government Property and Public Places Local Law 2023** and the offending sign will be removed. All signs must be removed within 72 hours after the election has been conducted¶

Policy Owner	Executive Manager Development Services
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Version	Decision Ref	Date	Change
1		15 April 2009	Adoption
2		20 March 2019	Review
3		19 July 2023	Review

1.5 Record Keeping

Objective

To ensure that records of all activities and decisions of the Shire of Chittering (the Shire) are created, accessed, managed and retained or disposed of appropriately, and in accordance with relevant legislation.

SCOPE

This policy applies to all Shire Council Members and employees.

Policy

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's Approved Record Keeping Plan, this Policy and associated Procedures.

DEFINITIONS

Record – means a record as defined in the *State Records Act 2000* as set out below:

Any record of information however recorded and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram or graph;
- a drawing, pictorial, graphic work or photograph;
- anything on which there are figures, marks perforations or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and/or
- anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

ROLES AND RESPONSIBILITIES

Records of decision making processes of external bodies to which a Council Member has been appointed and any correspondence by a Council Member as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system

All staff are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping

COMPLIANCE

Legislation	State Records Act 2000, Freedom of Information Act 1992, Local Government Act 1995, General Disposal Authority (GDA) for Local Government Records
Industry	State Records Office
Organisational	Recordkeeping Plan

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Policy Owner: Corporate Services¶
Distribution: All Directorates and Elected Members¶
Person Responsible: Records Officer¶
Date of Approval: 18 May 2011¶
Amended: 19 July 2023¶

Deleted: To provide guidance to Councillors, and employees, in regard to their record keeping responsibilities in line with current legislative requirements.

Deleted: ¶

Deleted: o ensure:-¶
 that all required correspondence, inward, outward and internal is captured and recorded in accordance with but not limited to the State Records Act 2000, the Local Government Act 1995, the Freedom of Information Act 1992 and the Shire of Chittering requirements.¶
 accurate and efficient recording and archiving of all relevant documents associated with Shire of Chittering business and to allow for efficient access and retrieval of relevant details associated with Shire of Chittering business.¶
 To train and support all required personnel, including staff, contractors and elected members to create full and accurate records or supply the correspondence to the appropriate officer(s) in the records department or their own departmental administration staff to record in the required manner.¶

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Deleted: Inward, outward and internal correspondence will be retained in the required format as per the Shire of Chittering Recordkeeping Plan and under the procedures created for Recordkeeping in the Shire of Chittering and under but not limited to the Local Government Act 1995, the Freedom of information Act 1992, The State Records Act 2000, the Protection of Information (Entry Registration Information Relating to Covid-19 & Other Infectious Diseases) Act 2021 and relevant General Disposal Authorities

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¶ Correspondence received¶

The Shire of Chittering will respond to emails with an Acknowledgment of Receipt return email if deemed appropriate and respond in full to all correspondence within legislative time requirements or within 7 days for non-legislative items.¶

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Strategic Community Plan

POLICY ADMINISTRATION

Review Cycle	5 Years (with recordkeeping Plan)	Next Review Due	2029
Policy Owner	Corporate Services		

Version	Decision Ref	Date	Change
1		18 May 2011	Adoption
2		19 July 2023	Amendment

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1.8 Conferral of Title - Honorary Freeman of the Shire of Chittering

Objective

This policy guides the eligibility, nomination, selection and awarding of the prestigious ceremonial title of 'Honorary Freeman of the Shire of Chittering' to a designated person.

SCOPE

This policy applies to all nominations for the award of the title of 'Honorary Freeman of the Shire of Chittering'.

Policy

Council may, subject to eligibility and selection criteria of this policy being met, decide to confer the title of "Honorary Freeman of the Shire of Chittering" on any person who has rendered exceptional service to the Shire of Chittering (the Shire) community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

The award is a title only – no financial benefit is attached to the award. Recipients are however invited to significant events that are sponsored by the Shire.

Eligibility

1. All members of the Shire community including past Council members and staff can be nominated;
 2. A current Council member or employee cannot be nominated for the award;
 3. In recognition of the standing of this award a maximum of five living persons only may hold the title of "Honorary Freeman of the Shire of Chittering" at any one time; and
- The honour shall not be awarded posthumously.

Nomination

Nomination for the conferral of the title of Honorary Freeman of the Shire of Chittering should be made in writing to the Chief Executive Officer in the strictest confidence and without the nominee's knowledge. The nomination is to clearly outline, in chronological order, the history of community service and achievements of the nominated person and how this meets the Selection Criteria.

Selection Criteria

Nominees will be judged on their record of service to the community on the basis of the following criteria:

- a) Nominees must have lived in, worked or served the Shire for a significant number of years (20 years or more);
- b) Level of commitment to their field(s) of activity;
- c) Outstanding personal leadership qualities and personal integrity;
- d) Benefits to the community of the Shire, the State of Western Australia or to the nation resulting from the nominee's work; and
- e) Special achievements of the nominee.

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Policy Owner: Governance¶
Person Responsible: Executive Assistant¶
Date of Approval: 25 June 2014¶
Amended: 20 July 2022¶

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Deleted: of Chittering

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 The process for nominating and selecting a person and awarding the title is as follows:¶

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Nomination Assessment

1. On receipt of the nomination the Chief Executive Officer will:
 - a. Confirm that less than five living persons hold the title; and
 - b. circulate a copy of the nomination and any supporting information to all Council members for initial consideration.
2. Council members shall have reasonable time, being no less than two weeks, to consider the proposal.
3. If a Council Member expresses an objection to the nomination, they must give their reasons for the objection in writing to the Chief Executive Officer within the two week review period.
4. A nomination must be supported in writing by at least one third of Council Members.
5. Council Members who do not formally respond in writing will be presumed not to object to the proposal.
6. If the nomination is sufficiently supported, the Chief Executive Officer will:
 - a. Contact the nominee on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Council Members will be informed and the matter will lapse.
 - b. Prepare a confidential report to the next Council Meeting, once the nominee confirms acceptance of the award, recommending the conferral of the title Honorary Freeman of the Shire of Chittering on the nominee. The nominee's name and identifying information will be maintained as confidential in all meeting papers.
 - c.
- 7.
8. The recommendation to Council will include a clause requiring confidentiality of the report be maintained until the title is conferred upon the nominee at a formal Council function.
9. The decision of Council to adopt the Chief Executive Officer's recommendation requires an absolute majority.

Awarding the title

Conferral of the title shall be carried out at a formal Council function. The Chief Executive Officer, in consultation with the Shire President, will decide the occasion and format of the conferral ceremony. The Governor of Western Australia, the Premier and the Opposition Leader shall be included on the list of distinguished invited guests.

A certificate signed by the Shire President and Chief Executive Officer, will be presented to the recipient.

A suitable media statement shall be prepared for release on behalf of the Shire President.

Entitlements

The Honorary Freeman and their partner shall be invited to all formal civic functions conducted by the Shire.

Conditions**Deleted:** ¶**Deleted:** Process

Deleted: To preserve the integrity and importance of bestowing the honour of "Honorary Freeman of the Shire of Chittering" upon any individual, the following procedure shall be adopted:¶

Nomination for an "Honorary Freeman of the Shire" clearly outlining in chronological order the history of community service and achievements of the nominated person, must be made in writing to the Chief Executive Officer in the strictest confidence, without the nominee's knowledge.¶

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Deleted: The nominee's name and identifying information will be maintained as "confidential" in all meeting papers

Deleted: It is imperative that confidentiality is maintained throughout the nomination process. The standing of the Shire and the individual concerned should not be brought into disrepute or embarrassment in any way.¶

Deleted: Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all elected members will be informed and the matter will lapse.¶

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An “Honorary Freeman of the Shire of Chittering” shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire into disrepute.

