



**ORDINARY MEETING OF COUNCIL**  
**Wednesday 21 August 2019**  
**Chief Executive Officer Attachments**

<b>REPORT NUMBER</b>	<b>REPORT TITLE AND ATTACHMENT DESCRIPTION</b>	<b>PAGE NUMBER(S)</b>
<b>9.4.1</b>	<b>Register of Policies</b>  <b>Attachments</b> 1 Register of Policies <i>amended</i>	1 – 332
<b>9.4.2</b>	<b>Lower Chittering Sports &amp; Recreation Facility: Update from Reference Group</b>  <b>Attachments</b> 1 Community Update – Lower Chittering Sports and Recreation Facility August 2019	333
<b>9.4.3</b>	<b>Escorted Oversize Loads – Bindoon Townsite</b>  <b>Attachments</b> Nil	Not applicable



# Register of Policies

## DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date
1	All Staff and Councillors		May 2012
2	All Staff and Councillors		May 2013
3	All Staff and Councillors		June 2014
4	All Staff and Councillors		June 2015
DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Ordinary Council	Register of Policies Review Council resolution 100512	16 May 2012
2	Ordinary Council	Register of Policies Review Council resolution 140513	15 May 2013
3	Ordinary Council	Register of Policies Review Council resolution 170614 (N141466)	25 June 2014
4	Ordinary Council	Register of Policies Review Council resolution 120615	17 June 2015
AMENDMENTS			
Document Version	Date of Amendment	Amendment details	
1	15 August 2012	2.8 <i>Requests for Assistance and/or Donations</i> updated as per Council resolution 200812 (Ref N121020)	
1	15 August 2012	2.2 <i>Investment of Funds</i> updated as per Council resolution 220812 (Ref N121022)	
1	21 November 2012	6.3 <i>Use of Chattering Community Bus</i> updated as per Council resolution 081112 (Ref N121079)	
1	21 November 2012	10.7 <i>Multiple Dog</i> updated as per Council resolution 131112 (Ref N121084)	
1	19 December 2012	3.19 <i>Social Media</i> inserted as per Council resolution 171212 (Ref N131106)	
1	20 February 2013	10.7 <i>Multiple Dog Policy</i> – insert table as per Council Resolution 150213 (ref N131131)	
2	19 June 2013	10.8 <i>Smoke-Free Outdoor Areas</i> inserted as per Council resolution 030613 (ref N131227)	
2	18 September 2013	4.3 <i>Elected Members' Fees, Allowances, Reimbursements and Benefits</i> as per Council resolution 130913 (ref N131297)	
2	20 November 2013	2.13 <i>Rating Policy relating to change in predominant use of rural land</i> as per Council resolution 071113 (N131321)	
3	20 August 2014	2.14 <i>Regional Price Preference Policy</i> as per Council resolution 090814 (ref N1452223)	
3	15 October 2014	2.15 <i>Improvements to Council Properties by External Groups</i> as per Council resolution 111014 (ref N141505)	
4	16 September 2015	6.2 <i>Education Scholarship Award</i> as per Council resolution 080915 (ref N1564116)	
4	28 October 2015	2.12 <i>Purchasing</i> updated as per Council resolution 131015 (ref N151691)	
4	20 July 2016	2.7 <i>Significant Accounting Policies</i> as per Council resolution 160716 (ref N161850)	
4	20 July 2016	6.2 <i>Education Scholarship Award</i> as per Council resolution 180716 (ref N161852)	
4	21 September 2016	6.6 <i>Community Bus Transport Service</i> (ref N161887)	
4	26 October 2016	Memo – <i>Amendments to Register of Policies</i> (ref N1677356)	
4	15 March 2017	1.2 <i>Use of Civic Centre – Council Chambers</i> (ref N171976)	
4	15 March 2017	6.1 <i>Australia Day Awards</i> (ref N171975)	
4	19 April 2017	1.14 <i>Smoking, Other Drugs and Alcohol</i> (ref N171993)	
4	17 May 2017	4.6 <i>Agenda Forums</i> (ref N172003)	
4	17 May 2017	1.19 <i>OSH Fleet Safety and Motor Vehicle Guidelines</i> (ref N172004)	
4	19 July 2017	4.3 <i>Elected Members' Fees, Allowances, Reimbursement and Benefits</i> (ref N172038)	
4	18 October 2017	4.7 <i>Mobile Computing Devices and Electronic Agendas</i> (ref N172061)	
4	18 October 2017	3.18 <i>Use of Council Vehicles</i> (ref N172062)	
4	7 February 2018	Memo – <i>Amendment to Policy 6.4 Financial Assistance Grant Scheme</i> (ref N1892558)	
4	15 February 2018	Memo – <i>Amendment to Policy 2.8 Requests for Assistance and/or Donations</i> (ref N1892837)	
4	7 August 2018	2.12 <i>Purchasing</i> (ref N1897968)	
4	7 August 2018	1.12 <i>Security Cameras and CCTV</i> (ref N1898313)	
4	17 October 2018	3.18 <i>Use of Council Vehicles</i> (ref N182194)	

## Table of Contents

<b>1.</b>	<b>ADMINISTRATION POLICIES .....</b>	<b>1</b>
1.1	Policy Register.....	2
1.2	Use of Civic Centre - Council Chambers .....	3
1.3	Australian Citizenship ceremonies .....	6
1.4	Complaints Handling.....	7
1.5	Execution of Documents.....	8
1.6	Travel and Accommodation.....	9
1.7	Communications.....	10
1.8	Prosecutions by Council against Offenders .....	14
1.9	Recycled Purchasing .....	15
1.10	Contribution to the cost of dividing fences .....	16
1.11	Security Cameras and CCTV .....	17
1.12	Asset Management – Infrastructure Assets .....	20
1.13	Smoking, Other Drugs and Alcohol.....	24
1.14	Honorary Freeman of the Shire of Chittering.....	37
1.15	Risk Management Policy.....	41
1.16	Community Engagement Policy.....	44
1.17	Integrated Workforce Planning and Management Policy .....	54
1.18	OSH Fleet Safety and Motor Vehicle Guidelines .....	57
<b>2.</b>	<b>FINANCE POLICIES.....</b>	<b>82</b>
2.1	Budget Preparation.....	83
2.2	Investment of Funds .....	84
2.3	Capitalisation .....	86
2.4	Rating of Council Property.....	87
2.5	Charitable Organisations .....	88
2.6	Rating.....	89
2.7	Significant Accounting Policies .....	93
2.8	Requests for Assistance and/or Donation .....	114
2.9	Funding Submissions .....	115
2.10	Cheque Signatory/EFT Requirements.....	116
2.11	Credit Cards .....	117
2.12	Purchasing.....	123
2.13	Rating Policy relating to Change in Predominant Use of Rural Land .....	136
2.14	Regional Price Preference.....	137
2.15	Improvements to Council Properties by External Groups.....	139
<b>3.</b>	<b>STAFF POLICIES .....</b>	<b>140</b>
3.1	Code of Conduct – Staff, Volunteers and Contractors .....	141
3.2	Bereavement Recognition .....	146
3.3	Defence Forces Active Reservists .....	149
3.4	Council Contribution to Staff Functions .....	150
3.5	Staff uniforms .....	151
3.6	Senior Employees .....	154
3.7	Staff Housing.....	155
3.8	Equal Employment Opportunity.....	157
3.9	Occupational Safety and Health (OSH).....	159
3.10	Protection from the sun for Outdoor Work .....	163

3.11	Contractors .....	166
3.12	Voluntary service .....	172
3.13	Gratuities and Redundancy Payments .....	174
3.14	Appointment of an Acting Chief Executive Officer .....	176
3.15	Christmas / New Year Closure of Council Facilities .....	179
3.16	Retirement/Resignation of Employees – Council gift/functions .....	180
3.17	Staff Disciplinary .....	182
3.18	Use of Council Vehicles .....	183
3.19	Social Media .....	195
3.20	Training and Development .....	198
3.21	Study Assistance .....	200
3.22	Staff Superannuation .....	202
3.23	Attraction and Retention .....	204
3.24	Loss of Driver’s Licence .....	208
3.25	Secondary Employment .....	211
<b>4.</b>	<b>ELECTED MEMBERS POLICIES .....</b>	<b>212</b>
4.1	Code of Conduct - Elected Members .....	213
4.2	Petitions to Council .....	219
4.3	Elected Members’ Fees, Allowances, Reimbursements and Benefits .....	220
4.4	Certificate of Recognition .....	228
4.5	Legal representation and Costs Indemnification .....	230
<b>4.6</b>	<b><i>Agenda Forums</i></b> .....	<b>233</b>
4.7	Mobile Computing Devices and Electronic Agendas .....	237
<b>5.</b>	<b>COMMUNITY FACILITIES AND RECREATION POLICIES .....</b>	<b>240</b>
5.1	Advertising on public open space .....	241
5.2	Concerts, Events and Organised Gatherings .....	244
<b>6.</b>	<b>COMMUNITY DEVELOPMENT POLICIES .....</b>	<b>245</b>
6.1	Australia Day Awards .....	246
6.2	Education Scholarship Award .....	249
6.3	Use of Chittering Community Bus .....	251
6.4	Community Assistance Grant Scheme .....	253
6.5	Financial assistance for residents involved in state/national sporting events .....	258
6.6	Community Bus Transport Service .....	259
<b>7.</b>	<b>ENGINEERING, CONSTRUCTION AND MAINTENANCE POLICIES .....</b>	<b>261</b>
7.1	Nature Strip Treatments – Protective Devices .....	262
7.2	Crossovers Subsidy .....	264
7.3	Naming of Shire Facilities .....	272
7.4	Road Reserves .....	277
7.5	Road Maintenance .....	278
7.6	Heavy Vehicle Access .....	279
7.7	Road Formation Widths / Clearing Widths – for new construction works .....	283
<b>8.</b>	<b>PARKS AND LANDSCAPING POLICIES .....</b>	<b>292</b>
8.1	Landscaping Policy for Industrial and Commercial Areas .....	293
8.2	Road Verge Development Criteria .....	298

8.3	Street Tree Removal .....	299
8.4	Establishment and Maintenance of Playground Equipment.....	300
<b>9.</b>	<b>TOWN PLANNING POLICIES .....</b>	<b>301</b>
9.1	Subdivision and Rezoning Applications - Catchment Management Plans – REVOKED (25 June 2014) .....	302
9.2	Battleaxe Access .....	303
9.3	Rural Numbering.....	304
9.4	Valuation of Land .....	305
9.5	Road Names .....	306
9.6	Public Guidance Signage in Road Reserves .....	308
<b>10.</b>	<b>ENVIRONMENT AND HEALTH POLICIES.....</b>	<b>314</b>
10.1	Environment - Council Recognition .....	315
10.2	Bush Fire Control .....	316
10.3	Nuclear Waste .....	318
10.4	Clearing of Land .....	319
10.5	Deep Drainage .....	320
10.6	Reserve Usage – REVOKED (25 June 2014).....	323
10.7	Multiple Dogs.....	324
10.8	Smoke-Free Outdoor Areas .....	326



# 1. Administration Policies

**SHIRE OF CHITTERING**  
**Register of Policies**

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**1.1 Policy Register**

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	15 April 2009
<b>Amended:</b>	

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**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 loose leaf binder which enables updating when amendments occur and copies of the register will be available 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.



## 1.2 Use of Civic Centre - Council Chambers

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	15 April 2009
<b>Amended:</b>	15 March 2017

**Objective** This policy is to promote the Shire within the community by regulating the use of the Council Chambers to ensure that the usage reflects the best interests of the Council and the community.

**Policy Scope** This policy applies to:

- Community groups and other organisations wishing to use the Council Chambers as a meeting venue; and
- Council staff responsible for managing the use of Council facilities.

**Policy Statement** The Shire of Chittering Council Chambers is a venue suitable for use by a range of groups for meetings. The Council has an interest in ensuring that the space is made available to these groups.

However, the Council has interests that it needs to ensure are protected as part of this use. These include:

- Security of the Council Administration Office as a whole;
- Workplace Health and Safety issues relating to the Council Administration Office's status as a workplace; and
- The perception of others of Council endorsement of the views of other groups using the Chambers.

It is important that these competing aims are assessed when allowing the use of the Council Chambers by groups other than the Council.

**Purpose** This policy aims to ensure the appropriate use of the Council Chambers by organisations other than the Chittering Shire Council.

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**Definitions** The “**Council Chambers**” is defined as the room in the Council Administration Office building where the Council meetings are held, the kitchen and associated toilet.

The “**Council Chambers**” does not include other rooms and spaces in the Council Administration Office building, i.e. Bindoon Library.

**Policy Implementation** Use by the Council

The primary use of the Council Chambers is for meetings of the Council, its committees and advisory groups, and this use takes precedence over all others.

Other internal uses should be made by booking through the Council’s usual booking procedures.

The Council Chambers may also be used for other Civic and Presidential receptions convened by the Council or other meetings deemed by the Chief Executive Officer, the President or the Council as a whole to be directly associated with the Council’s activities.

Use by community groups and other government agencies

Meetings for community purposes or by other government agencies will be permitted in the Council Chambers with the authorisation of the Chief Executive Officer, or the Council by resolution.

The group wishing to hold the meeting will appoint a designated person to be responsible for the security of the Council’s building and property during and following the meeting.

The designated person will also be responsible for the safety of the persons attending the meeting and ensure that all attendees follow the Council’s workplace health and safety policies and procedures.

No fee shall be payable for the use of the Council Chambers by community organisations and/or groups from Chittering. All other agencies will be charged a fee as per the adopted Fees and Charges.

Unless specifically requested, groups using the Council Chambers will not be required to provide evidence of public liability insurance coverings.

Prohibited use

Meetings supporting political parties or candidates shall not be held in the Council Chambers.

Private functions shall not be held in the Council Chambers.

Bookings

To ensure that double-bookings are avoided, all use of the Council Chambers by external and internal organisations is to be booked through the Council's formal booking procedure via the Council's Executive Assistant. On booking, the user body will be provided with a copy of this policy.

External organisations using the Council Chambers will be provided with light refreshments, i.e. tea, coffee, milk, biscuits etc. Any larger refreshments the external organisation is to arrange themselves, or if they wish to the Council to organise this will be charged at cost.

Requests to use any equipment shall be directed to the Council's Executive Assistant.

The Chief Executive Officer has the right to refuse any booking and the decision of the Chief Executive Officer is final.

### 1.3 Australian Citizenship ceremonies

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

**Objective** On behalf of the Department of Immigration and Citizenship the Shire of Chittering undertakes Australian Citizenship ceremonies for local residents / ratepayers who have received their notification from the Department of Immigration and Citizenship.

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

- CWA Cookbook
- Native plant

The CWA Cookbook is obtained from the local CWA Bindoon; and the native plant is obtained from a local nursery supplier.

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



## SHIRE OF CHITTERING Register of Policies

### 1.4 Complaints Handling

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<b>Policy Owner:</b>	Corporate Services and Governance
<b>Person Responsible:</b>	Human Resources Coordinator Executive Manager Corporate Services
<b>Date of Approval:</b>	15 April 2009
<b>Amended:</b>	26 October 2016

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**Objective** To eliminate Shire involvement in frivolous, vexatious or complaints with an ulterior motive.

**Policy** The Shire will only take action on complaints in regard to third parties in writing with the inclusion of the complainant's name and address. All action in relation to complaints shall be implemented in accordance with Freedom of Information and Privacy legislation.

All external complaints in relation to the Shire's operation are dealt with by the Human Resources Coordinator.

All external complaints in relation to conduct of Elected Members are dealt with by the Executive Manager Corporate Services.

Any Public Interest Disclosures are dealt with by the Executive Manager Corporate Services.

## 1.5 Execution of Documents

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	15 April 2009
<b>Amended:</b>	

**Objective** To provide guidelines and expediency for the use of the Shire Common Seal and attestation of legal documents.

**Policy** Following a specific Council decision, the Shire President and the Chief Executive Officer, or their deputies as prescribed in the **Local Government Act 1995**, shall sign all documentation of a legal or statutory nature with inclusion of the Common Seal.

The Executive Assistant is to ensure that the “Common Seal Register” booklet is kept up-to-date and completed correctly for statutory compliance.

Notes:

(1) Only those documents legally requiring the Common Seal, or those documents specifically decided by Council, require the Common Seal to be affixed; and

(2) Section 70A Notifications, Restrictive Covenants and Easement Registrations are provided on new Titles, in order for a subdivision to be endorsed and finalised. In light of the standard procedure of this planning requirement the Shire President and CEO may affix the common seal and sign these documents without the need for a Council resolution.

## 1.6 *Travel and Accommodation*

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Manager Corporate Services Executive Assistant
<b>Date of Approval:</b>	15 April 2009
<b>Amended:</b>	

**Objective** To ensure that the most appropriate, cost effective and accountable travel and accommodation arrangements are initiated for Elected Members and staff attendance at functions, events and conferences.