Council reserves the right to cancel the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. This decision shall be made **by absolute majority decision of Council**.

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

<u>Legislation</u>	<u>Nil</u>
<u>Industry</u>	<u>Nil</u>
<u>Organisational</u>	<u>Nil</u>
<u>Strategic Community Plan</u>	

POLICY ADMINISTRATION

<u>Review Cycle</u>	<u>3 Years</u>	<u>Next Review Due</u>	<u>2028</u>
<u>Policy Owner</u>			

<u>Version</u>	<u>Decision Ref</u>	<u>Date</u>	<u>Change</u>
1		<u>25 June 2014</u>	<u>Adoption</u>
2		<u>20 July 2022</u>	<u>Amendment</u>

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1.10 Reimbursement of Volunteers for Damaged Personal Equipment

Objectives

The policy aims to provide clarity and consistency when dealing with claims from volunteers for damage to their equipment whilst volunteering at a Shire of Chittering (Shire) endorsed activity.

SCOPE

This policy applies to damage caused to a volunteers personal equipment and non-equipment items that were approved for, and critical to, being undertake a Shire endorsed volunteer activity. Damage to personal equipment or non-equipment items that occurs in transit to/from the volunteer activity is not covered.

Policy

- Personal equipment proposed for use at a Shire endorsed volunteer activity must have been inspected and approved for use, to ensure it is fit-for-purpose and serviceable prior to any claim for damage being made.
- The Shire may provide financial assistance to volunteers undertaking Shire endorsed activities where their equipment has been endorsed to be used at that volunteer activity, and that equipment has been damaged.
- In the first instance, the Shire will facilitate the volunteer, who has suffered equipment damage, making an insurance claim on one of the Shire's existing insurance policies (if applicable).
- The Shire's insurance policy is considered to provide an adequate and fair compensation for the damage / loss of volunteer equipment.
- The Shire may (upon application by the volunteer outlining their claim) provide a contribution towards the cost of renting a replacement for the damaged equipment, whilst an insurance claim is being processed. a The hire period should be short-term and only occur with the approval of the Shire.

Definitions

"Equipment" – includes a motor vehicles, stationery engines, power tools, etc. critical to being able to undertake the volunteer activity and approved to be used at the Shire endorsed volunteer activity. Claims will not be accepted for damage that occurs in transit to/from the volunteer activity.

non-equipment items, means clothing and footwear, spectacles, mobile phones, etc unless they were critical to being able to undertake the volunteer activity and had prior approval to be used at a Shire endorsed volunteer activity.

"Fit for purpose" – equipment is well maintained and well suited for its designated role or purpose.

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Policy Owner: Chief Executive Officer¶
Person Responsible: Executive Assistant¶
Date of Approval: 16 October 2019 Resolution 231019¶
Amended: ¶

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Personal equipment – includes privately owned motor vehicles, stationery engines, power tools, etc. which are critical to being able to undertake the volunteer activity and approved to be used at the Shire endorsed volunteer activity.

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“Serviceable” – capable of or ready to be used and to perform its function.

“Short term” – period not in excess of three calendar months.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

The Coordinator Communications Marketing & Events is responsible for ensuring that any volunteer personal equipment or non-equipment items proposed for use at a Shire endorsed volunteer activity are inspected, to ensure that they are fit-for-purpose and serviceable prior to approving use at the activity.

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COMPLIANCE

Legislation	NA
Industry	
Organisational	Risk Management Policy, Event Management Policy
Strategic Community Plan	

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POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

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Version	Decision Ref	Date	Change
1	231019	16 October 2019	Adoption

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1.11 Recording and Livestreaming of Council Meetings Policy

OBJECTIVE

The purpose of this policy is to guide the implementation of the audio recording, and live-streaming, of meetings of Shire of Chittering (Shire) Council and electors, and to establish how audio and video recordings will be used and made available.

SCOPE

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of committees with delegated authority, and meetings of electors.

POLICY

POLICY STATEMENT

In line with objectives of section 1.3(2) of the *Local Government Act 1995 (the Act)*, this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate. Where Council has resolved to close the meeting to members of the public in accordance with Section 5.23 of the Act and the Shire of Chittering Standing Orders Local Law 2023 the recording of the Council Meeting will cease.

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate.

All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Shire's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

The primary purpose of livestreaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting. The livestreaming will be accessible on the Shire's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the livestream may not be available or may be delayed.

To ensure that the public, Council Members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be recorded, and livestreamed.

The official record of the meeting is not the audio and visual recording, but the meeting minutes which require confirmation by Council resolution and must be signed by the person presiding at the meeting. Minutes are prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue. Recordings will be stored in accordance with the *State Records Act 2000*.

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Policy Owner: Governance¶
Person Responsible: Executive Assistant¶
Date of Approval: 20 November 2019¶
Amended: 18 May 2022; 20 July 2022¶

Deleted: <#>To ensure that there is a process in place to outline access to the recorded proceedings of Council including Elected Member voting on Council Resolutions. ¶
 To emphasise that the reason for the recording of Council Meetings and Elected Member voting is to ensure the accuracy of Council Minutes and transparency on how elected members are voting to represent the community's interest and that any reproduction is for the sole purpose of Council business.

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Opinions expressed or statements made by persons during the course of Council Meetings, and contained within the audio and visual recording, are the opinions or statements of those individual persons, and are not opinions or statements of the Shire. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates, or may appear to relate.

Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a Council (or committee) meeting without the written permission of the Presiding Member.

The Shire retains copyright over the livestreaming and recordings of its Council meetings.

Recordings will not be transcribed.

The channel of the video streaming service that the Shire utilises will only be viewable to audiences within Australia.

DEFINITIONS

Council Meetings means Agenda Briefing, Ordinary Council Meetings, Special Council Meetings, Audit, Risk and Improvement Committee Meetings and Annual General Meeting of Electors.

ROLES AND RESPONSIBILITIES

The Manager Governance & Corporate Performance is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995 s5.23A, Local Government (Administration) Regulations 1996 Part 2A, State Records Act 2000
Industry	
Organisational	Shire of Chittering Standing Orders Local Law 2023
Strategic Community Plan	Strategy 5.1 Enhancing Accountability & Transparency

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Manager Governance & Corporate Performance		

Version	Decision Ref	Date	Change
1	N19241	20/11/2019	Adoption
2	N222900	18/05/2022	Amendment
3	N222936	20/07/2022	Amendment
4		2025	Change of name and update to include livestreaming

Deleted: Recording of Proceedings¶

Proceedings for meetings of the Council, Electors, and Public Question Time during Council meetings shall be recorded by the Shire on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.¶

Notwithstanding clause 1, proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.¶

No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without approval as per Local Government (Council Meetings) Local Law 2014, c6.15.¶

A table of Elected Member Voting to be published following every Ordinary or Special Council Meeting in the Northern Valley News and on the Shire website and Facebook page.¶

Deleted: Access to Recordings¶

The record of proceedings from the Agenda Forum is to be circulated to Council before the issuance of the Ordinary Council Meeting Agenda to the public.¶

The record of proceedings of Council and Electors meetings is to be loaded on to the Shire's website once the minutes have been made available.¶

¶

¶

Retention of Recordings¶

Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.¶

¶

¶

Disclosure of Policy¶

An excerpt of this Policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors meetings to advise the public that the proceedings of the meeting are recorded.¶

Signage and a verbal notice via the Presiding Member shall be provided to ensure that attendees to Council meetings are aware of the recording practice of Council.¶

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Deleted: Office of the Chief Executive Officer

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1.15 Communications and Social Media Policy

OBJECTIVE

The objective of this policy is to detail legislative obligations and establish protocols applicable to the Shire of Chittering's (the Shire) official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception.

SCOPE

This policy applies to communications initiated or responded to by the Shire with our community and Council Members when commenting or engaging with the community, in both a private and public capacity, about matters relevant to the Shire.

POLICY STATEMENT

1. Official Communications

The purposes of the Shire's official communications include:

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

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

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

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire positions;
- Social media; and

Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2. Speaking on behalf of the Shire

The *Local Government Act 1995 (the Act)* states that the Shire President is the official spokesperson for the Shire, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media. Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President.

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Policy Owner: Corporate Services¶
Person Responsible: Deputy Chief Executive Officer¶
Date of Approval: 21 June 2023¶
Amended: ¶

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The Shire of Chittering:-¶
 is committed to engaging with its community and staff in relevant and meaningful ways, and is cognisant of the ever increasing and important role of online social media for communication, engagement and interaction.¶
 uses Social Media for information sharing and to provide responsive feedback to our community. ¶
 may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted. ¶

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The provisions of the Act essentially direct that only the Shire President or the CEO, if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Council Members, Committee Members and Candidates, whether undertaken in an authorised official capacity or as a personal communication, must not:

- Bring the Shire into disrepute.
- Compromise the person's effectiveness in their role with the Shire.
- Imply the Shire's endorsement of personal views.
- Imply the Council Member, Committee Member or Candidate is speaking on behalf of the Shire unless authorised to do so.
- 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.

Council Member communications must comply with the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct) and the Local Government (Model Code of Conduct) Regulations 2021.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire comment, whether made to an individual Council 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.

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

Decision Making

The Shire uses social media platforms to encourage and foster meaningful interaction and engagement with the local community, serving as a place for discussion, feedback, questions and an exchange of ideas.

The Shire's social media pages also exist to provide information on Shire services, events, programs, initiatives and news.

Social media will not be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

Members of the local community who want to request works or maintenance should still contact the Shire by phone or email, or via the Shire website to lodge a formal request

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

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

- offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- information that may compromise individual or community safety or security;
- Unlawful or incites others to break the law;

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Deleted: The Shire of Chittering encourages open discussion on its social media pages. To ensure everyone has an opportunity to engage with the Shire.¶
If you like or follow us on social media, you can expect to see the latest news, updates, event announcements and information about our latest projects and initiatives. We also regularly advertise opportunities for you to get involved and have your say on projects, plans and strategies that interest you.

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Deleted: <#>violent, obscene, profane, hateful, derogatory, racist or sexist language links or images;¶

Deleted: <#>threatening, harassing or bullying;¶

Deleted: any discussion or promotion of behaviour that is unlawful;

- Content that violates intellectual property rights or the legal ownership of interests or another party;
- Promotional, soliciting or commercial in nature;
- encouragement or glamorisation of the use of alcohol, tobacco, or illegal drugs;
- 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
- any other inappropriate content or comments as determined by the Shire

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

-

Deleted: infringes copyright, intellectual and privacy laws;

Deleted: <#>comments that threaten or defame any person or organisation;¶
solicitations, advertisements, endorsements or spam;

Deleted: <#>multiple successive off-topic posts by a single user;¶

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Deleted: The Shire of Chittering reserves the right to turn off comments if we do not have the resources to monitor the page.¶

When interacting with this page, we ask that you:¶
exercise courtesy;¶

do not post your personal address or phone number;¶
acknowledge that the Shire cannot check the accuracy of every post and does not take any responsibility for reliance on posts on this page; and¶
adhere to Facebook Guidelines.¶

By "liking" or "following" any of the Shire of Chittering pages you acknowledge the terms outlined in this policy. Users who do not comply with these Guidelines will be blocked from the page at the discretion of the Shire of Chittering.¶
The Shire of Chittering reserve the right to remove content that violates these guidelines, at the Shire's absolute discretion.¶

The Shire of Chittering does not accept responsibility for external comments on their page/s. They are not representative of the opinions or views of the Shire, nor does the Shire make any warranty to their accuracy.¶

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Deleted: Enquiries via Social Media¶

Due to the volume and number of different types of requests we receive, these cannot be answered or resolved via social media. ¶

Social Media will not be used by the shire to communicate or respond to matters that are complex or relate to a person's or entities private affairs. ¶

¶
Should you contact us at chatter@chittering.wa.gov.au if you:-¶

have a general question or enquiry¶
need to request a service or report an issue¶
would like to give us official feedback¶
wish to make a complaint

5. Private Profiles and Private Groups

While it is good practice to ensure that any social media platforms being used are set to private so that only immediate 'followers' can view the content, private profile settings and private groups are no guarantee that information is only seen by the target audience. Posts can be screenshot and distributed further than the intended audience, even after the original post has been deleted, meaning that nothing that is posted on-line is truly 'private'.

6. Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted on personal social media accounts 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, Council Members, Committee Members and Candidates must ensure that their personal or private communications do not breach the requirements of this Policy, the Code of Conduct or the Local Government (Model Code of Conduct) Regulations 2021.

7. Council Member statements on Shire matters

A Council Member may choose to make a personal statement using social media on a matter related to the business of the Shire. However, it is not the Council Member's role to find the answers to social media enquiries, or become involved in resolving a community member's request, as that is the role of Shire Officers. If Council Members are using social media to connect with the community, then it is important that the Council Member forward any community requests to the CEO for action by Shire Officers.

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

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire
- 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 Council.
- Not reflect adversely on the character or actions of any other person/s.
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any other person/s.

A Council 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 Policy, the Code of Conduct, the Local Government (Model Code of Conduct) Regulations 2021 or the Act, may be referred for investigation. Complaints may be made to the Local Government Standards Panel, may determine sanctions under the Act. Serious misconduct may be referred to the Corruption and Crime Commission. Social media activity from Council Members, Committee Members and Candidates must not:

- Bring the Shire into disrepute.
- Compromise the person's effectiveness in their role with the Shire.
- Imply the Shire's endorsement of personal views.
- Disclose, without authorisation, confidential information.

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

8. Record Keeping

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

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

DEFINITIONS

Social Media means to any form of electronic communication through which users create and/or join online communities to share information; this includes all websites and applications that enable users to create and share content or participate in social networking.

Social Media Content means to all forms of content published through social media channels, such as, but not limited to, Facebook, LinkedIn, Instagram, YouTube and Twitter.

Official Use is defined as staff using social media as a representative of the Shire of Chittering.

Personal Use refers to a personal presence on social media separate to an individual's professional association with the Shire.