**Policy** The Chief Executive Officer will undertake all arrangements for travel and accommodation options for Elected Members and staff using negotiation and corporate / government rates to secure the most cost effective rates available.

Air travel will be by economy class with concessional prices pursued in all instances.

The reimbursement of reasonable out of pocket expenses will be made to Elected Members and staff on official Council business as determined by the Chief Executive Officer.

## 1.7 Communications

<b>Policy Owner:</b>	Corporate Services
<b>Distribution:</b>	All Directorates and Elected Members
<b>Person Responsible:</b>	Records Officer
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

**Objective** To provide a high quality service to all stakeholders in the Shire of Chittering for all communications regarding Council business.

**Policy** The Shire of Chittering is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an Elected Member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol contained within Council's software for Records Management and will comply with the requirements of the ***State Records Act 2000*** and the ***State Records Principles and Standards 2002***.

The Shire of Chittering will ensure at all times that the *Communication Plan 2012* and the *Community Engagement Plan 2012* are adhered to when communicating with Councillors and the general public.

### **Correspondence received**

All external written correspondence will receive a written response within seven working days of receipt, however an acknowledgement will be provided if, in the view of the appropriate Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Manager, a response is appropriate.



Facsimiles and electronic mail will be treated as written correspondence.

Managers and the Chief Executive Officer shall determine which items of correspondence will be presented to Council, through the appropriate committee or directorate.

**Presidential correspondence**

Presidential correspondence will be issued on Shire of Chittering letterhead. A file copy of presidential correspondence shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of correspondence.

**Elected Member correspondence – incoming**

- (1) All correspondence received by the Shire of Chittering is deemed as Shire of Chittering correspondence, unless:
  - a) it is addressed to an Elected Member's name; and
  - b) it is marked "Private and Confidential"; and
  - c) it has no reference to the Shire of Chittering as part of the address or addressee.
- (2) In all cases where correspondence is described in Item 1 complies with 1(a), (b) and (c), above, it will be left unopened in an Elected Member's correspondence box.
- (3) On all occasions where correspondence bearing an Elected Member's name is received and does not comply with Item 1(a), (b) and (c), it will be opened by administration.
- (4) The above items are conditional upon total compliance with all Telecommunications and Australian Postal Regulations and Laws.

In cases, when the contents make reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the Elected Member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

**Stationery**

The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

**Communication between Elected Members and staff**

In order to facilitate effective use of staff resources, all enquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Executive Manager. Where the request entails the use of Shire resources (human or physical) to an extent which an Executive Manager believes may impact on the effective management of the directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

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

Communication between Elected Members and staff will in general be governed by the 'Code of Conduct'.

**Media contact**

In accordance with the *Local Government Act 1995*, the spokesperson for the Council is the Shire President, and with the President's authorisation the Chief Executive Officer, either of whom may delegate authority to the appropriate Executive Manager to make a statement on behalf of the Shire.

Link all delegations to Register of Delegations

**Publications**

Publications produced by the Shire will be available for residents and ratepayers in the Bindoon Library, the website and from the administration centre.



## SHIRE OF CHITTERING Register of Policies

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The following publications will be advertised in the *Shire of Chittering Facebook Page* and will also be available, on request, in alternative formats:

- Annual report
- Annual financial statements
- Strategic plan
- Local laws

### **Advertising**

All statutory advertisements requiring local public notice shall also be advertised in *Shire of Chittering Facebook Page*, unless in the opinion of the Chief Executive Officer, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be made available on the Shire's website.

## 1.8 Prosecutions by Council against Offenders

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	

**Objective** To provide guidelines on taking legal action.

**Policy** Any recommendations to Council, for prosecution of offenders, or action on prosecutions that Council has authorised to institute automatically, shall give due consideration to the following factors:

- Where proof will depend on any material, particularly upon the evidence of anyone other than an officer of the Shire, it has been ascertained that the person concerned is willing to give that evidence in court.
- Where the offence is a continuing one and the Shire will be satisfied if remedial work is carried out to end the offence, the substance of what is required has been communicated to, and ignored or rejected by, the defendant.
- Where there is any suggestion that the defendant may be a minor, that possibility has been investigated.
- Where proof in a prosecution will depend upon the evidence of a person other than an officer of the Shire, that person is advised prior to a recommendation for prosecution is being undertaken on the basis that evidence will be given in court by that person on the Shire's behalf.



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### 1.9 Recycled Purchasing

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**Policy Owner:** Corporate Services  
**Person Responsible:** All staff  
**Date of Approval:** 20 May 2009  
**Amended:**

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**Objective** To demonstrate a commitment to the philosophy of recycling by supporting the purchase of recycled products and materials where practicable.

**Policy** Council encourages the purchase of recycled goods wherever possible, particularly in the use of paper products within the office environment. Preference will be given to the purchase of Australian made products which contain recycled material, to further promote the viability of recycling generally.



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### 1.10 Contribution to the cost of dividing fences

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

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**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*).

### 1.11 Security Cameras and CCTV

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	7 August 2018

**Objective** To specify operating procedures and guidelines for the operation of security cameras and CCTV (Closed Circuit Television) within the Shire of Chittering.

**Policy**

**Definitions**  
*“Authorised personnel”* to view the security recordings are the Chief Executive Officer, Executive Managers, the Building Coordinator and the Shire Rangers.

**Location of Cameras**

Cameras are to be located randomly throughout the Shire of Chittering under the supervision and authority of “authorised personnel”.

**Recording Control**

- a) The Chief Executive Officer may authorise the copying of original recordings where an incident is the subject of legal proceedings.
- b) Copying of original recordings is to be made only by an officer authorised by the Chief Executive Officer for this purpose.
- c) Any copy is to be marked ‘copy’ and certified as such.
- d) Certified copies of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident.
- e) Certified copies will only be released to the parties named above when permission has been received from the Chief Executive Officer and on the completion of the appropriate documentation.

## SHIRE OF CHITTERING Register of Policies

- f) At no time shall the security camera be used to record members of the public going about their lawful business.
- g) At no time shall the security camera be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against statute law is likely to or is taking place.
- h) Any incident recorded shall be noted in the daily log book including date, time and category of incident.
- i) All recordings shall be kept in secured storage under the control of the Shire of Chittering.
- j) All original recordings shall be erased after three days after the date of the recording unless a request is made in writing for it to be held.
- k) All written requests for access to original recordings shall be addressed to the Chief Executive Officer.

### **Viewing of Recordings**

Requests to view a recording shall be responded within one working day.

### **Release of original recordings or still photographs**

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

### **Joint operations with WA Police**

- a) Members of the WA Police may request the cooperation of the Shire of Chittering for the purpose of covert surveillance of WA Police operations.
- b) Such requests shall be made in writing by the WA Police officer responsible for coordinating the operation.
- c) The request shall detail the times and general purpose for which surveillance support is requested.



**SHIRE OF CHITTERING**  
**Register of Policies**

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- d) The Shire of Chittering may decline to provide cooperation.
  - e) The Shire of Chittering authorised personnel may withdraw cooperation at any time during the operation if she/he believes that the surveillance is not operating within the procedures outlines in this document as approved and amended by the Shire of Chittering or she/he believes that other operational requirements have a higher priority.

**Record Keeping**

- a) The authorised personnel shall record all telephone calls, requests for police assistance and recording in the daily log book.
- b) The daily log book shall be kept in a secure location and shall not be altered or have pages removed at any time.

### 1.12 Asset Management – Infrastructure Assets

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

**Objective** The objective of this policy is to ensure that the Shire of Chittering has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the Shire depend on Infrastructure Assets provided to a level of service (LOS) determined by the Council that is affordable to the community and sustainable in the long term.

**Policy** The Shire of Chittering considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the Shire of Chittering will:

- Incorporate Asset Management into the Shire’s Corporate Plan, Strategic Plan and Annual Budget
- Develop Asset Management plans for the following classes of Infrastructure Assets:
  - Roads
  - Drainage
  - Buildings
  - Parks and Reserves
- Define and document (within Asset Management plans) the functional and operational levels of service for each infrastructure asset class, underpinned by a long-term (ten year) financial plan based upon Risk Management Principles
- Involve and consult with the community and key stakeholders when determining levels of service for Infrastructure Assets
- Develop an Asset Management Improvement Strategy that allocates resources to ensure sustainable continuous improvement in relation to Asset Management practices within the resource constraints of the organisation.

- Prior to consideration of any major works/renewal or improvement to or creation of an asset, undertake a critical review of the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:
  - Consider the “whole of life” cost of the assets from the creation to divestment of the asset
  - Consider options to renew assets before creating new assets
  - Ensure that the assets forms part of an overall financial strategy
  - Consider the origin and sustainability of funding sources
- Continually seek opportunities for the multiple use of assets
- Ensure that the roles and responsibilities of all asset users and asset managers are well defined and understood
- Guide the development of Asset Management via an organisation wide, multi-discipline Asset Management Working Group that reports to the Executive Management Team
- This policy is to be reviewed annually by the Asset Management Working Group.

#### Definitions

##### **“Asset”**

Means a physical item that is owned or controlled by the Shire of Chittering, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual and non-tangible assets)

##### **“Asset Management”**

Means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council’s priorities for service delivery.

##### **“Asset Management Plan”**

Means a plan developed for the management of infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

**“Council”**

Means the elected Council (comprising Councillors) of the Shire of Chittering.

**“Infrastructure Assets”**

Are fixed assets that support the delivery of services to the community. These include the broad assets of roads, drainage, buildings, parks and reserves.

**“Level of Service”**

Means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

**“Life Cycle”**

Means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

**“Whole of the life cost(s)”**

Means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

**“Maintenance”**

Means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

**“Operations”**

Means the regular activities to provide public health, safety and amenities and to enable the assets to function, e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

**“New”**

Means creation of a new asset to meet additional service level requirements.

**“Resources”**

Means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

**“Renewal”**

Means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

**“Risk”**

Means the probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

**“Shire”**

Means the collective Shire of Chittering organisation. The Chief Executive Officer of the Shire of Chittering is responsible for ensuring the Shire’s obligations and commitments are met.

**“Stakeholders”**

Are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

**“Upgrade”**

Means the enhancement of an existing asset to provide a higher level of service.

### 1.13 Smoking, Other Drugs and Alcohol

<b>Policy Owner:</b>	Corporate Services
<b>Contact Person:</b>	Human Resources Coordinator
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	26 October 2016; 19 April 2017

**Objective** The aim of this policy is to ensure a safe workplace free from the effects of smoke, drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people and, although disciplinary action may be necessary, the focus is on preventative measures.

#### Policy Statement

##### **The Shire of Chittering's Commitment**

The Shire of Chittering and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Smoking, alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

The underlying principles of the Shire of Chittering are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Chittering.

For the purposes of this policy, the term “**employee/s**” shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Chittering in any capacity.

For the Purpose of this policy, the term “**Smoking or smoking of cigarettes**” shall include items identified as cigarettes, tobacco, Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances.

### **The Individual's Responsibility**

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

Smoking of cigarettes in the workplace is permitted as per *Policy 10.8 Smoke Free Outdoor Areas*, as long as it is undertaken within the designated smoking areas as identified by provided bins and signage. The Policy aims to minimise the harmful effects of passive smoking and its related discomfort to others and to ensure a safe and healthy working environment for all staff, and should be read in conjunction with *OSH Regulation 3.44A*.

The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely affected, possibly as a result of the night before in addition to consumption at work), except in relation to responsible use of alcohol at workplace social functions, as authorised by the Chief Executive Officer.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

### **Reporting Requirements**

Under the *Occupational Safety and Health Act 1984*, employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, or smoking in non-designated areas as this presents a hazard in the workplace.

### **Confidentiality**

All results and information in relation to drug and alcohol testing will be dealt with in the strictest confidence. The privacy and dignity of staff tested as part of this process will be protected.

The Shire of Chittering believes that the health and wellbeing of an employee is of great importance to the organisation. An employee counselling program will be offered in order to support the affected employee.

Any employee of the Shire of Chittering who is interested in receiving counselling services should seek guidance from their Manager, Human Resources or LGIS Counselling and referral services.

### **Drug Use on the Premises**

Employees who buy, take, or sell drugs on the Shire of Chittering premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

#### *Prescribed and Over the Counter Medications*

The employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire of Chittering are outlined as per the *Australian Standard AS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*, as such a zero tolerance applies to non-prescribed medications.

Examples of drugs referred to in *AS4308:2008* include but are not limited to: Cannabis; Cocaine; Opiates (e.g. codeine and morphine); and Amphetamine type substances (e.g. pseudoephedrine, MDA and MDMA).



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In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, or declares prescription medication and as a result of the medication proved a non-negative result the Shire of Chittering may request further information from the practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken.

**Smoking whilst on the premises and during working hours**

Smoking is prohibited in all Council owned/leased buildings. The Shire of Chittering upholds the right of an individual to work in a smoke-free environment and there is no provision for the designation of smoking-permitted rooms or areas in buildings controlled by the Shire of Chittering.

The Shire of Chittering *Smoke Free Outdoor Area Policy (Policy 10.8)* is recognised as an Occupational Health and Safety responsibility, and as such all job applicants to the Shire of Chittering shall be informed of the policy in regard to smoking in the workplace.

Smoking is not permitted within five metres of entrances to buildings or ten metres from an air-conditioning unit and is banned in all Shire of Chittering vehicles; however there are designated smoking areas available as signposted.

It is the responsibility of the department concerned to advise all potential employees and volunteers of the smoking policy and to advise designated smoking locations.

**Consumption of Alcohol**

Except in situations where the Shire of Chittering holds a function as authorised by the Chief Executive Officer on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

It is illegal to drive while under the influence of alcohol or drugs, including some over-the-counter and prescription medicines. All legislative requirements associated with driving and alcohol consumption, and the consumption of drugs or alcohol in the workplace must be adhered to. The Shire of Chittering employees

**SHIRE OF CHITTERING  
Register of Policies**

are not to be under the influence of drugs or alcohol whilst in control of a Council vehicle.

In respect to functions/events, Managers and supervisors shall:

- Ensure that the event has been authorised by the Chief Executive Officer;
- Ensure cessation of all:
  - Physical and computer based work;
  - Use of equipment and machinery (including plant and mobile plant); and
  - Dealing with enquiries and advisory functions to members of the public.
- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - low alcohol beer, soft drinks and water - beverages: tea, coffee and food;
- If the Manager believes a person may be over the Blood Alcohol Consumption (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the Manager has to leave the function early, appoint a delegate to oversee the rest of the function.

### Blood Alcohol Concentration (BAC) Limits

#### Zero BAC

For employees who drive or operate vehicles classed as plant, equipment, heavy trucks, or ~~and~~ machinery, the alcohol limit is 0.00. Plant Equipment, Heavy Trucks and Machinery include the following:

- All construction equipment (graders, rollers, loaders etc).
- Trucks which have a combined mass exceeding 22.5 tonnes.
- High risk hand held equipment such as chainsaws and quick cut saws.

A limit of 0.00 BAC also applies to:

- Novice drivers;
- Community Bus drivers\*;
- Drivers of passenger vehicles with capacity to carry more than 12 adult passengers\*;
- Drivers of omnibuses\*;
- Drivers of certain heavy vehicles\*;
- Drivers of vehicles carrying dangerous goods\*;
- Extraordinary licence holders; and
- Recently disqualified drivers;

*\* The zero BAC limit for certain drivers may not apply at all times. Refer [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) for further information on when a driver must have a BAC limit of zero.*

#### 0.02 BAC

A limit of 0.02 applies to all employees when at work and who are not involved in the operation of plant equipment, heavy trucks and machinery as defined under the sub-heading 'Zero BAC' as outlined above. Drivers of certain vehicles and certain classes of licence holder are also subject to 0.00 BAC as outline above.

#### 0.05 BAC

A limit of 0.05 applies to the drivers of Private Use vehicles when those vehicles are being used for private use outside of working hours. A limit of 0.05 also applies to:

- All other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limits; and
- Emergency Services Employees, Volunteers or Local Government employees when called-out in response to events and in time of emergency\*.

## SHIRE OF CHITTERING Register of Policies

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*\* The law provides an exemption from zero BAC for certain drivers. In this situation, the driver will continue to be subject to 0.05% BAC limit. Refer [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) for further information.*

### Private Use Vehicles

While at work or on duty, or when commuting to and from home to a place of work, employees with private use of a Council supplied motor vehicle are deemed to be at work and the appropriate BAC limit as defined above, is applicable.

When a vehicle is allocated for Private Use in accordance with an employee's condition of employment or employment contract, and the vehicle is being used outside of working hours, the normal road rules are apply and the BAC limits are defined as above.

### **Drug/Alcohol Treatment Programs**

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire of Chittering may provide the following assistance to the employee.

- The Shire of Chittering may allow an employee to access any accrued personal or annual leave while they are undergoing treatment; and
- The Shire of Chittering may take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

### **Pre-Employment Medical Tests**

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

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### **Workplace Testing**

If the Shire of Chittering has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue. Actions may include:

- Directing an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.
- Requiring that an employee undergo drug and alcohol testing administered by an accredited service provider nominated by the Shire of Chittering.
- Directing an employee to go home.