ROLES AND RESPONSIBILITIES

The Deputy Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995, Local Government (Model Code of Conduct) Regulations 2021, State Records Act 2000, Defamation Act 2005, Freedom of Information Act 1992.
Industry	WALGA Elected Member Social Media Guideline, State Records Office Guideline – Management of Digital Records
Organisational	Code of Conduct for Council Members, Committee Members and Election Candidates
Strategic Community Plan	5 Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2027
Policy Owner	Deputy Chief Executive Officer		

Version	Decision Ref	Date	Change
1		21/06/2023	Adoption
2		2025	Amendment – alignment to WALGA Communications and Social Media Template Policy

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2.1 Investment Policy

Objective

The objective of this policy is to set out Council's position, and to provide guidance when investing Shire of Chittering's (the Shire's) funds with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

SCOPE

This policy applies to all employees involved in the investment and management of all funds held by the Shire, including operating accounts, investment accounts and funds managed under Trust.

Policy Statement

The Shire will apply the following principles to all investments made in accordance with section 6.14 of the *Local Government Act 1995*:

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. The Shire will manage the investment portfolios to safeguard the portfolios and not for speculative purposes.

Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of the Shire investment portfolio. Employees will disclose any conflict of interest to the Chief Executive Officer.

Approved Investments

Investments may only be made with authorised institutions.

Authorised investments shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of 12 months or less, with authorised institutions.
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less
- Specific securities approved by Council.

Prohibited Investments

- This policy prohibits investments in foreign currency and the use of leveraged funds for the purpose on investing.

Risk Management Guidelines

When exercising the power of investment, the following are to be given consideration:

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Policy Owner: Corporate Services¶

Person Responsible: Deputy Chief Executive Officer¶

Date of Approval: 19 August 2009¶

Amended: 21 June 2023¶

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All investments are to comply with the following:¶

Local Government Act 1995 – Section 6.14;¶

The Trustees Act 1962 – Part III Investments;¶

Local Government (Financial Management) Regulations 1996

– Regulation 19, Regulation 28 and Regulation 49¶

Australian Accounting Standards¶

¶

Delegation of Authority¶

Authority of the implementation of the Investment of Funds Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may in turn delegate the day-to-day management of Council's Investments to the Deputy Chief Executive Officer.¶

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An authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or the ...

Deleted: Investments which are not allowed are as follows:¶ Deposits with an institution except an authorised institutio ...

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Deleted: Investments are restricted to bank investments only. The term of the investment will be based on forward ...

- [Forward cash flow requirements to ensure investment return.](#)
- [The costs \(including commissions, fees, charges and duties payable\) of making the proposed investment.](#)

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Reporting and Review

[A report on the investments will be included on the monthly Bank Reconciliation presented to Council, detailing which institution the investment is lodged with, the interest rate and the date of maturity. 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 Council's behalf as at 30 June each year and reconciled to the Investment Register.](#)

DEFINITIONS

[Authorised Institution – means an authorised deposit-taking institution as defined in the *Banking Act 1959* \(Commonwealth\) section 5; or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.](#)

ROLES AND RESPONSIBILITIES

[The Deputy Chief Executive Officer is responsible for the implementation of this Policy.](#)

COMPLIANCE

Legislation	Local Government Act 1995 – Section 6.14, Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28 and Regulation 49, Trustees Act 1962 – Part III Investments
Industry	Australian Accounting Standards Board (AASB) Standards
Organisational	
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	Annual	Next Review Due	2026
Policy Owner	Deputy Chief Executive Officer		

Version	Decision Ref	Date	Change
1		19 August 2009	Adoption
2	N233107	21 June 2023	Amendment
3		2025	Review

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3.1 Bereavement Recognition

Objective

The objective of this policy is to ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Chittering (the Shire) and/or its history.

SCOPE

This policy applies to all Shire residents, ratepayers and staff.

POLICY STATEMENT

The Shire is proud of its history and by recognising individual deceased persons who have been closely associated with the Shire and/or its history, Council can acknowledge the contribution made to the district by those persons and their immediate families, as a mark of respect on behalf of its community.

This policy applies to all Shire of Chittering residents and ratepayers as well as Shire of Chittering staff.

To ensure persons who have been closely associated with the Shire and/or its history are acknowledged and recognised for their contribution to the district, The Shire will place a death notice in the West Australian newspaper and provide a bouquet of flowers for the deceased person's family (or a donation to a charity if requested by the family).

Entitlement to recognition

Those to be recognised on their passing include but are not limited to:

- Staff employed by the Shire at the date of their passing.
- Current and former Council Members of the Shire.
- Immediate family members of current Council Members of the Shire.
- Former members of the Chittering Road Board.
- Former Commissioners and Town Clerks of the Chittering Road Board and Shire.
- Freeman of the Shire.
- Immediate family members of Freeman of the Shire.
- Persons honoured as a Pioneer of the Chittering district.
- Chief Executive Officers appointed by the Shire since its establishment.
- Identities of the Shire as agreed by the Shire President and Chief Executive Officer.

Timing of recognition

Funeral etiquette dictates that formal recognition occurs at the time of the death or at the funeral service.

The funeral service provides for the proper remembrance of the person who has died. Where Council is notified of a death after a funeral service has taken place, it is still appropriate to send a sympathy card or a personal note of condolence.

DEFINITIONS

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¶
Policy Owner: Governance¶
Person Responsible: Executive Assistant¶
Date of Approval: 18 May 2011¶
Amended: 26 October 2016; 20 July 2022¶

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 Freeman¶
 Politicians¶
 Elected Members (both past and present)¶
 Shire of Chittering staff (present)¶

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The Shire recognises the death of a person closely associated with the district by following established funeral etiquette, respecting the wishes of the immediate family (if known), and being sensitive to the deceased's cultural or religious beliefs (if known). Generally, this recognition will take the form of:¶

When considered appropriate, A public expression of sympathy on behalf of the district, by placing a notice in the Death Notices of The West Australian newspaper¶

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Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	
Industry	
Organisational	
Strategic Community Plan	1. Inclusive, Active, and Resilient Community

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/05/2011	Adoption
2		26/10/2016	Amendment
3		20/07/2022	Amendment
4		2025	Amendment – new template

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3.2 Equal Employment Opportunity

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
Amended:

Objective

To ensure that the Shire of Chittering (the Shire) recognises its legal obligations under the *Equal Opportunity Act 1984* and promotes equal employment opportunity, based solely on merit, to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions, or physical impairment.

SCOPE

This policy applies to full time, part time, permanent, temporary and casual employees of the Shire.

POLICY STATEMENT

All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All employment and / or promotional policies and opportunities with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such engagement / promotion.

(a) The Shire shall not tolerate harassment within its workplace. The equal employment opportunity goals of the Shire shall be 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.

(b)

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Deleted: <#>All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.¶

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Deleted: <#>Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, age, political or religious convictions, gender, marital status or disability.¶

Deleted: This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Chittering

Grievance

The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the Chief Executive Officer.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

DEFINITIONS

Harassment - means any unwelcome, defensive action or remark concerning a person race, colour, language, ethnicity, political or religious convictions, gender, marital status, disability, or impairment.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Equal Opportunity Act 1984
Industry	
Organisational	
Strategic Community Plan	5. Council Accountability and Transparency

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/11/2009	Adoption

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3.3 Work Health and Safety (WHS)

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
Amended: 19 October 2022

Objective

The Shire of Chittering (the Shire) is committed to providing a safe and healthy workplace for all workers and visitors. This means that we aim to avoid or eliminate the causes, which lead to:

- Accidents, injury, incidents or illness.
- Damage and downtime of plant, equipment or infrastructure.
- Unsafe or poor quality products and environmental damage.

SCOPE

This policy applies to all workers and visitors.

Policy

The Shire will endeavour to both maintain and improve workplace health and safety with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction.

Safety and Health Objectives

Commitment, co-operation and effective team work is fundamental to achieving the objectives.

The key safety and health objectives are:

- Lead by example.
- Providing a safe and healthy working environment for all our workers and visitors.
- Implementation of safe systems of work and maintenance of plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which workers and visitors may be exposed.
- Consulting and/or involving workers and other parties to improve decision making on WHS and environmental matters.
- Developing, implementing and review of written safe work procedures.
- The distribution and communication of safety information and safe work procedures.
- Providing information, appropriate instruction and/or training on matters relating to safety including a worker's responsibilities, together with a high standard of supervision.
- Implement ongoing processes to prevent accidents, including performing workplace inspections and hazard/near miss reporting.

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Under the Work Health and Safety Act 2020, work relationships are defined as:¶

"PCBU" Person Conducting a Business or Undertaking (For the purpose of this document [Local Government] is the PCBU)¶

"Worker" A person who carries out work in any capacity for a PCBU (E.g., An Employee, Contractor, Work Experience person or Volunteer).¶

"WHS" Acronym for Work Health and Safety

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- Fostering cooperation, consultation and involvement of workers, their representatives (where applicable) through daily prestart safety committee meetings, toolbox meetings and management safety committee meetings.
- Providing or ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors.
- Protecting members of the public, customers and the environment from potential adverse effects that may be associated with our activities or the use of our products.
- Supporting and assisting workers in effective injury management and rehabilitation through the Injury Management System.
- Conforming to the requirements of Legislation and Statutory authorities.
- Conducting regular audits of our WHS Management System and implement agreed outcomes to continually improve current systems of work.

DEFINITIONS

Under the Work Health and Safety Act 2020, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking (For the purpose of this document the Shire of Chittering is the PCBU)

“Worker” A person who carries out work in any capacity for a PCBU (E.g., An Employee, Contractor, Work Experience person or Volunteer).

“WHS” Acronym for Work Health and Safety

ROLES AND RESPONSIBILITIES

Work Health and Safety is both an individual and a collective responsibility of all employees.

In particular:

Chief Executive Officer

The Chief Executive Officer is the responsible officer for Work Health and Safety

Executive Managers, Managers and Supervisors

Executive Managers, Managers and Supervisors are responsible for implementing the Work Health and Safety Policy and planning, developing, implementing and monitoring of Work Health and Safety Procedures.

All workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- Undertake relevant prestart inspections of machinery and equipment and report all faults immediately.
- Cooperate with management in the event of an incident investigation and to enable compliance with WHS legal obligations.
- Participate in consultative arrangements including toolbox, prestart meetings and any site specific requirements.
- Assist management to meet WHS targets/key performance indicators (where applicable).
- Participate in return to work programs.
- Comply with all reasonable instructions from supervisors/management in relation to work health and safety issues.

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- [Comply with workplace specific drug and alcohol requirements, including testing.](#)

COMPLIANCE

Legislation	Work Health and Safety Act 2020, Work Health and Safety Regulations 2022, ISO 45001 – Occupational Health and Safety
Industry	LGIS Work, Health & Safety
Organisational	Work Health & Safety Management Plan
Strategic Community Plan	

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POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

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Version	Decision Ref	Date	Change
1		18/11/2009	Adoption
2		19/10/2022	Amendment
3		2025	Amendment – new template

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Australian Citizenship Ceremonies Policy

OBJECTIVE

The objective of this Policy is to provide effective, efficient, consistent and legally compliant Australian Citizenship Ceremonies for local residents / ratepayers in the Shire of Chittering (**the Shire**) on behalf of the Department of Immigration and Citizenship.

SCOPE

This Policy applies to any other relevant Shire Officers who may be involved with the Ceremonies

POLICY STATEMENT

Where possible citizenship ceremonies may be coordinated with Australia Day (26 January) and Australian Citizenship Day (17 September).

Private Ceremonies are unable to be officiated unless requests are in accordance with the guidelines set down, or are specifically approved by the Department of Home Affairs.

The Shire will provide, as part of the welcome package to new Australian Citizens, the additional gifts as set out below:

- Native Plant
- Commemorative \$1 Coin

The native plant is obtained from a local nursery supplier and the Commemorative \$1 Coin is obtained from the Perth Mint.

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995, Australian Citizenship Act 2007
Industry	Department of Home Affairs (Commonwealth)
Organisational	Events Policy,
Strategic Community Plan	Strategy 1.1 Cultural Diversity and Heritage

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2027
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/05/2011	Adoption
2		20/07/2022	Amendment
3		2025	Amendment



Election Advertising Policy

OBJECTIVE

To control advertising signs on thoroughfares within the Shire of Chittering (**the Shire**) during an election period to ensure that public safety is not compromised.

SCOPE

This policy applies to any advertising sign seeking to promote a candidate or political party during an election period.

POLICY STATEMENT

Advertising signs during an election period of any level of government must not be placed on a thoroughfare without a permit issued by the Shire under the **Local Government Property and Public Places Local Law 2023 (Local Law)**.

All candidates participating in the election, on application, will be issued a permit for election advertising signs setting out conditions under which the signs are able to be displayed. Any breach of permit conditions or failure to apply for a permit will result in enforcement actions as set out in the Local Law and impounding of the sign.

DEFINITIONS

Advertising sign – means a sign or advertisement used for the purposes of advertising or drawing attention to a person or political party.

Candidate – means a person who has nominated to participate in an election for a position within any level of government.

Election period – means the period 6 weeks prior to the announced voting day of an election to 72 hours after the close of polls on voting day.

Thoroughfare – means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

Voting Day – means the day gazetted for voting in the election.

ROLES AND RESPONSIBILITIES

The Executive Manager Development Services is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Details of any relevant legislation that guides the Policy
Industry	
Organisational	??
Strategic Community Plan	Council Accountability and Transparency



Election Advertising Policy

POLICY ADMINISTRATION

Review Cycle	4 Years	Next Review Due	2029
Policy Owner	Executive Manager Development Services		

Version	Decision Ref	Date	Change
1		15 April 2009	Adoption
2		20 March 2019	Review
3		19 July 2023	Review



Record Keeping Policy

OBJECTIVE

To ensure that records of all activities and decisions of the Shire of Chittering (**the Shire**) are created, accessed, managed and retained or disposed of appropriately, and in accordance with relevant legislation.

SCOPE

This policy applies to all Shire Council Members and employees.

POLICY STATEMENT

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's Approved Record Keeping Plan, this Policy and associated Procedures.

DEFINITIONS

Record – means a record as defined in the *State Records Act 2000* as set out below:

Any record of information however recorded and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram or graph;
- a drawing, pictorial, graphic work or photograph;
- anything on which there are figures, marks perforations or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and/or
- anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

ROLES AND RESPONSIBILITIES

Records of decision making processes of external bodies to which a Council Member has been appointed and any correspondence by a Council Member as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system

All staff are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping



Record Keeping Policy

COMPLIANCE

Legislation	State Records Act 2000, Freedom of Information Act 1992, Local Government Act 1995, General Disposal Authority (GDA) for Local Government Records
Industry	State Records Office
Organisational	Recordkeeping Plan
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	5 Years (with recordkeeping Plan)	Next Review Due	2029
Policy Owner	Corporate Services		

Version	Decision Ref	Date	Change
1		18 May 2011	Adoption
2		19 July 2023	Amendment



Conferral of Title - Honorary Freeman of the Shire of Chittering

OBJECTIVE

This policy guides the eligibility, nomination, selection and awarding of the prestigious ceremonial title of 'Honorary Freeman of the Shire of Chittering' to a designated person.