A non-negative oral drug test result, administered by the Shire's accredited service provider, will result in a referral to an independent National Association of Testing Authorities (NATA) Certified Testing Authority.

### **Impairment Testing**

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

### **Random or Blanket Testing**

Testing may also be conducted on all employees. All employees must participate in the testing. If an employee/s is not at work on the day of the test, the employee/s must undertake a test as soon as practicable with the accredited Service Provider.

Random testing may also be conducted utilising a variety of methods for randomly selecting names. The method will be determined by the Chief Executive Officer but may be by way of picking a coloured ball or names out of a bag containing all employee names.

### **Cause Testing**

Employees involved in significant incidents may be tested at the direction of their supervisor. Significant incidents may include but are not limited to: vehicle accidents; injuries treated by a medical practitioner; property damage; damage to equipment and machinery; and reportable near misses.

### **Testing Process**

A medical assessment may include a drug and/or alcohol test. Testing in the first instance for alcohol and/or drugs will be via a swab test analysis or using a Breath Alcohol Testing Device, however secondary testing may include urinalysis. All testing shall be conducted in accordance with the *Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine* and *AS/NZS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home, if there is suspicion that the person is under the influence of drugs or alcohol the manager or supervisor will encourage the person to make alternate travel arrangements so that they are not operating a motor vehicle. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor will be informed of the result; and
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Chittering.

An employee who returns a positive test will be in breach of this policy. A breach of this Policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

**Education, Training and Awareness**

The Shire of Chittering provides a comprehensive induction program and annual refresher programs for employees. In addition, the Shire engages the services of a free and confidential counselling and referral service to employees.

Employees who recognise that they have an alcohol or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

**Consequences of Breaching this Policy**

An employee engaged by the Shire of Chittering who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Any person yielding a positive Test result (NATA Laboratory confirmed positive reading) for drugs or a blood alcohol reading above 0.02 (calibrated hand held BAC test) will be automatically tested the next three screening sessions (whether random or compulsory).

Contractors found with levels exceeding permissible levels for drugs and/or alcohol will be removed from the worksite immediately. The Shire of Chittering will insist that the contractor provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to the worksite.

### **Disciplinary Action**

#### First Offence

1. In the case of a serious incident or high level BAC reading (above 0.05), the employee may be subject to disciplinary action up to and including dismissal.
2. In all other cases, the employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, the action as outlined below will continue:
  - a) The employee will be suspended from duty.
  - b) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
  - c) The employee will be counselled by their supervisor. That counselling will focus on:
    - (i) the unacceptability of the employee's behaviour;
    - (ii) the risk that such behaviour creates for the safety of the individual and other employees or members of the public;
    - (iii) the employee's responsibility to demonstrate that the problem is being effectively addressed;
    - (iv) that any future breach of the policy will result in second offence or possible dismissal.
3. The employee will be offered the opportunity to contact a professional counsellor.
4. A first written warning will be issued.

#### Second Offence

1. In the case of a serious incident or high level BAC reading (above 0.05), the employee may be subject to disciplinary action up to and including dismissal.
2. In all other cases, the process as outlined in "First Offence" Step 2 (as above) will apply.
3. The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance is considered mandatory. The employee may be subject to dismissal without notice if the offer of counselling is refused for a second offence.
4. A second written warning will be issued.



Third Offence

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, the employee will be dismissed from duty without further notice.

**Related Corporate Documents**

Staff Disciplinary Policy (3.17)

Procedures relating to Fitness for Work, Workplace Behaviours, Grievances, Investigations and Resolutions Procedure (where applicable)

Smoke-Free Outdoor Areas Policy (10.8)

Vehicle Use Policy (3.18)

**Related Statutory Legislation**

*Road and Traffic Act 1974*

*Misuse of Drugs Act 1981*

*Medicines and Poisons Act 2014*

*Fair Work Act and Regulations 2009*

*Liquor Control Act 1998*

*Occupational Safety and Health Act 1984*

*Workers Compensation and Rehabilitation Act 1981*

*Tobacco Products Control Act 2006*

*OSH Regulation 3.44A Protection from Tobacco Smoke*

*Liquor Licencing Act 1998*

**Variation to this Policy** This Policy is subject to review and may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

**Appendix** Definitions

SHIRE OF CHITTERING  
Register of Policies

APPENDIX 1 – DEFINITIONS

Definitions Term	Definition
Smoking	Cigarettes, Tobacco, Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances.
Unfit for Work / Impaired Work Performance	Being impaired for work and therefore unable to perform duties in a safe manner or sudden or gradual deterioration in a person's ability to function appropriately at work.
Use	Eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
Misuse	Inappropriate use of a substance on the Shire of Chittering premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
Alcohol	Any beverage containing alcohol.
Drugs	Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
Substance	Any drug that may have adverse effects causing impaired work performance.
Fit for Work	Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance; or not being fatigued.
Contractor	A contractor includes any employee or sub-contractor of any company who has been engaged by the Shire to perform services.
Volunteer	A volunteer is a person who performs a service willingly and without pay.
Managers	Includes Managers as well as the Executive Management Team.
Employees	Shall extend to cover Councillors, contractors, volunteers and any person performing work for or with the Shire of Chittering in any capacity.

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### 1.14 Honorary Freeman of the Shire of Chittering

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	25 June 2014
<b>Amended:</b>	

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**Objective** This policy guides the nomination, selection and awarding of the prestigious ceremonial title to a person designated as “Honorary Freeman of the Shire of Chittering”.

**Policy** Council may, subject to eligibility and selection criteria of this policy being met by 75% special majority (6 out of 7 Councillors), 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 community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

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

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

#### **Eligibility**

- (1) All members of the Shire of Chittering public including past elected members and staff can be nominated;
- (2) A current elected 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
- (4) The honour shall not be awarded posthumously.

**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 of Chittering 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 of Chittering, to the State of Western Australia or to the nation resulting from the nominee's work; and
- (e) Special achievements of the nominee.

**Nomination Process**

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:

- (1) 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.
- (2) On receipt of the nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all elected members for initial consideration.
- (3) Elected members shall have reasonable time, being no less than two weeks, to consider the proposal.
- (4) If an elected member expresses an objection to the nomination, they must give their reasons for the objection in writing to the Chief Executive Officer within the prescribed time frame.
- (5) A nomination must be supported in writing by at least one third of the elected members of Council.
- (6) Elected members who do not formally respond in writing will be presumed not to object to the proposal.
- (7) If the nomination is sufficiently supported, the Chief Executive Officer will subject a confidential report to Council.
- (8) The nominee's name and identifying information will be maintained as "confidential" in all meeting papers.
- (9) 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.

- (10) The decision of Council to adopt the Chief Executive Officer's recommendation requires a 75% special majority (6 out of 7 Councillors).

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.

#### **Awarding the title**

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.

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 of "Honorary Freeman of the Shire of Chittering", signed under the Common Seal 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.

A framed photograph of the "Honorary Freeman of the Shire" will be hung in the Shire's Administration Building. Upon the passing of a Freeman, this photograph will be removed and offered to the next of kin.

#### **Entitlements**

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



**SHIRE OF CHITTERING**  
**Register of Policies**

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**Personal Conduct**

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.

### 1.15 Risk Management Policy

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	25 June 2014
<b>Amended:</b>	

<b>Objective</b>	<ul style="list-style-type: none"> <li>• To document the commitment and objective regarding managing uncertainty that may impact the Shire's strategies, goals or objectives;</li> <li>• Optimise the achievement of our vision, mission, strategies, goals and objectives;</li> <li>• Provide transparent and formal oversight of the risk and control environment to enable effective decision making;</li> <li>• Embed appropriate and effective controls to mitigate risk;</li> <li>• Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;</li> <li>• Enhance organisational resilience; and</li> <li>• Identify and provide for the continuity of critical operations.</li> </ul>
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<b>Policy</b>	<p>It is the Shire's policy to achieve best practice (aligned with <b>AS/NZS ISO 31000:2009 Risk Management</b>), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.</p>
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Risk Management will form part of the Strategic, Operations, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

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

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

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

## Definitions

### **“Risk”**

Effect of uncertainty on objective

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

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

### **“Risk Management”**

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

### **“Risk Management Process”**

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

## Risk Appetite

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

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



**Roles, Responsibilities and Accountabilities**

The Chief Executive Officer is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operation Document).

### 1.16 Community Engagement Policy

<b>Policy Owner:</b>	Community Development
<b>Person Responsible:</b>	-Executive Manager Corporate Services
<b>Date of Approval:</b>	17 June 2015
<b>Amended:</b>	1 November 2016

**Objective**

The Shire of Chittering (the Shire) is committed to fostering a culture of community engagement and participation in the decision-making process. The work the Shire does impacts the community (stakeholders) it serves; therefore it is essential that they participate. Engagement is more than just telling stakeholders what is being done; it is giving them the opportunity to make a contribution to the decision-making process. This gives the Shire the knowledge that as an organisation they are delivering the best possible outcomes for all concerned.

The purpose of this policy is to provide a framework for community engagement. The Shire has developed a Community Engagement Plan which lists the procedure. This is to ensure consistency across the organisation, and staff are to follow this when undertaking engagement projects.

Engagement encourages and supports stakeholder participation in local government decision-making. All community engagement is to be undertaken in accordance with the principles of this policy.

**Policy Statement**

Community engagement enables the Shire to inform, consult, involve or collaborate with stakeholders, in accordance with the methods outlined within the International Association for Public Participation (IAPS) spectrum.

Engagement provides Elected Members and Administration with the opportunity to:

- Listen to stakeholders;
- Consider a range of options and develop ideas together with the stakeholders; and
- Build a shared understanding on the approach taken on different projects and services.

Engagement ensures that:

- Stakeholders are aware of, and/or participate at the appropriate level in, the development and review of policies, plans and services;
- Stakeholder satisfaction with the Shire's policies, plans and services is acknowledged and considered, and feedback is provided on the results of their input; and

## SHIRE OF CHITTERING Register of Policies

- Council is open and accountable in its decision making, resource management and expenditure.

**Scope** This policy applies to all Shire staff who deliver services, or undertake projects that impact on stakeholders. The policy provides a framework for how and when stakeholders need to be informed, consulted, involved or collaborated with about new or revised projects and/or services.

**Background** The Community Engagement Policy identifies potential strategies and timeframes for engagement according to the nature of the topic being considered.

**Engagement** It is essential to identify and engage appropriately with stakeholders when undertaking an engagement project. The Economic Development and Communications Officer can aid staff in the identification of stakeholders, as well as determining the most appropriate form of engagement.

### Key values and principles

In undertaking any engagement process the Shire will be committed to the following principles:

- Encouraging participation of people who live, work, visit or support the Shire of Chittering;
- Encouraging broad representation from stakeholders within the Shire of Chittering to ensure that a diverse range of views are expressed and considered;
- Minimising barriers to participation;
- Clearly stating the purpose and aims of the engagement, and any associated limitations or constraints;
- Ensuring relevant information is readily available and that it is accurate, comprehensive and easy to understand;
- Clearly defining the engagement period and allowing sufficient time and opportunity for stakeholders to participate;
- Listening, responding and providing feedback to stakeholders about how the information gathered through the engagement process was used to inform the decision or outcome; and
- Being efficient, responsible and accountable for each engagement undertaken and the decisions made as a result.

### Engagement in practice

The level of community engagement undertaken relates directly to the level of stakeholder participation required. This should always be appropriate to the nature, complexity and impact of the issue, plan or strategy. The Shire's Community Engagement Plan assists staff in identifying the appropriate level of engagement for a particular issue, plan or strategy, as well as individual engagement techniques. The Community Engagement Plan Checklist (Attachment A) provides guidance to staff as to how to undertake community engagement.

## SHIRE OF CHITTERING Register of Policies

Where appropriate and possible, a decision about a particular issue should be delayed to allow time for community engagement. Any engagement undertaken by the Shire will be completed *before* a decision is made.

However, community engagement is not effective, or appropriate, when:

- A final decision has already been made by Council or another agency (however, every attempt should be made to engage prior to the decision being made);
- Council cannot influence a decision to be made by another agency or party; and/or
- There is insufficient time available to engage due to legislative or legal constraints, or urgent safety issues.

In these events, the Shire will provide information relating to the reasons why Council could not engage on the issue.

In some circumstances, the Shire will carry out initial communication and notification procedures for regular services, and may become aware through responses received that stakeholders have strong views concerning the issue. As a result, further engagement processes may be used to work with stakeholders to resolve the issue(s).

### Statutory implications

There may be instances where there is a legislative requirement for the Shire to engage with stakeholders, generally in the form of local public notices, or state-wide public notice, as is the case with the Strategic Community Plan.

The meanings and requirements of these notices are contained within sections 1.7 and 1.8 of the Local Government Act 1995 and are included as Attachment B.

There may also be instances where there is a legislative requirement for the Shire to engage with stakeholders under an Act other the Local Government Act. In these instances it is imperative staff responsible for the project or service investigate and understand all engagement requirements within the relevant legislation.

A table of Statutory Requirements (Attachment C) outlines a range of issues, relevant statutes pertaining to the individual issue, and required and desired forms of engagement for each issue, to aid staff when undertaking statutory engagement. This table however, is not extensive and staff responsible for the project or service need to ensure all requirements under the appropriate Act are met.

### Informing Council

It is important that Council are made aware of engagement occurring within the Shire. The following applies to community engagement:



## SHIRE OF CHITTERING Register of Policies

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- Elected Members will be invited to attend engagement projects that impact their portfolio and provided with any supporting information prior to invitations being made to stakeholders;
- Wider/generic community engagement will be identified to Elected Members through Council Information Bulletin, eChatter, prior to any meeting or event; and
- Community engagement projects that are considered critical, that is they have a high level of media interest or potential impact on the Shire's operations or finances, will be considered by Council prior to implementation. This will be determined by the Chief Executive Officer through assessment of the brief and in collaboration with the appropriate Executive Manager if necessary.



## Community Engagement Plan



Project Name			
<b>Purpose:</b>			
<b>Timeline:</b>	<b>Start Date:</b>		<b>Outcomes By:</b>
<b>Stakeholders to be considered.</b>  <i>Please highlight those to be targeted during engagement.</i>	Aged		Ratepayers (all / targeted)
	Businesses		Residents (all / targeted)
	Children ( <i>School / Playgroup</i> )		Service Providers
	Community Groups		Unemployed
	Disabled People		Visitors
	Environmental		Volunteers
	Families		Workers
	Govt. Bodies		Youth
	Indigenous		Other
	Neighbouring Shires		Other
<b>Staff to be notified:</b>	CEO / ESO		Councillors
	Corporate Services		Consultant/s
	Development Services		Other
	Technical Services		Other
Community Engagement Plan			
Methods	Responsible	Date Due	Complete / Attached
1.1 Chatter@Chittering			
1.2 Email Notification ~			
1.3 Website			
1.4 Advert - Newspaper			
1.5 Fact Sheet			
1.6 Media Rel./Interview			
2.1 Information Stalls			
2.2 Public Meeting/Forum			
2.3 Survey/Questionnaire			
3.1 Focus Group			
3.2 Referendum/Ballot			
3.3 Workshop			
4.1 Council Committee			
4.2 Working Group			
* Statutory Consultation			
# Heritage Consultation			
^ Mailout (note: timeliness)			
Other:			
Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations			
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
Chatter@Chittering			
Email Notification			
Website			
Other			

Shire of Chittering Community Engagement Plan 2012

## Attachment B

**Local Government Act 1995, Section 1.7 'Local public notice'****a. Local public notice**

- (1) *Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —*
- (a) *Published in a newspaper circulating generally throughout the district; and*
  - (b) *Exhibited to the public on a notice board at the local government's offices; and*
  - (c) *Exhibited to the public on a notice board at every local government library in the district.*
- (2) *Unless expressly stated otherwise it is sufficient if the notice is —*
- (a) *Published under subsection (1)(a) on at least one occasion; and*
  - (b) *Exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —*
    - (i) *The time prescribed for the purposes of this paragraph; or*
    - (ii) *If not time is prescribed, 7 days.*