SCOPE

This policy applies to all nominations for the award of the title of 'Honorary Freeman of the Shire of Chittering'.

POLICY STATEMENT

Council may, subject to eligibility and selection criteria of this policy being met, confer the title of 'Honorary Freeman of the Shire of Chittering' on any person who has rendered exceptional service to the Shire of Chittering (the Shire) community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

The award is a title only with no financial benefit attached to the award. Recipients are however invited to significant events that are sponsored by the Shire.

Eligibility

1. All members of the Shire community including past Council Members and staff can be nominated.
2. A current Council Member or employee cannot be nominated for the award.
3. In recognition of the standing of this award a maximum of five living persons only may hold the title of 'Honorary Freeman of the Shire of Chittering' at any one time.
4. The honour shall not be awarded posthumously.

Nomination

Nomination for the conferral of the title of Honorary Freeman of the Shire of Chittering should be made in writing to the Chief Executive Officer in the strictest confidence and without the nominee's knowledge. The nomination is to clearly outline, in chronological order, the history of community service and achievements of the nominated person and how this meets the Selection Criteria.

Selection Criteria

Nominees will be judged on their record of service to the community based on the following criteria:

1. Nominees must have lived in, worked or served the Shire for a significant number of years (20 years or more).
2. Level of commitment to their field(s) of activity.
3. Outstanding personal leadership qualities and personal integrity.
4. Benefits to the community of the Shire, the State of Western Australia or to the nation resulting from the nominee's work.
5. Special achievements of the nominee.

Nomination Assessment

1. On receipt of a nomination the Chief Executive Officer will
 - a. Confirm that less than five living persons hold the title; and



Conferral of Title - Honorary Freeman of the Shire of Chittering

- b. Circulate a copy of the nomination and any supporting information to all Council Members for initial consideration.
2. Council Members shall have reasonable time, being no less than two weeks, to consider the proposal.
3. If a Council Member expresses an objection to the nomination, they must give their reasons for the objection in writing to the Chief Executive Officer within the two week review period.
4. A nomination must be supported in writing by at least one third of the Council Members.
5. Council Members who do not formally respond in writing will be presumed not to object to the proposal.
6. If the nomination is sufficiently supported, the Chief Executive Officer (CEO) will
 - a. Contact the nominee on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Council Members will be informed and the matter will lapse.
 - b. Prepare a confidential report to the next Council Meeting, once the nominee confirms acceptance of the award, recommending the conferral of the title Honorary Freeman of the Shire of Chittering on the nominee. The nominee's name and identifying information will be maintained as confidential in all meeting papers.
7. The recommendation to Council will include a clause requiring confidentiality of the report be maintained until the title is conferred upon the nominee at a formal Council function.
8. Approval of the CEO's recommendation to confer the title requires an absolute majority decision of Council.

Awarding the Title

Conferral of the title shall be carried out at a formal Council function. The CEO, in consultation with the Shire President, will decide the occasion and format of the conferral ceremony. The Governor of Western Australia, the Premier and the Opposition Leader shall be included on the list of distinguished invited guests.

A certificate, signed by the Shire President and Chief Executive Officer, will be presented to the recipient. A media statement shall be prepared for release on behalf of the Shire President.

Entitlements

The Honorary Freeman and their partner shall be invited to all formal civic functions conducted by the Shire.

Conditions

An 'Honorary Freeman of the Shire of Chittering' shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire into disrepute.

Council reserves the right to revoke the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. This decision shall be made by absolute majority decision of Council.



Conferral of Title - Honorary Freeman of the Shire of Chittering

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Nil
Industry	Nil
Organisational	Nil
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner			

Version	Decision Ref	Date	Change
1		25 June 2014	Adoption
2		20 July 2022	Amendment



Reimbursement of Volunteers for Damaged Personal Equipment Policy

OBJECTIVE

The policy aims to provide clarity and consistency when dealing with claims from volunteers for damage to their equipment whilst volunteering at a Shire of Chittering (**Shire**) endorsed activity.

SCOPE

This policy applies to damage caused to a volunteers personal equipment and non-equipment items that were approved for, and critical to, being undertake a Shire endorsed volunteer activity. Damage to personal equipment or non-equipment items that occurs in transit to/from the volunteer activity is not covered.

POLICY STATEMENT

- a) Personal equipment proposed for use at a Shire endorsed volunteer activity must have been inspected, to ensure it is fit-for-purpose and serviceable, and approved for use prior to any claim for damage being made.
- a) The Shire may provide financial assistance to volunteers undertaking Shire endorsed activities where their personal equipment has been endorsed to be used at that volunteer activity, and that equipment has been damaged.
- b) In the first instance, the Shire will facilitate the volunteer, who has suffered personal equipment damage, making an insurance claim on one of the Shire's existing insurance policies (if applicable).
- c) The Shire's insurance policy is considered to provide an adequate and fair compensation for the damage / loss of volunteer equipment.
- d) The Shire may (upon application by the volunteer outlining their claim) provide a contribution towards the cost of renting a replacement for the damaged equipment, whilst an insurance claim is being processed. The hire period should be short-term and only occur with the approval of the Shire.

DEFINITIONS

Non-equipment items - means clothing and footwear, spectacles, mobile phones, etc unless they were critical to being able to undertake the volunteer activity and had prior approval to be used at a Shire endorsed volunteer activity

Fit for purpose – equipment is well maintained and well suited for its designated role or purpose.

Personal equipment – includes privately owned motor vehicles, stationery engines, power tools, etc. which are critical to being able to undertake the volunteer activity and approved to be used at the Shire endorsed volunteer activity.

Serviceable – capable of or ready to be used and to perform its function.

Short term – period not in excess of three calendar months.



Reimbursement of Volunteers for Damaged Personal Equipment Policy

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

The Coordinator Communications Marketing & Events is responsible for ensuring that any volunteer personal equipment or non-equipment items proposed for use at a Shire endorsed volunteer activity are inspected, to ensure that they are fit-for-purpose and serviceable prior to approving use at the activity.

COMPLIANCE

Legislation	NA
Industry	
Organisational	Risk Management Policy, Event Management Policy
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1	231019	16 October 2019	Adoption



Recording and Livestreaming of Council Meetings Policy

OBJECTIVE

The purpose of this policy is to guide the implementation of the audio recording, and live-streaming, of meetings of Shire of Chittering (Shire) Council and electors, and to establish how audio and video recordings will be used and made available.

SCOPE

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of committees with delegated authority, and meetings of electors.

POLICY STATEMENT

In line with objectives of section 1.3(2) of the *Local Government Act 1995 (the Act)*, this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate. Where Council has resolved to close the meeting to members of the public in accordance with Section 5.23 of the Act and the Shire of Chittering Standing Orders Local Law 2023 the recording of the Council Meeting will cease.

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate.

All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Shire's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

The primary purpose of livestreaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting. The livestreaming will be accessible on the Shire's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the livestream may not be available or may be delayed.