*[Section 1.7 amended by No 65 of 1998 s 18(3).]*

**Local Government Act 1995, Section 1.8 'Statewide public notice'****b. Statewide public notice**

*Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.*

Attachment C

Statutory Requirements for Community Engagement

**Key**  
 E - Essential      D - Desirable      O - Optional

Communication Method		Letter or Letter Box Drop	Sign on Site	Press Release	Council Column	Local Public Notice	State-wide Public Notice	Special Interest Groups	Display Stands	Govt Gazette	Public Meeting	Email	Internet	Social Media	Report to Council	Likely Stakeholders	Comments
Issue	Statute	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To advise stakeholders	To provide opportunity for discussion with stakeholders	To inform staff	To advise stakeholders	To advise stakeholders	To seek resolution of Council		
Annual Reports	Local Government Act (LGA) S5.55				D	E					E	D	D	D	E Must be done prior to Local Public Notice	Community, Elected Members, Dep. Of LG, interest groups	No later than 31 December
Plan for the Future	LGA S5.56			D	D	E		D			D	D	D	D	E	Community, Elected Members, interest groups	Must be reviewed every 2yrs
Commercial Enterprise – major trade undertaking	LGA S3.59(4)			O	D		E		O		O		D	D	E	Community, Elected Members, Dep of LG, interest groups	42 days
Compliance Audit Return	LGA S7.13(1)														E	Elected Members, Dep of LG	
Disposal of Property	LGA S3.58(3)	O	O	D	O	O	E				O		D	D	E	Community, Elected Members, Dep of LG, interest groups	14 days
Elections – Election Notice	LGA S4.64(1)(2)			D	D		E					D	D	D	E Prior to Election Process	Community, Elected Members, Dept of LG, interest groups	No later than on 19 <sup>th</sup> day before election day
Close of Enrolments	LGA S4.39(2)			D	D		E					D	D	D		Community, Elected Members, Dept of LG, interest groups	On or after 20 <sup>th</sup> day, but no later than 56 <sup>th</sup> day before election day
Call for Nominations	LGA S4.47			D	D		E						D	D		Community, Elected Members, Dept of LG, interest groups	On or after 56 <sup>th</sup> day but not later than 45 <sup>th</sup> day before election day
Finance – Fees and Charges Amendment	LGA S6.19				D	E		D					D	D		Community, Elected Members, Dept of LG, interest groups	7 days minimum
Rates – Differential or minimum	LGA S6.36				D	E							D	E		Community, Elected Members, Dept of LG, interest groups	21 days
Local Laws – Purpose and Effect	LGA S3.12(3)(a)						E			E Following Council resolution			D	D	E Following advertising	Community, Elected Members, Dept of LG, interest groups	42 days
Local Laws – after gazettal	LGA S3.12(6)				D	E				E Following Council resolution			D	D	E Following advertising	Community, Elected Members, Dept of LG, interest groups	7 days minimum (law effective 14 days after Gazettal)
Local Laws – review	LGA S3.16(5)				D		E						D	D		Community, Elected Members, Dept of LG, interest groups	84 days
Meetings – Notice of Ordinary Council	LGA S5.25					E							D	D		Community, Elected Members, Dept of LG, interest groups	At least once annually



SHIRE OF CHITTERING  
 Register of Policies

Communication Method		Letter or Letter Box Drop	Sign on Site	Press Release	Council Column	Local Public Notice	State-wide Public Notice	Special Interest Groups	Display Stands	Govt Gazette	Public Meeting	Email	Internet	Social Media	Report to Council	Likely Stakeholders	Comments
Change of meeting dates or times	LGA S5.25					E						D	D	D		Community, Elected Members, Dept of LG, interest groups	7 days minimum
Electors Meeting	LGA S5.29					E							D	D		Community, Elected Members, Dept of LG, interest groups	14 days
Planning – Town Planning Scheme Amendments and Rezoning	Town Planning and Development Act 1928 S7(2)	O	D	O	O	E	O	O		E	O		D	D	E	Affected Owners/Occupiers, Community, Elected Members, interest groups, government agencies	42 days Depending on the significance of the amendment other advertising may also be desirable. Can be all or one of the advertising methods
Local Planning Policy	Town Planning Scheme No 6				D	E Advertise for 2 consecutive weeks in Local Newspaper and then again following Council Adoption		O			O		D	D	E	Community, Elected Members, interest groups	Submissions can be made during a period no less than 21 days from the date of the first public notice
Development Applications In particular '___' and '___' uses	TPS 6		D	O		E		O					D	D	E Depending on Delegation	Affected Owners/Occupiers, Community, Elected Members, interest groups, government agencies	Submissions can be made during a period no less than 21 days from the date of the first notice
Road closures	LGA S3.50(1), (1a) & (4)	E	E		D	E						O	D	D		Affected Owners/Occupiers, Community, Elected Members, interest groups, government agencies	
Tenders for providing goods or services	LGA 3.57			D			E								E This is only required if the tender is over \$250,000	Government agencies, relevant goods and services providers	

**Objective**

This policy applies to all Shire staff who deliver services, or undertake projects that impact on stakeholders. The policy provides a framework for how and when stakeholders need to be informed, consulted, involved or collaborated with about new or revised projects and/or services.

The Shire of Chittering (the Shire) is committed to fostering a culture of community engagement and participation in the decision-making process. The work the Shire does impacts the community (stakeholders) it serves; therefore it is essential that they participate. Engagement is more than just telling stakeholders what is being done; it is where appropriate giving them the opportunity to make a contribution to the decision-making process. This gives the Shire the knowledge that as an organisation they are delivering the best possible outcomes for all concerned.

■ The Shire has developed a Community Engagement Plan which lists the procedure. This is to ensure consistency across the organisation, and staff are to follow this when undertaking engagement projects.

Engagement encourages and supports stakeholder participation in local government decision-making. All community engagement is to be undertaken in accordance with the principles of this policy.

**Policy**

Community engagement enables the Shire to inform, consult, involve or collaborate with stakeholders, in accordance with the methods outlined within the International Association for Public Participation (IAPS) spectrum.

Engagement provides Elected Members and Administration with the opportunity to:

- Listen to stakeholders;
- Consider a range of options and develop ideas together with the stakeholders; and
- Build a shared understanding on the approach taken on different projects and services.

Engagement ensures that:

- Stakeholders are aware of, and/or participate at the appropriate level in, the development and review of policies, plans and services;



**SHIRE OF CHITTERING  
Register of Policies**

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- Stakeholder satisfaction with the Shire's policies, plans and services is acknowledged and considered, and feedback is provided on the results of their input; and
- Council is open and accountable in its decision making, resource management and expenditure.

### 1.17 Integrated Workforce Planning and Management Policy

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Human Resources Coordinator
<b>Date of Approval:</b>	17 June 2015
<b>Amended:</b>	26 October 2016

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**Objective** To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the **Local Government Act 1995, Regulation S5.56(2)**.

**Background** Planning and managing the workforce with the increasing focus by State and Federal Governments on strategic planning, resourcing, occupational safety and health and industrial relations has led to a formal review process in 2012/13. These have been triggered by the workforce planning component of the Integrated Planning and Reporting legislative requirements, an update to the Plan for the future requirements of the WA Local Government Act gazetted in 2011; A “plan for the future” - S5.56 (1) of the **Local Government Act 1995**. Regulations on how to achieve this made under S5.56(2): That local governments develop a Strategic Community Plan that links community aspirations with the Council’s long term strategy; and that the local government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.

#### **Definition of Workforce Planning**

Workforce planning is a continuous process of shaping the workforce

to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

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### Principles – Framework – Process

The Shire considers workforce planning to be an essential management function in its operations. They recognise that the achievement of all goals and objectives are reliant on the appropriate capacity, skills, knowledge of the workforce.

Council is committed to resourcing workforce requirements through its integrated planning processes. Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service/activity/function of their division.

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

- Effective and efficient recruitment and retention;
- Role and responsibility definition and appropriate performance management;
- Support and encouragement for staff to perform;
- Staff training and development;
- Legislative compliance;
- Staff health and wellbeing (OSH);
- Flexibility in employment and work practices to meet organisational and employee needs.

#### Responsibilities

Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.

In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.

All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.

Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the Chief Executive Officer or other designated officer for inclusion in the Workforce Planning process.

The Corporate Services team will collect and monitor relevant workforce data and statistics through the Workforce Plan annual review process.

The relevant organisational planning and performance monitoring personnel will research and relevant workforce data, demographics and trends as part of the integrated planning cycle.

All Elected Members and officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

**Monitor and Review**

The Shire will implement a reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

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### 1.18 OSH Fleet Safety and Motor Vehicle Guidelines

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<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Chief Executive Officer Human Resources Coordinator
<b>Date of Approval:</b>	17 May 2017 <sup>Resolution 100517</sup>
<b>Amended:</b>	

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#### Introduction

In maintaining and operating the vehicle fleet for its employees, the Shire of Chittering has a legal obligation and duty of care under the *OHS Act 2000* to provide a safe and healthy workplace.

Fleet safety is a critical occupational health and safety issue for the Shire.

The Shire of Chittering is obliged to provide safe workplaces (vehicles are classed as a place of work), safe systems of work and to provide employees with safety information, instruction and training related to work-related driving. Taking steps to minimize the risk of injury to employees through their involvement in motor vehicle accidents will protect the health and well-being of employees. An additional benefit to the Shire is possible cost savings as employers are subjected to costs both directly (workers' compensation and vehicle repair costs) and indirectly (loss of corporate knowledge) as a result of a motor vehicle accident.

#### Scope and Purpose

These Guidelines are intended to assist in the implementation of a program for motor vehicle fleet selection and use, have been compiled based on research into contemporary vehicle safety features and best practice driver behaviour with the assistance from the WA Department of Transport Safe Driving.

As such, the Guidelines are aimed at raising the Shires staff awareness of the issues in the interests of employee safety and the cost effective operation of vehicle fleets. They are not intended to mandate minimum standards, as these may vary. The Shire will select, maintain and manage vehicles in accordance with best management practices and in the interests of maximising organisational efficiency and effectiveness.

### **Benefits of Implementing an OHS Fleet Purchase and Use Policy**

It is anticipated that these Guidelines will result in the following positive outcome:

- Enhancement of the Shire of Chittering's OHS reputation both internally and externally; and compliance with Occupational Health and Safety legislation.

### **Selection of Vehicles**

The practical aim of these Guidelines is to encourage and assist the Shire's staff to choose the safest fleet vehicles, appropriate for the purposes for which the vehicles will be used. Specifying mandatory safety requirements over and above those required by law is not considered appropriate for the Shire as such an approach is not flexible enough to take into account the different operational needs of each department.

These Guidelines provide research results and information on active and passive safety features that the Shire of Chittering should consider when ordering vehicles.

The following safety features should be considered when choosing a fleet vehicle.

This list is not exhaustive the Shire of Chittering should choose vehicles having regard to the availability of safety features and individual business requirements, which may necessitate additional safety features not noted below.

#### **Active Safety Features (Accident Prevention)**

Active safety features can help prevent vehicle accidents by providing the driver with better means of controlling the vehicle and avoiding hazards. Many vehicle features make an obvious contribution to active safety, such as tyres, brakes, lights and steering. Others are not so obvious, like seats and air-conditioning. Examples of active safety features include:

- Anti-lock Braking System (ABS);
- Speed alert systems;
- Daytime Running Lights (DRLs);
- Clear glazed windows;
- Cruise control including proactive cruise control;
- Air conditioning;



- Weight and size;
- Highly visible colour;
- Reversing aids i.e. warning beeper when vehicle is reversing and / or reversing camera.

#### Anti-lock Braking System (ABS)

Anti-lock brakes are designed to improve the manoeuvrability of a vehicle when braking by stopping the wheels from locking in an emergency stop. With better control of the vehicle, the driver of an ABS-equipped vehicle has a better chance of avoiding an accident. It has been shown that vehicles with ABS are much less likely to be involved in rear end collisions and accidents on wet or icy roads.

#### Speed Alert Systems

A speed alert system will help drivers to drive within speed limits. This system alerts drivers when a set speed is reached. While not preventing speeding, the driver is made aware that the set speed has been reached.

#### Daytime Running Lights (DRLs)**Error! Bookmark not defined.**

DRLs are weak headlights that are illuminated during the day in order to make vehicles more conspicuous and thus reduce the likelihood of their involvement in accidents. It is possible to fit vehicles with a device that will automatically activate DRLs when the ignition is switched on, but which can be overridden when full strength headlights are on. Also, vehicles are available with headlights that automatically switch off when the engine is stopped and the driver's door opened.

DRLs have been shown to improve vehicle visibility and estimation of distance with a resultant reduction in accident rates. If a vehicle is not equipped with DRLs, an alternative is that the vehicle be driven on the open highway with dipped headlights.

#### Clear Glazed Windows

Unless there is a specific reason, it is suggested that no extra tint be fitted to any window in the vehicle over the body tint commonly fitted by vehicle manufacturers.

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This is because tinted glass causes an unnecessary hazard by obscuring up to 25 per cent of what the driver needs to see. In particular, research has shown the recognition of approaching vehicles at intersections, and judgment of speed and distance when light levels are low, becomes more and more difficult as we get older.

#### Cruise Control

Cruise control helps drivers to drive within speed limits. Cruise control allows the driver to set a speed so that the vehicle will remain at that speed unless the driver touches the accelerator, brake or clutch.

Where proactive cruise control is fitted the driver must familiarise themselves of how this option operates and under what conditions it improves their level of safety.

#### Air Conditioning

Air conditioning increases driver comfort and helps maintain attention. It is also the most efficient demister of windows to help maintain clear visibility in wet or humid weather.

#### Highly Visible Colours

Light, highly visible colours such as yellow and white are safer colours than colours such as black or grey which can blend into the road and are less visible. It is suggested that the choice of safe colours be a priority for vehicles used predominantly on the open road.

#### Reversing Aids

Having a warning beeper fitted that sounds when the vehicle is reversing can prevent accidents.

Reversing camera, parking aids are available whereby an ultrasonic sensing device alerts the driver to an object behind the vehicle. They are not adequate to detect small children behind the vehicle and therefore should not be depended on for this function.

**Passive Safety Requirements – Reduce Injury in an Accident**

While active safety features can help reduce the chance of an accident, not all vehicle accidents are avoidable. In the event of an accident, passive safety features are designed to prevent or minimise injury to the vehicle's occupants. Some features help absorb accident forces; some restrain occupants from colliding with the vehicle interior, and others prevent objects inside the vehicle from striking the driver or passengers. Therefore, it is important to choose a vehicle with both good active and passive safety features.

Examples of passive safety features include:

- 'Acceptable' or five star rating or better on ANCAP (Australian New Car Assessment Program) Ratings;
- Seat belts;
- Air bags;
- Vehicle Stability Control (VSC);
- Traction Control (TRC);
- Brake Assist (BA);
- Head restraints;
- Cargo barriers.

*'Acceptable' or Five Star Rating or Better on ANCAP (Australian New Car Assessment Program) Ratings*

Information on the safety levels of new vehicles is available through the Australian New Car Assessment Program (ANCAP).

ANCAP test results determine a vehicle's "crashworthiness", or how well it protects occupants in an accident. Successive studies over recent years by the Monash University Accident Research Centre (MUARC) have shown there is strong correlation between ANCAP results and vehicle accidents.

ANCAP results can be found at: [www.ancap.com.au](http://www.ancap.com.au)

### Cargo Barriers

Loads must be secured. Cargo barriers prevent loose cargo shifting into the front of the vehicle in an accident, with serious consequences for occupants. Loose cargo can also affect air bag triggering, causing them to malfunction or not to deploy. Cargo barriers are available as an optional extra and the Shire should consider having cargo barriers fitted to vehicles without a boot for storage (i.e. station wagons, hatchbacks) where the vehicles are used to transport cargo, unless operational reasons prevent it. Cargo barriers should meet standard *AS/NZS 4034:1994*, or later standards as they are developed. Where the back seat of a vehicle is used for carrying loads, it is suggested that tie down straps be installed so that the load can be well secured.

### **Other Safety Considerations**

#### Vehicle Stability Control (VSC)

System that ensures control in cornering situations the way ABS does under braking and TRC does under acceleration. The VSC system utilises electronic sensors in conjunction with the ABS and TRC hardware to help control any potential understeer or oversteer situations. Understeer is when the vehicle loses front-wheel traction and wants to push forward nose first. Oversteer is when the rear wheels lose traction and the tail begins to slide.

#### Traction Control (TRC)

A sophisticated electronic system designed to minimise stopping distances by maximising braking power to the wheels with the most grip. It replaces the conventional load sensing proportioning valve. EBD can adjust the fore / aft brake balance according to vehicle load and the right / left brake balance if the brakes are applied during cornering.

#### Brake Assist (BA)

A system designed to assist the driver in emergency braking, where the driver cannot apply the high pedal force required to obtain the shortest possible braking distance. It supplements the braking power applied if the driver has not pushed hard enough on the brake pedal in an emergency braking situation – working in conjunction with ABS.

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#### Four Wheel Drive Vehicles

Large 4WD vehicles are much heavier than other passenger vehicles and are therefore likely to inflict more damage in accidents with smaller vehicles and pedestrians. Many of the larger vehicles are unstable and prone to roll-over accidents as a result of the vehicle height to width ratio and their high centre of gravity. As well, base model 4WDs are unlikely to be equipped with safety features such as airbags and ABS brakes. Because of their weight, 4WDs do not perform well in emergency braking situations. As a result, the Shire should only consider purchasing 4WD vehicles when there is a clear operational need.

#### First Aid Kits

The Shire of Chittering fleet vehicles will carry an appropriate first aid kit.

#### Fire Extinguisher

The Shire of Chittering will consider the benefits of fleet vehicles carrying a fire extinguisher that is securely fixed in the vehicle.

#### Bull Bars

The Shire of Chittering will only consider installing bull bars where they are absolutely necessary as it has been shown that they increase injury levels to pedestrians, cyclists and motorcyclists in an accident. Also Bull Bars or nudge bars must be installed correctly so as not to interfere with the vehicles safety systems i.e. air bags.

### Selection of Vehicles - Responsibilities

(i) Staff Responsibilities

- Where a staff member has input into vehicle selection, consider the safety issues outlined in these Guidelines in the selection and only select vehicles with maximum safety features while still meeting particular operational and financial requirements of the Shire; and
- Utilise safety features provided in vehicles.

The *OHS Act 2000* covers consultation requirements. Consultation enables employees to contribute to the decisions that affect their health, safety and welfare. Consultation helps the Shire of Chittering and employees to work together to seek solutions that lead to healthier and safer workplaces.

(ii) Management Responsibility

- Consider the safety issues outlined in these Guidelines in the selection of vehicles and select vehicles with maximum safety features while still meeting particular operational and financial requirements of the Shire of Chittering; and
- Ensure any staff that have input into vehicle selection are aware of the safety features discussed in these Guidelines. The *OHS Act 2000* which sets out the employers "duty to consult" with employees about OHS matters; and
- As a vehicle is a workplace for the purposes of the *OHS Act 2000*, be aware of the obligations of the Fleet Manager to provide a safe workplace (as required for all workplaces such as offices or building sites).
- Actively select vehicles for inclusion in the motor vehicle contract that have appropriate safety features and set minimum specifications in relation to safety features where possible; and
- Prohibit the inclusion of options that compromise safety (e.g. tinted glass, bull bars) unless justified by the Shire of Chittering for operational requirements.

**Use of Vehicles**

Improvement in vehicle safety goes a long way to addressing road safety issues. However, a safe vehicle is not enough. Driver behaviour is a contributory factor in 90-95% of vehicle accidents.

These Guidelines provide research results and information to maximise safety.

The Shire of Chittering will adopt the following vehicle use behaviours for their staff when they are driving a Shire vehicle:

**Compliance with Road Rules and Courtesy**

All legislative requirements associated with vehicle usage, in particular parking restrictions and speed limits, must be adhered to. Reducing speed is the best means of reducing vehicle accident risk and the severity of those accidents.

All Shire employees using fleet vehicles or rental vehicles must carry their driver's license with them at all times and adhere to the Road Rules relevant to the jurisdiction in which the vehicle is being driven.

**The Shire of Chittering Driver is Responsible**

- Drivers are responsible for all passengers being properly restrained in a seatbelt or approved child restraint. There are fines and demerit points for a driver who is not wearing a seatbelt or who fails to ensure that passengers use seatbelts where available. Passengers aged 16 years and over who do not use an available seatbelt will also be fined.
- It is dangerous and illegal to have too many people in a vehicle, for example people sitting on the floor or on other people's laps. All passengers should be seated and wearing seatbelts or other restraints. Learner drivers, P1 and P2 licence holders are not allowed to carry anyone who is not wearing a seatbelt or not using a child restraint

A national system of driver licence classes has been introduced in WA. All States and Territories in Australia have a uniform driver licence system. The licence classes are:

C	Car
R	Rider
LR	Light Rigid
MR	Medium Rigid
HR	Heavy Rigid
HC	Heavy Combination
MC	Multi-Combination

(a) Car

A 'Class C' licence covers vehicles up to 4.5 tonnes gross vehicle mass (GVM). GVM is the maximum recommended weight a vehicle can be when loaded. A 'Class C' licence allows you to drive cars, utilities, vans, some light trucks, car-based motor tricycles, tractors and implements such as graders. You can also drive vehicles that seat up to 12 adults, including the driver.

(b) Motorcycle

Motorcycle riders require a 'Class R' licence.

(c) Rigid Vehicle Licences

Different licence classes are required by drivers of rigid vehicles:

- A Light Rigid 'Class LR' covers a rigid vehicle with a GVM of more than 4.5 tonnes but not more than 8 tonnes. Any towed trailer must not weigh more than 9 tonnes GVM. Also includes vehicles with a GVM up to 8 tonnes which carry more than 12 adult including the driver and vehicles in class 'C'.
- A Medium Rigid 'Class MR' covers a rigid vehicle with 2 axles and a GVM of more than 8 tonnes. Any towed trailer must not weigh more than 9 tonnes GVM. Also includes vehicles in class 'LR'.
- A Heavy Rigid 'Class HR' covers a rigid vehicle with 3 or more axles and a GVM of more than 8 tonnes. Any towed trailer must not weigh more than 9 tonnes GVM. Also includes articulated buses and vehicles in class 'MR'.



Any complaint relating to the manner in which a Shire vehicle has been driven will be investigated.

(i) Staff Responsibility

- Be courteous drivers;
- Ensure driver's license is correct for the vehicle being driven, current and carried at all times whilst driving;
- Be aware of and comply with the Road Rules relevant to the jurisdiction in which the vehicle is being driven;
- Drive at speeds that are safe for the conditions, recognising that, in some circumstances, this may be below the posted speed limit; and
- Use speed alert systems and cruise control where available.

(ii) All Licence Holders

The law requires the holder of a driver licence to notify, as soon as practicable, the RTA of any long term injury or illness that may impair his or her ability to drive safely. The RTA must be satisfied that all licence holders are medically fit to drive. A licence holder can be directed to have regular medical examinations because of a medical condition or because of advanced age. Some drivers must also have an annual driving test.

The rules apply to all licence holders, including people who have three or five year licences.

(iii) Management Responsibility

- New employees to be informed of the Shire of Chittering policy for the safe use of fleet vehicles as part of their job induction;
- Ensure work schedules allow sufficient time for travel;
- Monitor speeding fines issued to staff whilst driving the Shire of Chittering vehicles and provide details of infringements to the driver's manager; and
- Monitor fuel consumption of vehicles and provide feedback about fuel consumption (low fuel consumption is a sign of non-aggressive / non-speeding / driving a correctly tuned vehicle).

### **Maintenance and Monthly Vehicle Checks**

All Shire vehicles must be maintained in a safe, roadworthy condition.

Maintenance of vehicles should take place according to the vehicle manufacturer's specification.

(i) Staff Responsibility

- Use the vehicle in an appropriate and safe manner;
- Conduct checks of key components against a checklist covering headlights, fuel, brakes, mirrors, tyres, and ensure windscreens are clean and free of cracks or chips, etc.; and
- Promptly report any vehicle faults in writing.
- Use "Fortnightly Vehicle Checklist" – Doc. No. -----  
- (is that the attachment?)
- To advise the Shire HR Coordinator when and if they accrue demerit points.

In addition, prior to each trip, the driver is responsible to ensure the general roadworthiness of the vehicle and its suitability for the trip / work to be undertaken. This may include the checking of fuel, oil, coolant, brake fluid, lights, windscreen washers and wipers, water, battery and tyre tread and pressure and taking corrective action where necessary.

(ii) Management Responsibility

- Ensure that records are kept of vehicle inspections, maintenance, repairs and modifications (WorkCover OHS requirements);
- Ensure that all vehicles are maintained in a safe, roadworthy condition; and
- Remove unsafe vehicles from use.

### Smoking

Smoking in a Shire vehicle is not permitted at any time. A Shire of Chittering vehicle is a workplace for the purposes of the *OHS Act 2000* and smoking is prohibited in the workplace.

(i) Staff Responsibility

- Not to smoke in a Shire fleet vehicle or permit others to smoke in the vehicle.

(ii) Management Responsibility

- Promote non-smoking in the workplace.

### Alcohol and Drugs

It is illegal to drive while under the influence of alcohol or drugs, including some over-the-counter and prescription medicines. All legislative requirements associated with driving and alcohol consumption, and the consumption of drugs or alcohol in the workplace must be adhered to. The Shire of Chittering employees are not to be under the influence of drugs or alcohol whilst in control of a Council vehicle.

#### Blood Alcohol Concentration (BAC) Limits

(a) Zero BAC

For employees who drive or operate vehicles classed as plant equipment, heavy trucks and machinery, the alcohol limit is 0.00. Plant equipment, heavy trucks and machinery include the following:

- All construction equipment (graders, rollers, loaders etc)
- Trucks which have a combined mass exceeding 22.5 tonnes
- High risk hand held equipment such as chainsaws and quick cut saws

A limit of 0.00 BAC also applies to:

- (i) Novice drivers;
- (ii) Taxi drivers\*;
- (iii) Drivers of passenger vehicles with capacity to carry more than 12 adult passengers\*;
- (iv) Drivers of omnibuses\*;
- (v) Drivers of certain heavy vehicles\*;
- (vi) Drivers of vehicles carrying dangerous goods\*;

SHIRE OF CHITTERING  
Register of Policies

- (vii) Extraordinary licence holders; and  
(viii) Recently disqualified drivers;

*\*The zero BAC limit for certain drivers may not apply at all times. Refer [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) for further information on when a driver must have a BAC limit of zero.*

(b) 0.02 BAC

A limit of 0.02 applies to all employees when at work and who are not involved in the operation of plant equipment, heavy trucks and machinery as defined under sub-heading Zero BAC above. Drivers of certain vehicles and certain classes of licence holder are also subject to 0.00 BAC as outlined above.

(c) 0.05 BAC

A limit of 0.05 applies to the drivers of Private Use vehicles when these vehicles are used for private use outside of working hours. A limit of 0.05 also applies to:

- All other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limits; and
- Emergency Services Employees, Volunteers or Local Government employees when called-out in response to events and in time of emergency\*.

*\*The law provides an exemption from zero BAC for certain drivers. In this situation, the driver will continue to be subject to 0.05% BAC limit. Refer [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) for further information.*

Alcohol and Drug Related Breaches – Motor Vehicle Insurance and Workers Compensation

**\*\*\* It should be noted that insurance companies may not accept a motor vehicle claim or workers' compensation claim where an accident or injury is sustained and the presence of drugs or alcohol have been identified by a positive test.**

Where an employee, contractor, volunteer or work experience person is proven to drive or attempt to drive a Council motor vehicle, truck or mobile equipment when returning a positive result of alcohol or other drugs and has an accident, Council's insurer may agree to indemnify Council for the loss or damage to Council's vehicle.

It is then normal practice for the insurer to seek a full recovery of these costs from the offending driver. It is possible the driver may have no liability cover if the prescribed content of alcohol or drugs exceeds the legal limit at the time of the incident. Workers Compensation Claims in the event of a claim involving alcohol or other drugs the insurer may not accept the claim.

(i) Staff Responsibility

- Not drive a vehicle under the influence of drugs or alcohol.

(ii) Management Responsibility

- Educate staff on alcohol and drugs in the workplace.
- Encourage drivers not to consume any alcohol in the period prior to driving; and
- Ensure drivers are made aware of the effect of alcohol and drugs on driving performance.

### **Fatigue**

With the goals of the Shires Fatigue Management Plan Occupational Health and Safety Policy Statement in mind, the Shire of Chittering will use appropriate risk assessment tools to measure, mitigate and monitor the risks associated with fatigue. In addition, mitigation strategies will be reviewed and audited to ensure compliance with OHS requirements.

Under *OHS Act 2001*, the Shire has the primary duty of care. However, there is also a provision for the Shire of Chittering's employee's duty of care.

This refers to the duty of a Shire employee to assist the Shire of Chittering in meeting health and safety obligations and to take reasonable care not to put themselves, or others, at risk. In other words, an employee has a duty to take reasonable care for their own health and safety, and for the health and safety of others that may be affected by their acts or omissions at the workplace.

Fatigue is the result of inadequate rest over a period of time, leading to a markedly reduced ability to carry out a task. The Shire of Chittering staff and their supervisors should plan realistic schedules, be rested before departure, stop for appropriate rest breaks (at least every two hours, even if not feeling tired) and avoid driving during normal sleeping hours. Employees should be made aware that accumulated sleep deprivation or sleep disorders such as sleep apnoea will increase their accident risk.

It is suggested that the Shire staff and their supervisors take the following into account:

- A journey longer than two hours should be broken at least once for a 10-minute break;
- Consideration should be given to staying overnight if there is a requirement to travel a long distance and there is a risk of driver fatigue;
- Where practical, driving long distances should be avoided where driving conditions are difficult, such as driving in heavy rain, fog or into the sun; and
- If a driver is fatigued they should be encouraged to find a suitable location to pull off the road and take a "Powernap" for 10 minutes or more. Research shows that a Powernap can significantly reduce the risk of fatigue-related accidents. A preventative Powernap before the journey is also effective.
- Employees, who operate plant or other heavy vehicle, are required to abide by the legislation requirements regarding Fatigue Management from WorkSafe WA.

Signs of fatigue include:

- Constant yawning;
- Drifting in the lane;
- Sore or heavy eyes;
- Trouble keeping your head up;
- Delayed reactions;
- Daydreaming;
- Variations in driving speed; and
- Difficulty remembering the last few kilometres.

The only effective remedy for fatigue is sleep.

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(i) Staff Responsibility

- Do not drive while fatigued;
- Have a “Powernap” if tired;
- Share the driving if possible;
- Avoid starting a long trip after a day’s work;
- Avoid driving at times when you would normally be asleep;
- Avoid tight meeting schedules;
- Avoid driving after 17 hours since your last sleep; and
- Use other forms of travel (e.g. bus) when practical.

(ii) Management Responsibility

- Ensure that appropriate work scheduling is encouraged and implemented (i.e. minimise driving in the late afternoon and encourage staff to stay overnight on long trips);
- Educate staff on the dangers of driving whilst fatigued; and
- Educate staff on sleep disorders and encourage staff to seek medical advice if they have any symptoms.

**Daytime Running Lights (DRLs)**

The Shire requires that vehicles be driven with dipped headlights or DRLs on during the day, especially on the open highway.

(i) Staff Responsibility

- Have DRLs on at all times where fitted; and
- If DRLs are not fitted, drive with dipped headlights, especially on the open highway.

(ii) Management Responsibility

- Educate staff on the benefits of using DRLs to improve vehicle visibility.

### Mobile Phones

It is an offence to drive a vehicle while using a mobile phone without a hands-free kit.

Mobile phones can cause distractions in two ways:

- (i) Taking your hands off the wheel; and
- (ii) Becoming engrossed in an intense conversation and not concentrating on the road.

Shire of Chittering employees must pull over and stop their vehicle if required to talk on the phone.

Shire of Chittering adopt the following practices for their staff:

- Staff shall keep mobile phone use to an absolute minimum when driving. This means diverting calls to voicemail and checking messages regularly when it is safe to pull over;
- Staff do not make calls, dial numbers or text message while driving; and
- Staff to pull over to the side of the road when it is safe, before making or answering a call.

(i) Staff Responsibility

- Never use handheld mobile phones whilst driving or stationary in traffic;
- Minimise the use of a hands free mobile phone whilst driving or stationary in traffic;
- Pull over, if safe, to use a mobile phone; and
- Use message bank, where appropriate.

(ii) Management Responsibility

- Actively discourage the use of mobile phones whilst operating fleet vehicles and reiterate to employees that it is an offence to drive a vehicle while using a mobile phone without a hands-free kit.



### Other Driving Distractions

Drivers should be aware of and minimise other driving distractions such as eating drinking and programming the vehicles GPS (if fitted) whilst driving. These have the potential to cause a distraction in the same way as mobile phones.

(i) Staff Responsibility

- Minimise other driving distractions such as eating and drinking whilst driving or stationary in traffic.
- Not to program the vehicles GPS whilst driving or stationary in traffic.

(ii) Management Responsibility

- Actively discourage eating and drinking whilst operating fleet vehicles.
- Actively discourage programming a GPS whilst operating / driving or stationary in traffic.

### Towing

All legislative requirements associated with towing must be adhered to. A vehicle should not tow a trailer if the trailer has a loaded mass exceeding the towing capacity of the vehicle or the towing capacity of the tow bar fitted to the vehicle. The towing capacity of a vehicle or tow bar is as specified by the manufacturer.

Towing anything heavy greatly increases the stress on any vehicle, so suspension, brakes, steering, tyres and the cooling system need to be in excellent condition.

(i) Staff Responsibility

- Comply with all legislative requirements for towing; and
- Only tow if it is safe to do so and the driver can control the towed load.

(ii) Management Responsibility

- Promote safe towing practices; and
- Ensure that appropriate vehicles are selected where they are to be used for towing purposes.

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### Driver Education and Awareness

An aim of these Guidelines is to encourage and assist employees to be safer drivers.

Drivers of Shire of Chittering vehicles should be aware that they have sole responsibility and are legally responsible for ensuring all children aged less than seven years of age are restrained in appropriate, standards approved restraints. A penalty applies for failing to ensure children are appropriately restrained.

The regulations require all children aged up to seven are required to travel in an approved child restraint and make sure they are protected when travelling in a vehicle.