To ensure that the public, Council Members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be recorded, and livestreamed.

The official record of the meeting is not the audio and visual recording, but the meeting minutes which require confirmation by Council resolution and must be signed by the person presiding at the meeting. Minutes are prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue. Recordings will be stored in accordance with the *State Records Act 2000*.



Recording and Livestreaming of Council Meetings Policy

Opinions expressed or statements made by persons during the course of Council Meetings, and contained within the audio and visual recording, are the opinions or statements of those individual persons, and are not opinions or statements of the Shire. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates, or may appear to relate.

Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a Council (or committee) meeting without the written permission of the Presiding Member.

The Shire retains copyright over the livestreaming and recordings of its Council meetings.

Recordings will not be transcribed.

The channel of the video streaming service that the Shire utilises will only be viewable to audiences within Australia.

DEFINITIONS

Council Meetings means Agenda Briefing, Ordinary Council Meetings, Special Council Meetings, Audit, Risk and Improvement Committee Meetings and Annual General Meeting of Electors.

ROLES AND RESPONSIBILITIES

The Manager Governance & Corporate Performance is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995 s5.23A, Local Government (Administration) Regulations 1996 Part 2A, State Records Act 2000
Industry	
Organisational	Shire of Chittering Standing Orders Local Law 2023
Strategic Community Plan	Strategy 5.1 Enhancing Accountability & Transparency

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Manager Governance & Corporate Performance		

Version	Decision Ref	Date	Change
1	N19241	20/11/2019	Adoption
2	N222900	18/05/2022	Amendment
3	N222936	20/07/2022	Amendment
4		2025	Change of name and update to include livestreaming



Communication and Social Media Policy

OBJECTIVE

The objective of this policy is to detail legislative obligations and establish protocols applicable to the Shire of Chittering's (**the Shire**) official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception.

SCOPE

This policy applies to communications initiated or responded to by the Shire with our community and Council Members when commenting or engaging with the community, in both a private and public capacity, about matters relevant to the Shire.

POLICY STATEMENT

1. Official Communications

The purposes of the Shire's official communications include:

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

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

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

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

2. Speaking on behalf of the Shire

The *Local Government Act 1995* (**the Act**) states that the Shire President is the official spokesperson for the Shire, representing the Local Government in official communications, including; speeches,



Communication and Social Media Policy

comment, print, electronic and social media. Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President.

The provisions of the Act essentially direct that only the Shire President or the CEO, if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Council Members, Committee Members and Candidates, whether undertaken in an authorised official capacity or as a personal communication, must not:

- Bring the Shire into disrepute.
- Compromise the person's effectiveness in their role with the Shire.
- Imply the Shire's endorsement of personal views.
- Imply the Council Member, Committee Member or Candidate is speaking on behalf of the Shire unless authorised to do so.
- 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.

Council Member communications must comply with the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct) and the *Local Government (Model Code of Conduct) Regulations 2021*.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire comment, whether made to an individual Council 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.

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

4. Decision Making

The Shire uses social media platforms to encourage and foster meaningful interaction and engagement with the local community, serving as a place for discussion, feedback, questions and an exchange of ideas.

The Shire's social media pages also exist to provide information on Shire services, events, programs, initiatives and news.

Social media will not be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.



Communication and Social Media Policy

Members of the local community who want to request works or maintenance should still contact the Shire by phone or email, or via the Shire website to lodge a formal request

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

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

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Encouragement or glamorisation of the use of alcohol, tobacco, or illegal drugs;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

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

5. Private Profiles and Private Groups

While it is good practice to ensure that any social media platforms being used are set to private so that only immediate 'followers' can view the content, private profile settings and private groups are no guarantee that information is only seen by the target audience. Posts can be screenshot and distributed further than the intended audience, even after the original post has been deleted, meaning that nothing that is posted on-line is truly 'private'.

6. Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted on personal social media accounts 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, Council Members, Committee Members and Candidates must ensure that their personal or private communications do not breach the requirements of this Policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*.



Communication and Social Media Policy

7. Council Member statements on Shire matters

A Council Member may choose to make a personal statement using social media on a matter related to the business of the Shire. However, it is not the Council Member's role to find the answers to social media enquiries, or become involved in resolving a community member's request, as that is the role of Shire Officers. If Council Members are using social media to connect with the community, then it is important that the Council Member forward any community requests to the CEO for action by Shire Officers.

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

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire
- 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 Council.
- Not reflect adversely on the character or actions of any other person/s.
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any other person/s.

A Council 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 Policy, the Code of Conduct, *the Local Government (Model Code of Conduct) Regulations 2021* or the Act, may be referred for investigation. Complaints may be made to the Local Government Standards Panel, may determine sanctions under the Act. Serious misconduct may be referred to the Corruption and Crime Commission. Social media activity from Council Members, Committee Members and Candidates must not:

- Bring the Shire into disrepute.
- Compromise the person's effectiveness in their role with the Shire.
- Imply the Shire's endorsement of personal views.
- 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.



Communication and Social Media Policy

8. Record Keeping

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

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

DEFINITIONS

Social Media means to any form of electronic communication through which users create and/or join online communities to share information; this includes all websites and applications that enable users to create and share content or participate in social networking.

Social Media Content means to all forms of content published through social media channels, such as, but not limited to, Facebook, LinkedIn, Instagram, YouTube and Twitter.

Official Use is defined as staff using social media as a representative of the Shire of Chittering.

Personal Use refers to a personal presence on social media separate to an individual's professional association with the Shire of Chittering.

ROLES AND RESPONSIBILITIES

The Manager Place Management is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Local Government Act 1995, Local Government (Model Code of Conduct) Regulations 2021, State Records Act 2000, Defamation Act 2005, Freedom of Information Act 1992.
Industry	WALGA Elected Member Social Media Guideline, State Records Office Guideline – Management of Digital Records
Organisational	Code of Conduct for Council Members, Committee Members and Election Candidates
Strategic Community Plan	5 Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2027
Policy Owner	Deputy Chief Executive Officer		

Version	Decision Ref	Date	Change
1		21/06/2023	Adoption
2		2025	Amendment – alignment to WALGA Communications and Social Media Template Policy



Investment Policy

OBJECTIVE

The objective of this policy is to set out Council's position, and to provide guidance when investing Shire of Chittering's (**the Shire's**) funds with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

SCOPE

This policy applies to all employees involved in the investment and management of all funds held by the Shire, including operating accounts, investment accounts and funds managed under Trust.

POLICY STATEMENT

The Shire will apply the following principles to all investments made in accordance with section 6.14 of the *Local Government Act 1995*:

Prudent Person Standard

Investments will be managed with the care, diligence, and skill that a prudent person would exercise. The Shire will manage the investment portfolios to safeguard the portfolios and not for speculative purposes.

Ethics and Conflicts of Interest

Employees shall refrain from personal activities that would conflict with the proper execution and management of the Shire investment portfolio. Employees will disclose any conflict of interest to the Chief Executive Officer.

Approved Investments

Investments may only be made with authorised institutions.

Authorised investments shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of 12 months or less, with authorised institutions.
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less
- Specific securities approved by Council.

Prohibited Investments

This policy prohibits investments in foreign currency and the use of leveraged funds for the purpose on investing.