- Children younger than six months must be secured in rearward facing restraints;
- Children between six months and four years must be secured in either a rear or forward facing restraint;
- Children between four and seven years must be secured in forward facing child restraint or booster seat;
- Children younger than four years cannot travel in the front seat of a vehicle with two or more rows;
- Children between four and less than seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster seat.

Employees should consult the vehicle manufacturer's handbook or the vehicle supplier for the correct anchorage point locations or seek advice from an RTA Authorised Fitting Station. Call 13 22 13 to find your nearest RTA Authorised Fitting Station.

Drivers of a Shire of Chittering vehicle are responsible for the purchase, provision and fitting of child restraints at no cost to the Shire. The restraint must be removed when the vehicle is being used on Shire business.

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### **Induction Programs**

Induction is an important opportunity to inform new employees of the details of the fleet management policy and the Shires commitment to road safety. It is also critical that the vehicles assigned to new employees meet the requirements of their particular job.

The induction program undertaken by the employee's manager / supervisor consists of:

- Vehicle familiarisation in the particular types of vehicle which the employee will be driving. If necessary, this may require some specific vehicle induction training by the employees manager / supervisor;
- Maintenance procedures and cleaning requirements;
- What to do in the event of an accident;
- Expected driver behaviour, employees be informed of the Shires policy on fleet safety; and
- The importance of maintaining a courteous attitude to other road users and using government vehicles in a responsible manner.

### **Driver Education Programs**

Driver training and education by the employee's manager / supervisor help ensure a competent workforce and increase awareness and knowledge of road safety issues.

However, manager / supervisor should be focusing on driver attitude to road safety (factors such as speed, alcohol, not wearing seat belts and driving when fatigued).

Drivers must adhere to the Road Rules relevant to the jurisdiction in which the vehicle is being driven, and be encouraged to practice defensive driving techniques. As part of this, drivers should be educated to drive at speeds that are safe for the conditions, recognising that, in some circumstances, this may be below the posted speed limit.

Also, drivers should be educated in respect to the distance needed, on average, to stop a vehicle, and to make use of advisory speed signs.

It is suggested that the Shire of Chittering manager / supervisor identify driver training needs, with particular focus on the type of vehicle to be driven, and arrange appropriate training or retraining, including providing regular tool box meetings on using seat belts, combating fatigue, driver responsibility and the impact of alcohol and drugs.

#### **Improper Vehicle Use and Traffic Infringement Monitoring**

The Shire of Chittering will develop systems to monitor and report on improper vehicle use and levels of traffic infringements and put in place processes to sanction employees who consistently have disregard for the vehicle and / or breach road rules.

#### **Need to Travel**

In order to eliminate unnecessary travel, staff should be encouraged to consider if the journey is essential. Thought should be given to alternate arrangements other than vehicle travel, such as telephone and video conferencing.

#### **Implementation of Guidelines**

A safe driving policy will only work if staff are encouraged to follow it and everyone knows about it.

The Shire of Chittering will encourage employees to actively participate and communicate the policy by:

- Clearly setting out the responsibilities of managers and employees for implementing and maintaining the policy;
- Managers championing the policy;
- The establishment of an sub-working group of the current OSH Working Group to oversee accident reduction / driver safety improvement and oversee reasonable improvements to safety for vehicles and associated equipment;
- Providing audit forms in vehicles to enable drivers to ensure regular maintenance checks are carried out (such as tyre pressure, windscreen condition etc. – Fortnightly Vehicle Checklist);
- Using internal communications to make sure all staff know about the policy, and including regular features on safe driving in staff newsletters;

- Enhancing the reputation of the Shire by advertising the fact that the Shire of Chittering has a safe driving policy at every opportunity;
- Making the policy part of the Shires health and safety policy;
- Encouraging healthy eating, sleep, work and exercise habits that assist safe driving;
- Internal promotion of the reduction in injuries / vehicle accidents and costs to the Shire of Chittering to encourage continuous improvement in driver behaviour; and
- Including the policy in all staff induction.

### **Vehicle Accident Monitoring**

Consistent monitoring and analysis of accident data is the foundation for an effective fleet safety policy. Without carefully considered evaluation systems in place, the other elements of fleet safety will be far less effective. Thorough monitoring of fleet data will ensure that the program's safety measures are actually addressing problem areas in the fleet.

Council's Reporting Procedures require that all Incidents / Accidents must be verbally reported immediately to your supervisor. Following the verbal advise of the accident, a Motor Vehicle Accident Report form is to be completed, in addition to an Incident/Hazard Report, should personal injury occur. These forms are to be completed within 2 business days of the accident/incident.

### **Review of Guidelines**

Guidelines will be reviewed every 12 months by the OHS Officer.

The effectiveness of the Guidelines will be evaluated by considering the level of adherence to the Guidelines by the Shire.

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**Additional Resources** The Shire has a fleet safety policy that matches its particular activities and priorities. A number of Australian state jurisdictions and research organisations have developed extensive materials to help organisations develop and improve their fleet safety policy.

Examples of model fleet safety policies and resources include:

- Transport WA' drive safe handbook
- ANCAP results can be found; [www.ancap.com.au](http://www.ancap.com.au)

This policy should be read in conjunction with the following documents:

- Private Use Policies & Private Use Agreement
- WA Commerce "Staying alive on the road"



**Vehicle Inspection Report**

**Vehicle Inspection Report**

**Fortnightly Vehicle Check**

Vehicle Registration No.: _____	Plant No.: _____
Vehicle Type: _____	Service Date: _____

Item	Operational Yes / No	Comments
Headlights		
Warning lights (blinkers)		
Hazard lights		
Brake lights		
Reversing lights		
Interior light		
Brakes		
Windscreen		
Tyre pressure		
Tyres - condition		
Oil level		
Water level		
Steering fluid level		
Brake fluid level		
Hands free phone unit		
All windows		
First Aid Kit		
Seat belts		
Rear Vision and Side Mirrors		
Tyre Jack		

Items to be reported/fixed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## 2. Finance Policies





## 2.1 Budget Preparation

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	25 June 2014

**Objective** To provide guidelines for the timely management of the budget adoption process.

**Policy** Public consultation and budget expenditure requests from Elected Members, community groups and individuals will commence in March/April each year, with a closing date for such requests being the end of May.

Council is to be presented with a draft budget before the end of June with an estimated surplus/deficit as at 30 June.

Council shall endeavour to adopt the annual budget in July each year.

### **Advertising**

The Request for Inclusion in the Annual Budget will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.

### **Time frame**

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.



## 2.2 Investment of Funds

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	

**Objective** To invest the Shire of Chittering’s surplus 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.

**Policy**

**Legislative Requirements**  
All investments are to comply with the following:

- **Local Government Act 1995** – Section 6.14;
- The **Trustees Act 1962** – Part III Investments;
- **Local Government (Financial Management) Regulations 1996** – Regulation 19, Regulation 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 Executive Manager Corporate Services.

**Prudent Person Standard**

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

**Approved Investments**

Investments may only be made with authorised institutions.

Definition of an “authorised institution” is as follows:

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**.



## SHIRE OF CHITTERING Register of Policies

### **Prohibited Investments**

Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

### **Risk Management Guidelines**

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

### **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.



### 2.3 Capitalisation

**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**Amended:**

**Objective** To establish minimum threshold values for capitalisation.

**Policy** Property, plant and equipment will be capitalised when value exceeds the following scale:

<b>Building</b>	\$0
<b>Land</b>	\$0
<b>Plant and Equipment</b>	\$5,000
<b>Furniture and Equipment</b>	\$5,000
<b>Tools</b>	\$5,000

All items under \$5,000 will be recorded in a register separate to the asset register.



## 2.4 Rating of Council Property

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services Rates Officer
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	

<b>Objective</b>	To ensure leased facilities reflect community benefit and equitable return.
<b>Policy</b>	<p>Council will use its “standard” Shire of Chittering Lease Agreement as the basis for the lease of all Council property, and which will include a provision for the payment of rates.</p> <p>At the time of approving and/or reviewing any lease, Council will give consideration as to the capacity of the lessee to pay rates or part of those rates, or waive the rates completely.</p>



## 2.5 Charitable Organisations

**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**Amended:**

**Objective** To ensure that organisations claiming exemption from rates, particularly under the *Local Government Act 1995, Section 6.26(2)(g)* are eligible.

**Policy** Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Federal Government's Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.



## 2.6 Rating

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services Rates Officer
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	

**Objective** To provide guidelines for the collection of rates and to authorise the Chief Executive Officer to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the **Local Government Act 1995**.

**Policy** **Rates Collection**  
A copy of the rate assessment marked “Final Notice” shall be issued forty-two days after issue of the original assessment, allowing fourteen days for payment of the account.

If payment is not received after this time, the debt will be forwarded to the debt collection agency and a letter advising of impending legal action for recovery of outstanding rates and service charges shall be issued sixty-three days after issue of the original assessment, allowing six days for payment.

Outstanding rate accounts for which satisfactory arrangements to pay have not been made within seventy days after issue of the original assessment, the debt collection agency appointed by the Chief Executive Officer will be advised to proceed with legal action.

In cases where the owner of a leased or rented property on which Municipal Rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the **Local Government Act 1995**, requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears had been paid.



#### **Exemption Policy**

That the Chief Executive Officer be given delegated authority to grant rating exemptions that are clearly defined in accordance with Section 6.26 of the **Local Government Act 1995** and determined according to this Policy.

When the Chief Executive Officer has granted rating exemptions details on the Organisation, property and sub-Section of Section 6.26 are to be reported to Council on an information basis.

That an exemption be granted from 1 July of the financial year in which application is received or from the relevant date, e.g. settlement or lease where applicable; exemptions shall not be backdated into prior financial years.

That exemptions granted in accordance with Section 6.26 are to be reviewed every two years where practicable and the list be submitted to Council on an information basis.

#### **Back Rating of Properties**

That on provision of a valuation from the Valuer General's Office indicating that a previously incorrect valuation has been applied, (either under-valued or over-valued) the Chief Executive Officer shall forward a refund or adjusted assessment calculated to the date the valuation was effective, within the limitation of the **Local Government Act 1995**.

That where a property settlement has occurred, back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

That ratepayers subject to back rates be given the option to pay the same by alternative instalments over an extended period, other than the standard instalment option.

#### **Instalment Options for Payment of Rates and Charges**

Rate payers have the option of paying rates by four instalments ~~or two instalments~~. The first instalment must be made by the due date on the original notice.

Failure to pay the rates in full or the first ~~choose an~~ instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.

After thirty-five days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.



**Alternative payment arrangements**

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination. Council's Special Payment Arrangement Fee is applicable on all alternative payment arrangements.

**Where rates or service charges remain unpaid**

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests.

Where previous actions to collect outstanding rates and service charges have not been successful and the rates and/or service charges remain unpaid for at least three years, Council in accordance with S6.64 of the **Local Government Act 1995** take possession of the land and hold the land as against a person having an estate or interest in the land and:

- a) from time to time lease the land; or
- b) sell the land; or
- c) cause the land to be transferred to the Crown; or
- d) cause the land to be transferred to the Shire of Chittering.

**Early Payment**

Should a ratepayer choose to undertake instalments and then clear their account within two weeks of the original due date, then the administration and interest costs will be reversed. Penalty interest will be applied to the payment made after the due date of the original rate notice. Should full payment be received after this date, no adjustment will be made to the costs.



## SHIRE OF CHITTERING Register of Policies

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### **Conditions of Rates Incentive Scheme**

1. Payment in full to be made by mail or electronic format (date of receipt at the Council Office is the date of payment), or in person at the Shire Offices, 6177 Great Northern Highway, Bindoon.
2. Payment in full is to be receipted at Council's office on the due date stated on the front of the original rate notice.
3. No responsibility will be accepted for late service of any rate notice.
4. Only one entry per rate notice.
5. The winner will be determined by random selection and announced at the next practical ordinary meeting of Council after the due date.
6. The winner will be notified by post and published in the **Northern Valleys News**, *Chatter*, *eChatter*, *Shire of Chittering Website* and *Facebook*.
7. Decision of the Council is final and no correspondence will be entered into.



## 2.7 Significant Accounting Policies

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	20 July 2016 <sup>N161850</sup> ;

**Objective** To establish financial management procedures which provide full compliance with all local government statutory requirements and accepted accounting principles.

**Policy** The significant accounting policies which have been adopted in the preparation of the financial report are:

### (a) Basis of Preparation

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

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

### Critical Accounting Estimates

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

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



*The local government reporting entity*

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

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

All monies held in the Trust Fund are excluded from financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

**(b) Goods and Services Tax (GST)**

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

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

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

**(c) Cash and Cash Equivalents**

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

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

**(d) Trade and Other Receivables**

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

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



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

**(e) Inventories**

General

Inventories are measured at the lower costs and net realisable value.

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

Land Held for Resale

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

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

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

**(f) Fixed Assets**

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

Mandatory requirements to revalue non-current assets

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

During the year ended 20 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.



## SHIRE OF CHITTERING Register of Policies

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

### Land under control

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

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

### Initial recognition and measurement between mandatory revaluation dates

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

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

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

### Revaluation

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



#### Land under roads

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

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

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

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

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

#### Depreciation

The depreciable amount of all fixed assets including buildings but not excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

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

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



## SHIRE OF CHITTERING Register of Policies

Major depreciation periods for each class of depreciable asset are:

Buildings	30 – 50 years
Furniture and equipment	4 – 10 years
Plant and equipment	5 – 15 years
Sealed roads and streets	
<ul style="list-style-type: none"> <li>• Formation</li> </ul>	Not depreciated
<ul style="list-style-type: none"> <li>• Pavement</li> </ul>	50 years
<ul style="list-style-type: none"> <li>• Seal</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Bituminous seals</li> </ul> </li> </ul>	20 years
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Asphalt surfaces</li> </ul> </li> </ul>	25 years
Gravel roads	
<ul style="list-style-type: none"> <li>• Formation</li> </ul>	Not depreciated
<ul style="list-style-type: none"> <li>• Pavement</li> </ul>	50 years
Formed roads (unsealed)	
<ul style="list-style-type: none"> <li>• Formation</li> </ul>	Not depreciated
<ul style="list-style-type: none"> <li>• Pavement</li> </ul>	50 years
Footpaths – slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

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

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

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

### Capitalisation threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.





**(g) Fair Value of Assets and Liabilities**

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

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

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

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

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

*Fair value hierarchy*

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

Level 1	Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Measurements based on unobservable inputs for the asset or liability.



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

Valuation techniques

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

Market approach	Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.
Income approach	Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.
Cost approach	Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

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

As detailed above, the mandatory measurement framework imposed by the **Local Government (Financial Management) Regulations** requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.



**(h) Financial instruments**

Initial recognition and measurement

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

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

Classification and subsequent measurement

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

Amortised cost is calculated as:

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

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

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

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



(ii) *Loans and receivables*

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

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

(iii) *Held-to-maturity investments*

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

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

(iv) *Available-for-sale financial assets*

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

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

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

(v) *Financial liabilities*

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



#### Impairment

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

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

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

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

#### Derecognition

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

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

**(i) Impairment of Assets**

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

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

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

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

**(j) Trade and Other Payables**

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

**(k) Employee Benefits****Short-term employee benefits**

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

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



Other long-term employee benefits

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

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

**(l) Borrowing Costs**

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

**(m) Provisions**

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

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

**(n) Leases**

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

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



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

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

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

**(o) Investment in Associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.



**(p) Interest in Joint Arrangements**

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

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 17.

**(q) Rates, Grants, Donations and Other Contributions**

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

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

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

**(r) Superannuation**

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

**(s) Current and Non-Current Classification**

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

**(t) Rounding Off Figures**

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

**(u) Comparative Figures**

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

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

**(v) Budget Comparative Figures**

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

**(w) New Accounting Standards and Interpretations for Application in Future Periods**

The AASB has issued a number of new and amended *Accounting Standards and Interpretations* that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued/Compiled	Applicable <sup>(1)</sup>	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of <b>AASB 139</b> . Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2017	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.  The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii) AASB 16 Leases	February 2016	1 January 2019	Under <b>AASB 16</b> there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current <b>ASB 117 Leases</b> which currently do not impact the statement of financial position will be required



SHIRE OF CHITTERING  
Register of Policies

Title	Issued/Compiled	Applicable <sup>(1)</sup>	Impact
			<p>to be capitalised on the statement of financial position once <b>AASB 16</b> is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.</p>
<p>(iv) AASB 2014-3 Amendments to Australian Accounting Standards – Accounting for Acquisitions of Interest in Joint Operations</p> <p>[AASB 1 &amp; AASB 11]</p>	August 2014	1 January 2016	<p>This Standard amends <b>AASB 11 – Joint Arrangements</b> to require the acquirer of an interest (both initial and additional) in a joint operation in which the activity constitutes a business, as defined in <b>AASB 3 – Business Combinations</b>, to apply all of the principles on business combination accounting in AASB 3 and other Australian Accounting Standards except for those principles that conflict with the guidance in <b>AASB 11</b>; and disclose the information required by <b>AASB 3</b> and other Australian Accounting Standards for business combinations.</p> <p>Since adoption of this Standard would impact only acquisitions of interest in joint operations on or after 1 January 2016, management believes it is impracticable at this stage to provide a reasonable estimate of such impact on the Shire’s financial statements.</p>
<p>(v) AASB 2014-4 Amendments to Australian Accounting Standards – Clarification of Acceptable Methods of Depreciation and Amortisation</p>	August 2014	1 January 2016	<p>This Standard amends <b>AASB 116</b> and <b>AASB 138</b> to establish the principle for the basis of depreciation and amortisation as being the expected pattern of consumption of the future economic benefits of an asset. It also clarifies the use of revenue-based methods to calculate the depreciation of an</p>



SHIRE OF CHITTERING  
Register of Policies

Title	Issued/Compiled	Applicable <sup>(1)</sup>	Impact
[AASB 116 & AASB 138]			asset is not appropriate nor is revenue generally an appropriate basis for measuring the consumption of the economic benefits embodied in an intangible asset.  Given the Shire currently uses the expected pattern of consumption of the future economic benefits of an asset as the basis of calculation of depreciation, it is not expected to have a significant impact.
(vi) AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	December 2014	1 January 2017	Consequential changes to various Standards arising from the issuance of <b>AASB 15</b> .  It will require changes to reflect the impact of <b>AASB 15</b> .
(vii) AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101  [AASB 7, 101, 134 & 1049]	January 2015	1 January 2016	This Standard amends <b>AASB 101</b> to provide clarification regarding the disclosure requirements in <b>AASB 101</b> . Specifically, the Standard proposed narrow-focus amendments to address some of the concerns expressed about existing presentation and disclosure requirements and to ensure entities are able to use judgement when applying a Standard in determining what information to disclose in their financial statements.  This Standard also makes editorial and consequential amendments as a result of amendments to the Standards listed in the title column.  It is not anticipated it will have any significant impact on disclosures as they currently exist and any changes will relate to presentation.
(viii) AASB 2015-6 Amendments to	March 2015	1 July 2016	The objective of this Standard is to extend the scope of



SHIRE OF CHITTERING  
Register of Policies

Title	Issued/Compiled	Applicable <sup>(1)</sup>	Impact
<p>Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities</p> <p>[AASB 10, 124 &amp; 1049]</p>			<p><b>AASB 124 Related Party Disclosures</b> to include not-for-profit sector entities.</p> <p>The Standard is expected to have a significant disclosure impact on the financial report of the Shire as both Elected Members and Senior Management will be deemed to be Key Management Personnel and resultant disclosures will be necessary.</p>
<p>Notes:</p> <p><sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.</p>			

**(x) Adoption of New and Revised Accounting Standards**

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised standards were as follows:

- (i) AASB 2015-3 Amendments to Australian Accounting Standards arising from the withdrawal of AASB 1031 Materiality
- (ii) AASB 2015-7 Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities



## 2.8 Requests for Assistance and/or Donation

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services Community Development Officer
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	15 February 2018

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**Objective** To provide guidelines for assistance and/or donations to the community.

**Policy** In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance in the Shire of Chittering's Annual Budget.  
No verbal requests will be accepted.

**Grants, Events, Printing, Works, Community Bus, Community Assistance Grants and Sponsorship**

The Community Funding Advisory Group will make recommendations and the Community Development Officer will prepare the necessary report to Council for final decision.

**General**

Requests for donations five hundred dollars (\$500) and less may be authorised for payment by the Shire President.

Requests for donations over five hundred dollars (\$500) will be presented to Council in the form of a Council Agenda Report for determination.





## 2.9 Funding Submissions

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer Club/Community Development Officer
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	

**Objective** To maximise Council's acquisition of external funding opportunities as they arise.

**Policy** The Chief Executive Officer is authorised to submit funding applications for external grants on an ongoing basis, regardless of whether a specific budgetary allocation has been made.

Prior to formal acceptance of an unbudgeted project, which requires a Council contribution, the Chief Executive Officer is to report to Council for a resolution to vary the budget as a requirement of regulations.



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## 2.10 Cheque Signatory/EFT Requirements

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	26 October 2016

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**Objective** To provide guidelines for the signing of cheques and authorisation of Electronic Funds Transfer (EFT) payments.

**Policy** Any two of the following Officers may jointly sign cheques and authorise Electronic Funds Transfer (EFT) payments on behalf of Council:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services



## 2.11 Credit Cards

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	26 October 2016

**Objective** To provide guidelines for the use of the Shire of Chittering credit cards.

**Policy** 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
- to make use of internet based purchases

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

### **Definitions**

#### **"Credit Card"**

A plastic card having a unique identification for each card holder (including a magnetic stripe for storing certain information), who enables goods to be obtained on credit from merchants (i.e. businesses or traders) which accept the card.

#### **"Corporate Business Account"**

Each card is allocated an 'account' by the card company in which is recorded all transactions by the card holder. With the corporate/business card, each of these accounts is a subset of the Municipal Account.

**“Corporate Business Card”**

A card on which liability for charges attached to the corporation for which the card holder works rather than to the individual card holder.

**“Card Company (or card issuer)”**

The company (in this case ‘Bendigo Bank’) issuing the Corporate Business Card which pays the merchant and provides credit on the transactions.

**“Cardholder”**

The person in the organisation to whom the Corporate Business Card is issued. The card is embossed with the person’s name and bears his/her signature.

**“Merchant (or trader)”**

Any person, business or organisation accepting the corporate card in payment for goods or services.

**“Credit Limit”**

The limit, determined by the Chief Executive Officer, on the total value of transactions (payments/purchases) on each Corporate Business Card in each billing period.

**“Billing Period”**

The cycle with the card company for payment of charges on all the department cards, the arrangement with Bendigo Bank provides for immediate settlement from the statement date.

**“Authorised Officers”**

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

**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 below) 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

Situations in which the Corporate Business Card may be used:

- *Chief Executive Officer*
  - (i) Payment to suppliers for goods or services to the local government that require speedy payment.
  - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
  - (iii) The Chief Executive Officer is to have regard to the **Local Government Act 1995** and Council's policies adopted from time to time.
  
- *Executive Manager Corporate Services*
  - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
  - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
  - (iii) The Executive Manager Corporate Services is to have regard to the **Local Government Act 1995** and Council's policies adopted from time to time.
  
- *Executive Manager Development Services*
  - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
  - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
  - (iii) The Executive Manager Development Services is to have regard to the **Local Government Act 1995** and Council's policies adopted from time to time.
  
- *Executive Manager Technical Services*
  - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
  - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
  - (iii) The Executive Manager Technical Services is to have regard to the **Local Government Act 1995** and Council's policies adopted from time to time.



## SHIRE OF CHITTERING Register of Policies

- *Community Emergency Services Manager*
  - (i) Payment to suppliers of goods or services to the local government that require speedy payment.
  - (ii) Payment for hospitality being for meals and beverages, accommodation, sundry expenses associated with Council business.
  - (iii) The Community Emergency Services Manager is to have regard to the **Local Government Act 1995** and Council's policies adopted from time to time.

### Establishment Arrangements

Corporate Services will be responsible for arranging the issue of the Corporate Business Card on request of the Chief Executive Officer.

### Responsibilities

- *Corporate Services*

The following will be the responsibility of Corporate Services:

  - (i) Arrange the issue of the Corporate Business Card.
  - (ii) Act as liaison point for the Bendigo Bank.
  - (iii) Arrange for each Corporate Business Card Cardholder to be advised of their responsibilities and that guidelines are issued before issue of the card.
  - (iv) Ensure the original Cardholder Agreement is retained in a secure place and that a copy is provided to the Cardholder.
  - (v) Provide written notice of any changes made to a Cardholder's billing limits and transaction limits. The original of the notice will be kept with the original Cardholder Agreement and copies provided to the Cardholder.
  - (vi) Arbitrate (if necessary) on any disputes occurring with the Bendigo Bank statement.
  - (vii) Reconcile the Cardholder's sale dockets against the billing statement.

- *Responsibilities of Officers*

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

- (i) Ensure invoices are processed as a matter of urgency and ensure payment of the relevant account by the due date by forwarding dockets, invoices to Corporate Services.
- (ii) Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- (iii) Officers issued with Corporate Business Cards must ensure that the tax invoice includes:
  - a) When using the Corporate Business Card the Cardholder must 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). Similarly, where purchases of goods are not made over the counter (e.g. by telephone) Cardholders need to record purchase details on a substitute docket.
  - b) Allocate job numbers and appropriate costing details, relative to the expenditure and sign accordingly and return to the Accounts Payable Clerk for processing of account.
- (iv) Authorised Officers must return the Corporate Business Card to the Executive Manager Corporate Services immediately, if the officer:
  - a) resigns
  - b) is instructed to relinquish the card.

Whereas the Executive Manager Corporate Services, or in the case of that officer, the Chief Executive Officer will arrange for the destruction of the Corporate Business Card and closure of that account until a new person has been appointed.

- (i) If the Cardholder disagrees with any transaction on the billing statement the Cardholder must advise Corporate Services. The Executive Manager Corporate Services is to be informed on any disputes.
- (ii) Before the Cardholder receives the Corporate Business Card each is required to acknowledge in writing (Cardholder Agreement) that they will comply with the directions and usage of the Corporate Business Card.
- (iii) Cardholders will collect the Corporate Business Card from Accounting Services and will be required to sign when receiving the Corporate Business Card.

## SHIRE OF CHITTERING Register of Policies

If the Cardholder loses a sales docket a substitute sales docket should be completed with the notation that it is a duplicate and that the original was lost. Purchases without appropriate documentation will need to be fully explained by Officer by way of memo to the Executive Manager Corporate Services.

Before proceeding on any extended leave, Cardholders must ensure all sales dockets are forwarded to Accounting Services for processing.

The Corporate Business Card is issued to the authorised officer and **cannot** be used by another officer.

The Cardholder must **immediately** report loss or theft of the Corporate Business Card to the Bendigo Bank and the Executive Manager Corporate Services.

### **Purchasing of Goods in Person**

The Cardholder is to present the Corporate Business Card at the time of purchase and ensure that the following information is placed on the tax invoice:

- a brief description of the goods, e.g. nails, PVC fittings, not **various** or **goods**.
- name of supplier/merchant is legibly quoted on the docket.
- the exact value of the transaction.
- date of purchase of goods and/or service.
- the Cardholder signs the docket at the time of purchase.

### **GST**

The GST will be payable on all items purchased where applicable.

### **Authorised Users**

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
- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services
- Community Emergency Services Manager

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





## 2.12 Purchasing

<b>Policy Owner:</b>	Corporate Services
<b>Distribution:</b>	All employees
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 August 2009
<b>Amended:</b>	28 October 2015; 26 October 2016; 7 August 2018

<b>Objective</b>	<ul style="list-style-type: none"> <li>To provide compliance with the <i>Local Government Act 1995</i> and the <i>Local Government (Functions and General) Regulations 1996</i> as amended in September 2015.</li> <li>To deliver best practice approach and procedures to internal purchasing for the Shire of Chittering.</li> <li>To ensure consistency for all purchasing activities within the Shire of Chittering.</li> </ul>
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<b>Policy</b>	<p><b><u>Why do we need a Purchasing Policy?</u></b></p> <p>The local government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.</p>
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This policy:

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



## SHIRE OF CHITTERING Register of Policies

### **Ethics and Integrity**

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

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

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

### **Value for Money**

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

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

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



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

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

#### **Sustainable Procurement**

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

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

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

- have been determined as necessary.
- demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- demonstrate environmental best practice in water efficiency.
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- where products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.



- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
- for new buildings and refurbishments – where available use renewable energy and technologies.

**Supporting local industry**

The Shire of Chittering recognises that it has a role in the economic development of the local community and in assisting local industry in accessing opportunities to conduct business with the Shire.

In supporting or encouraging local industry, matters relating to:

- Value for money;
- Environmental performance;
- National Competition Policy; and
- Transparency of decision-making must be addressed.

In order to assist local industry to conduct business with the Shire, the following steps shall be undertaken:

- Procurement shall be undertaken in accordance with the Procurement Management Procedure and within the guidelines for “Purchasing Thresholds” of this policy.
- All tenders and requests for expressions of interest shall be advertised in the ***Northern Valleys News*** and/or ***The Advocate*** newspapers, placed on noticeboards in the Shire’s libraries and administration centre.
- All tenders and requests for expressions of interest will be available to access and, where applicable, download through the Shire’s website.
- A Request for Quotation process shall be investigated that will enable effective communication with the local business community of the Shire’s upcoming requests for quotation.

The major considerations in accepting any tender or quotation for provision of goods or service shall be:

- Capacity to deliver the goods or services according to the Shire’s specification and the contract conditions; and
- Value for money.

Any canvassing of the Shire’s Elected Members or staff shall disqualify businesses seeking to do business with the Shire.

**Purchasing Thresholds**

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

Amount of Purchase	Model Policy
Up to \$ 10,000	Direct purchase from suppliers.
\$10,001 - \$30,000	Obtain at least two verbal or written quotations.
\$30,001 - \$50,000	Obtain at least two written quotations.
\$50,001 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

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

**Purchasing value not greater than \$10,000**

Where the value of procurement of goods or services does not exceed \$10,000, purchase is subject to budget allocation. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

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

**Purchasing value between \$10,001 and \$30,000**

This category is for the procurement of goods or services where the value of such procurement ranges between \$10,001 and \$30,000.

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

**SHIRE OF CHITTERING  
Register of Policies**

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the local government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

*Purchasing value between \$30,001 - \$50,000*

For the procurement of goods or services where the value of such procurement ranges between \$30,001 and \$50,000, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

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

*Purchasing value between \$50,001 and \$149,999*

For the procurement of goods or services where the value of such procurement ranges between \$50,001 and \$149,999 it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

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

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

The general principles for verbal and written quotations shall be followed as noted in this Policy.

General principles for obtaining verbal quotations

- Ensure that the requirement / specification is clearly understood by the Shire of Chittering employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- The responsible officer shall demonstrate due diligence when seeking quotes and shall comply with the Shire's record keeping policies and audit requirements.

All documents relating to the quotation process must be saved in the Shire's Electronic Management System (i.e. SYNERGY).

General principles relating to written quotations

- The request for written quotation should include as a minimum: An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

SHIRE OF CHITTERING  
Register of Policies

### Ordering Thresholds

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity:

Position	Amount
Chief Executive Officer	Unlimited
Executive Manager Development Services	\$50,000
Executive Manager Technical Services	\$50,000
Executive Manager Corporate Services	\$50,000
Works Supervisor	\$ 5,000
Building Surveyor	\$ 5,000
Principal Environmental Health Officer	\$ 5,000
Community Emergency Services Manager	\$ 5,000
Economic Development Coordinator	\$ 2,500
Community Development Coordinator	\$ 2,500

### Regulatory Compliance

- *Tender Exemption*  
In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):
  - An emergency situation as defined by the **Local Government Act 1995**.
  - The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government.
  - The purchase is under auction which has been authorised by Council.
  - The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
  - Any of the other exclusions under Regulation 11 of the **Local Government (Functions and General) Regulations 1996** apply.

### Sole Source of Supply (Monopoly Suppliers)

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



**Note:**

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

**Anti-Avoidance**

The Shire of Chittering shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

**Tender Criteria**

The Shire of Chittering shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

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

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

**Advertising Tenders**

Tenders are to be advertised in a state-wide publication, e.g. *The West Australian* under the "Local Government Tenders" section, with preference on a Wednesday or Saturday.

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

The notice must include:

- a brief description of the goods or services required
- information as to where and how tenders may be submitted
- the date and time after which tenders cannot be submitted
- particulars identifying a person from who more detailed information as to tendering may be obtained



## SHIRE OF CHITTERING Register of Policies

- detailed information shall include:
  - such information as the local government decides should be disclosed to those interested in submitting a tender
  - detailed specifications of the goods or services required
  - the criteria for deciding which tender should be accepted
  - whether or not the local government has decided to submit a tender
  - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.
- Canvassing of Elected Members and Shire officers will disqualify your tender

### **Issuing Tender Documentation**

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

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

### **Tender Deadline**

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

### **Opening of Tenders**

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

Tenders are to be opened in the presence of the Chief Executive Officer's or one Executive Manager and preferably at least one other Council officer. The details of all tenders received and opened shall be recorded in the 'Tenders Register'.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as "commercial-in-confidence" to the local government. Members of the public are entitled to be present.



## SHIRE OF CHITTERING Register of Policies

The tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two local government officer's present at the opening of tenders.

### **No Tenders Received**

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

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

### **Tender Evaluation**

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

### **Tender Acceptance**

That the Chief Executive Officer be authorised to accept tenders/purchases up to \$99,999.99; and that all tenders/purchases above \$100,000 are to be referred to Council (including all WALGA preferred suppliers).

### **Addendum to Tender**

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

### **Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Chittering and tenderer have entered into a contract, a minor variation may be made by the Shire.