Risk Management Guidelines

When exercising the power of investment, the following are to be given consideration:

- Forward cash flow requirements to ensure investment return.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Reporting



Investment Policy

A report on the investments will be included on the monthly Bank Reconciliation presented to Council, detailing which institution the investment is lodged with, the interest rate and the date of maturity.

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 Council's behalf as at 30 June each year and reconciled to the Investment Register.

DEFINITIONS

Authorised Institution – means an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

ROLES AND RESPONSIBILITIES

The Deputy Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	<i>Local Government Act 1995</i> – Section 6.14, <i>Local Government (Financial Management) Regulations 1996</i> – Regulation 19, Regulation 28 and Regulation 49, <i>Trustees Act 1993</i> – Part III Investments
Industry	Australian Accounting Standards Board (AASB) Standards
Organisational	
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	Annual	Next Review Due	2026
Policy Owner	Deputy Chief Executive Officer		

Version	Decision Ref	Date	Change
1		19 August 2009	Adoption
2	N233107	21 June 2023	Amendment
3		2025	Review



Bereavement Recognition Policy

OBJECTIVE

The objective of this policy is to ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Chittering (**the Shire**) and/or its history.

SCOPE

This policy applies to all Shire residents, ratepayers and staff.

POLICY STATEMENT

The Shire is proud of its history and by recognising individual deceased persons who have been closely associated with the Shire and/or its history, the Shire can acknowledge the contribution made to the district by those persons and their immediate families, as a mark of respect on behalf of its community.

To ensure persons who have been closely associated with the Shire and/or its history are acknowledged and recognised for their contribution to the district, the Shire will place a death notice in the West Australian newspaper and provide a bouquet of flowers for the deceased person's family (or a donation to a charity if requested by the family).

Entitlement to recognition

Those to be recognised on their passing include but are not limited to:

- Staff employed by the Shire at the date of their passing
- Current and former Council Members of the Shire
- Immediate family members of current Council Members of the Shire
- Former members of the Chittering Road Board
- Former Commissioners and Town Clerks of the Chittering Road Board and Shire
- Freeman of the Shire
- Immediate family members of Freeman of the Shire
- Persons honoured as a Pioneer of the Chittering district
- Chief Executive Officers appointed by the Shire since its establishment.
- Identities of the Shire as agreed by the Shire President and Chief Executive Officer

Timing of recognition

Funeral etiquette dictates that formal recognition occurs at the time of the death or at the funeral service.

The funeral service provides for the proper remembrance of the person who has died. Where the Shire is notified of a death after a funeral service has taken place, it may be still appropriate to send a sympathy card or a personal note of condolence.

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.



Bereavement Recognition Policy

COMPLIANCE

Legislation	
Industry	
Organisational	
Strategic Community Plan	1. Inclusive, Active, and Resilient Community

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/05/2011	Adoption
2		26/10/2016	Amendment
3		20/07/2022	Amendment
4		2025	Amendment – new template



Equal Employment Opportunity Policy

OBJECTIVE

To ensure that the Shire of Chittering (the Shire) recognises its legal obligations under the *Equal Opportunity Act 1984* and promotes equal employment opportunity, based solely on merit, to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions, or physical impairment.

SCOPE

This policy applies to full time, part time, permanent, temporary and casual employees of the Shire.

POLICY STATEMENT

All employment training provided by the Shire will be directed towards providing equal opportunity for all employees, according to their relevant experiences, skills and ability to meet the minimum requirements for such training.

All employment and/or promotional policies and opportunities with the Shire will be directed towards providing equal opportunity to all concerned, provided their relevant experience, skills and ability, meet the minimum requirements for such engagement and/or promotion.

The Shire will not tolerate harassment within its workplace.

The equal employment opportunity goals of the Shire shall be 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.

Grievance

The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the Chief Executive Officer.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

DEFINITIONS

Harassment - means any unwelcome, defensive action or remark concerning a person race, colour, language, ethnicity, political or religious convictions, gender, marital status, disability, or impairment.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.

COMPLIANCE

Legislation	Equal Opportunity Act 1984
Industry	
Organisational	
Strategic Community Plan	5. Council Accountability and Transparency



Equal Employment Opportunity Policy

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/11/2009	Adoption



OBJECTIVE

The Shire of Chittering (**the Shire**) is committed to providing a safe and healthy workplace for all workers and visitors. This means that we aim to avoid or eliminate the causes, which lead to:

- Accidents, injury, incidents or illness.
- Damage and downtime of plant, equipment or infrastructure.
- Unsafe or poor quality services and environmental damage.

SCOPE

This policy applies to all workers and visitors.

POLICY STATEMENT

The Shire will endeavour to both maintain and improve workplace health and safety with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction.

Safety and Health Objectives

Commitment, co-operation and effective team work is fundamental to achieving the objectives.

The key safety and health objectives are:

- Lead by example.
- Providing a safe and healthy working environment for all our workers and visitors.
- Implementation of safe systems of work and maintenance of plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which workers and visitors may be exposed.
- Consulting and/or involving workers and other parties to improve decision making on WHS and environmental matters.
- Developing, implementing and review of written safe work procedures.
- The distribution and communication of safety information and safe work procedures.
- Providing information, appropriate instruction and/or training on matters relating to safety including a worker's responsibilities, together with a high standard of supervision.
- Implement ongoing processes to prevent accidents, including performing workplace inspections and hazard/near miss reporting.
- Fostering cooperation, consultation and involvement of workers, their representatives (where applicable) through daily prestart safety committee meetings, toolbox meetings and management safety committee meetings.
- Providing or ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors.
- Protecting members of the public, customers and the environment from potential adverse effects that may be associated with our activities or the use of our products.



- Supporting and assisting workers in effective injury management and rehabilitation through the Injury Management System.
- Conforming to the requirements of Legislation and Statutory authorities.
- Conducting regular audits of our WHS Management System and implement agreed outcomes to continually improve current systems of work.

DEFINITIONS

Under the *Work Health and Safety Act 2020*, work relationships are defined as:

PCBU - means Person Conducting a Business or Undertaking (*For the purpose of this document the Shire of Chittering is the PCBU*)

Worker - means a person who carries out work in any capacity for a PCBU including employees, contractors, subcontractors, apprentices, labour hire, work experience students and volunteers.

WHS - means Work Health and Safety

ROLES AND RESPONSIBILITIES

Work Health and Safety is both an individual and a collective responsibility of all employees.

Chief Executive Officer

The Chief Executive Officer is the responsible officer for Work Health and Safety

Executive Managers, Managers and Supervisors

Executive Managers, Managers and Supervisors are responsible for implementing the Work Health and Safety Policy and planning, developing, implementing and monitoring of Work Health and Safety Procedures.

All workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- Undertake relevant prestart inspections of machinery and equipment and report all faults immediately.
- Cooperate with management in the event of an incident investigation and to enable compliance with WHS legal obligations.
- Participate in consultative arrangements including toolbox, prestart meetings and any site specific requirements.
- Assist management to meet WHS targets/key performance indicators (where applicable).
- Participate in return to work programs.
- Comply with all reasonable instructions from supervisors/management in relation to work health and safety issues.
- Comply with workplace specific drug and alcohol requirements, including testing



COMPLIANCE

Legislation	Work Health and Safety Act 2020, Work Health and Safety Regulations 2022, ISO 45001 – Occupational Health and Safety
Industry	LGIS Work, Health & Safety
Organisational	
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/11/2009	Adoption
2		19/10/2022	Amendment
3		2025	Amendment – new template