## SHIRE OF CHITTERING Register of Policies

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

### **Notification of Outcome**

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

- The name of the successful tenderer
- The total value of consideration of the winning offer

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

### **Records Management**

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

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

For a direct purchasing process this includes:

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

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Chittering's internal records management policy.

### **Purchasing from WA Disability Enterprises**

Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven Disability Enterprises registered in Western Australia.



SHIRE OF CHITTERING  
Register of Policies

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A complete list of approved organisations is available from the following website: [www.wade.org.au](http://www.wade.org.au).



### 2.13 Rating Policy relating to Change in Predominant Use of Rural Land

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	20 November 2013
<b>Amended:</b>	

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**Objective** To provide guidelines for the process to be followed where there is a change in the predominant use of rural land or a change in use resulting from the subdivision of rural land

**Policy** Where there is anecdotal evidence that there has been a change in the predominant use of land, the Shire shall observe the following:

1. The Shire shall ensure that any rural (UV) property is assessed to determine whether the use of the property is 'predominantly rural'.
2. Subject to (1) above, the Shire is to utilise the spot valuation method where there is a number of individual lots within a valuation area that are used for purposes that are not consistent with the predominant use of land within that valuation area.
3. Properties that are considered to be predominantly used for non-rural purposes be referred to the Minister for Local Government with sufficient information to allow a determination to be made on the method of valuation to be applied.
4. Where rural land is subdivided into small lifestyle lots, the Shire is to apply to the Minister for Local Government immediately upon receipt of the WAPC approved subdivision plan for the affected land, for a change in valuation methodology from UV to GRV.
5. Subject to Ministerial approval in (3) and (4) above, the Shire is to apply the GRV methodology to rural land used predominantly for non-rural purposes.
6. Each affected landowner shall be advised of their appeal rights.



## 2.14 Regional Price Preference

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	20 August 2014
<b>Amended:</b>	

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**Objective** To maximise the use of competitive local business in the procurement of goods and services, supporting local business and industry and to encourage employment of local people thereby generating economic growth within the Shire.

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

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

The region this policy relates to is the entire Shire of Chittering area.

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

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

The levels of preference outlined above will only apply to business that have been located in the Shire of Chittering for at least 6 months prior to the closing date of the tender.

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



A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.

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





## 2.15 Improvements to Council Properties by External Groups

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	15 October 2014
<b>Amended:</b>	

**Objective** To ensure that Council accounts for and is aware of all additions of or improvements to buildings on Council owned land.

This will ensure the cost of these improvements is accounted for correctly in Council's financial statements.

**Policy** All improvements to Council owned buildings with a value greater than \$5,000 are to be advised to Council in writing from the groups wishing to undertake such improvements. Copies of invoices for works carried out are to be supplied to Council on completion of the improvements.

All improvements to Council owned buildings with a value greater than \$5,000 and will attract external grant funding are to be managed by Council staff in accordance with the relevant Community Group(s).

Grant applications will be lodged in the name of the Shire of Chittering on behalf of the relevant Community Group(s). Input for the grant application will be sought from the Community Group(s).



# 3. Staff Policies

### 3.1 Code of Conduct – Staff, Volunteers and Contractors

<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All Elected Members and Staff
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	16 December 2009
<b>Amended:</b>	25 June 2014

**Objective**

The code of conduct clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Chittering in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other HR Policies and Procedures.

The Code of Conduct complements the Shire of Chittering Corporate Values, relevant policies and procedures and where practices are not clearly outlined, inferences can be made to enable most situations to be dealt with in the most appropriate way.

Breaching the Code of Conduct is a serious matter and may result in disciplinary action including termination of employment and/or restitution.

Specific procedures exist for the investigation of unfair treatment, harassment and discrimination and for raising safety issues. These should be used where applicable.

Managers must make fair, transparent and consistent decisions in relation to any suspected breach of the Code of Conduct. In determining the action to be taken, the nature and seriousness of the breach will be considered.

#### Scope and responsibilities

This policy applies to any person involved in the Shire of Chittering, including all employees, potential employees, volunteers, contractors and visitors. Each are responsible for ensuring that their behaviour reflects the standards of conduct in the code and builds on a positive workplace culture and must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.



Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand the code and associated policies and procedures. This includes the following:

- Ensuring all staff have access to copies of the Code of Conduct and other relevant documents and policies;
- Ensuring volunteers and contractors have access to copies of the Code of Conduct and other relevant documents and policies;
- Ensure that the requirements of the Code of Conduct are reflected in the day-to-day management of employees and volunteers;
- Ensure staff and volunteers maintain high standards of conduct in the workplace;
- Support staff and volunteers who disclose information regarding maladministration or corrupt conduct;
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future;
- Appropriately record all reports of actual or potential conflict or breaches of the Code of Conduct.

**Relevant procedures**

Procedures

Workplace Behaviour  
Managing Issues and Grievances

**Policy**

The Code of Conduct requires that during the course of employment all employees and volunteers will adhere to the following:

**Section 1: Conflict and Disclosure of Interest**

- Where conflicts of interest do arise, ensure they are managed in the public interest (as per **Local Government (Administration) Regulations 1996**):
  - a) If the employee who has an interest in any matter to be discussed at a council or committee meeting attended by the employee they must disclose the nature of the interest-In a written notice given to the CEO before the meeting; or
  - b) At the meeting immediately before the matter is discussed.
- If the employee has given, or will give, advice in the respect of any matter to be discussed at a council or committee meeting that the employee is not attending they must disclose the nature of any interest the person has in the matter:
  - a) In a written notice given to the CEO before the meeting; or

b) At the time the advice is given.

- Staff will not engage in private work or for any person or body with an interest in a proposed or current contract of the Shire.
- Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relative or close friends and will disqualify themselves from dealing with those persons.

### **Section 2: Confidential Information**

Staff and Volunteers will:

- Not disclose official information or documents acquired through their work, other than as required by law or where proper authorisation is given.
- Respect the confidentiality and privacy of all information as it pertains to individuals.

### **Section 3: Improper or Undue Influence**

Staff and Volunteers will not misuse official information for personal or commercial gain for self or another person.

### **Section 4: Gifts and Bribery**

Staff and Volunteers will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token or kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.

If any token gift, reward or benefit is offered (token is defined as a value between \$50 to a maximum of \$300) disclosure **will** be made in a prompt and full manner and in writing in the Token Gifts Register, including the names of the persons who gave the token gift, the date of receipt and its estimated value. Gifts exceeding \$300 are not to be accepted, including any two gifts from the same person within six months where the value exceeds \$200.

### **Section 5: Conduct**

Staff and Volunteers will:

- Adhere to the Shires' Corporate Values of Support, Honesty, Accountability, Respect and Effective Communication;
- Behave with honesty, integrity and with a high level of professionalism at all times;
- Act with care and diligence in all aspects of their employment;
- Act with integrity in the performance of official duties and are to be scrupulous in the use of official information, equipment and facilities;
- Exercise proper courtesy, consideration and sensitivity in their dealings with employees and members of the public and have proper regard for their interests, rights, safety and welfare;
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Council, employees and volunteers, members of the media and members of the public generally;
- Respect the confidentiality and privacy of all information as it pertains to individuals;
- Give effect to and uphold the lawful policies and decisions of the Council, whether or not they agree with or approve of them;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness; have proper regard for their interests rights, safety and welfare; and make no allegations or statements which are improper or derogatory (unless true and in the public interest) which may cause any reasonable person unwarranted offence or embarrassment;
- Refrain from publically criticising Councillors and / or staff in a way that casts aspersions on their professional competence and credibility;
- Not harass, bully or discriminate against colleagues, members of the public and employees;
- Ensure personal or financial interests do not conflict with their ability to perform their official duties in an impartial manner;
- Act according to the legislative requirements, policies, procedures and guidelines applicable to the Shire;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- Contribute to a harmonious, safe and productive work environment through their work habits, and professional workplace relationships;
- Serve the government of the day by fulfilling their Shire's purpose and statutory requirements;



## SHIRE OF CHITTERING Register of Policies

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- Be accountable for decisions made within the course of their duties;
- Not engage in fraud or corruption;
- Report any fraudulent or corrupt behaviour as it becomes known;
- Ensure that their work is carried out effectively, efficiently and economically and that their standard of work reflects favourably both on them and the local government;
- Use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- Adhere to dress standards and uniform policies at all times. (Management reserves the right to raise the issue of dress standards with individual staff.);
- Not use office time or resources for party political work or for personal gain, financial or otherwise;
- Keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner;
- Comply with the Shire's record keeping requirements;
- Where permissible share information to fulfil their role; and
- Contractors are required to adhere to and to ensure their employees adhere to the above requirements.



### 3.2 Bereavement Recognition

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	26 October 2016

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

**Policy** The Shire of Chittering 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.

The policy is 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 with a death notice in *The West Australian* newspaper and a bouquet of flowers for the deceased person's family (or a donation to a charity if requested by the family).

This bereavement policy will recognise (but is not limited to) the following groups of people:

- Freemen
- Early settlers, pioneers
- Politicians
- Elected Members (both past and present)
- Shire of Chittering staff (present)

**Entitlement to recognition**

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

- Current and former Elected Members of the Shire of Chittering
- Immediate family members of current Elected Members of the Shire of Chittering
- Former members of the Chittering Road Board and Shire of Chittering



## SHIRE OF CHITTERING Register of Policies

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

### **Form of recognition**

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:

- (1) 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
- (2) Sending a sympathy (condolence) card or a personal note to the immediate family (if known) on behalf of Council and staff
- (3) A floral tribute where this form of sympathy is considered acceptable by the family
- (4) When considered appropriate by the Shire President and the Chief Executive Officer, inviting Elected Members or senior staff to represent the Shire at the funeral service, dependent upon the type of service being sought.
- (5) Flying the flag at half mast for a suitable period of time.

### **Note:**

**Where Elected Members or senior staff member has a personal connection to the deceased, it is the individual's prerogative to attend the funeral on their own behalf.**

In recognising an immediate family member of a person closely associated with the Shire and its history will be:

- (1) A sympathy card or personal note of condolence on behalf of the district
- (2) Inviting an Elected Member or senior staff representative(s) to attend the funeral on behalf of the Shire, where the Shire President or Chief Executive Officer considers it appropriate.

**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.



### 3.3 Defence Forces Active Reservists

<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All employees
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	

**Objective** Recognition of the importance placed on reservist training by allowing staff to attend courses.

**Policy** Unpaid Leave (except as provided below) not exceeding two weeks in any one year will be granted to employees who are members of the Defence Force Active Reserve for the purpose of undertaking training in camp or other continuous duty. This leave will be in addition to annual holiday leave.

If the pay received by the employee from the Defence Force is less than the employee would normally receive, then the Shire of Chittering will make up the balance.

Any time spent by an employee in Defence Force Reserve training will count towards the accrual of annual leave.



### 3.4 Council Contribution to Staff Functions

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	25 June 2014

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**Objective** To provide guidelines for Council contribution to staff functions.

- Policy**
- Council's staff Christmas party**
- Council will hold one annual Christmas function in recognition of the Christmas festive period involving Elected Members, staff, spouses and invited guests
  - The function will be held annually December prior to the end of calendar year
  - The function will consist of a meal, with refreshments to include soft drinks and alcohol
- Staff attaining ten years of service**
- Presentation of a certificate
  - Gift voucher or equivalent to the value of \$200
- Staff attaining twenty years of service**
- Council will acknowledge the contribution of employees who have completed twenty years of service with Council by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through social local media.
  - Gift voucher or equivalent to a value to be determined by Council



### 3.5 Staff uniforms

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

<b>Objective</b>	To: <ul style="list-style-type: none"> <li>• present a recognisable, tidy and professional image of staff to the community</li> <li>• ensure that staff are appropriately dressed for their duties</li> <li>• ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions</li> </ul>
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<b>Policy</b>	<p>The Shire shall adopt a corporate uniform for staff employed in the following areas:</p> <ul style="list-style-type: none"> <li>• Customer service/front line staff</li> <li>• Outside workforce</li> <li>• Ranger Services Operational staff</li> <li>• Library staff</li> <li>• Any other groups of staff as the Chief Executive Officer may from time to time see fit.</li> </ul>
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It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise.

Council shall supply employees with a uniform in accordance with guidelines set out below.

The Chief Executive Officer has been granted authority to determine what is a suitable uniform, after consultation with staff, including colour and style of the uniform.

All new permanent employees shall be entitled to a employee “start up pack” available upon commencement of employment, consisting of 2 polo shirts for internal staff and 2 his-vis shirts for outdoor staff and personal protective equipment as required, thereafter the below allocations should be granted.

Full time administrative/inside employees will be granted an annual provision of \$400.00 per financial year.

Works/outdoor staff will be provided with a minimum of 1 new uniform per year and other uniforms and personal protective equipment on a replacement basis (ie one shirt is returned, a new shirt issued etc).

Part time employees will be eligible for uniforms *pro rata* as per the above conditions.

Casual employees shall not be eligible for uniforms under this policy, with the exception of outdoor staff who will be entitled to a start up pack, consisting of clothing and personal protective equipment which may be issued on a replacement basis.

NB: 1. All new employees will have to await the completion of the probation period prior to further allocations being issued, and all employees commencing after March will have to wait for the next financial year to commence prior to being able to access the allocation.

2. Start up packs will form a part of the annual uniform allocation of up to \$400 *pro rata*.

3. Works/Outdoor employees may exceed the \$400 *pro rata* in the first instance as a full PPE kit will be provided.

#### **Conditions of Supply**

**Inside/Administrative** employees Start up pack on commencement of employment as per above and to include;

- 2 x Polo Shirts
- Safety Boots and other Personal Protective equipment if deemed as required.

Upon completion of probation the employee is to be issued with a catalogue of uniform options and an order form for purchase of corporate uniforms.

**Works/Outdoor** employees Start up pack on commencement of employment as per above and to include;

- Pair of boots
- Hi-visibility Shirt x 2
- PPE including glasses, hat and water bottle.

Upon completion of probation the employee is to be issued;

- Long sleeve shirts x 1
- Trousers/ jeans x 3
- Jacket x 1



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**High visibility clothing**

Because of the requirement for Council workers to be easily seen by vehicle users, workers must wear high visibility clothing of some description while within the road reserve or near vehicle access ways.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

Since the above clothing policy has the implication of making workers less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimize heat insulation and maximize airflow around the wearer's body.



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### 3.6 Senior Employees

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

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**Objective** The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

**Policy** For the purposes of Section 5.37 of the *Local Government Act 1995*, the Council shall designate the following employees to be “senior employees”:

- Executive Manager Development Services
- Executive Manager Technical Services
- Executive Manager Corporate Services





### 3.7 Staff Housing

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	All Executive Managers Human Resources Coordinator
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	26 October 2016

**Objective** To provide clarity on the conditions for use of Shire owned housing by Shire employees.

**Policy** **Permanent fixtures**  
Permanent fixtures shall include the following:

- hot water system
- authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted systems or wall mounted units installed and owned by the Shire)
- floor coverings
- window treatments
- light fittings (except globes)
- TV aerial
- stove
- internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of the Shire.

**Improvements to housing by tenants**

Any improvements carried out to the Shire's accommodation shall only be permitted with prior approval of the Chief Executive Officer.

**Tenancy Agreement**

- i) That the Shire of Chittering enters into formal tenancy agreements with Shire employees occupying Shire owned residences for the period of their employment or a lesser period as determined by the Chief Executive Officer prior to occupancy.
- ii) The form of agreement being the standard agreement prepared by the Real Estate Institute of WA.
- iii) Under this agreement tenants will be required to pay a bond to the equivalent amount of four weeks rent.

**SHIRE OF CHITTERING  
Register of Policies**

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- iv) Pet Bond and Rent are set out in the Shire of Chittering's Fees and Charges Schedule
  - v) The Chief Executive Officer may reduce the set rate during employment negotiations for employees requiring housing as part of the employee's employment package.
  - vi) The Chief Executive Officer may approve the lease to persons other than employees. This lease to allow for 61 days' notice of termination of the lease. The bond requirements and rental charge will be as set out in **Tenancy Agreement, Sections (ii), (iii), (iv) and (v)**.
  - vii) Houses will be inspected for maintenance needs at a minimum of once per year.
  - viii) Provided tenants keep their lawns and gardens in good order, Council will be responsible for all water charges for the first 200KL of water per financial year.

**Garden shed**

Each house that **the Shire** manages shall have a garden shed not smaller than 4m x 3m provided for the tenants.



### 3.8 Equal Employment Opportunity

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

**Objective** To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

- Policy**
- (a) The Shire will recognise its legal obligations under the **Equal Opportunities Act 1984** and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
  - (b) 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.
  - (c) All promotional policies and opportunities 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 promotion.
  - (d) 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.
  - (e) The Shire shall not tolerate harassment within its work place. 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.
  - (f) 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.
  - (g) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Chittering.

**SHIRE OF CHITTERING  
Register of Policies**

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**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.



### 3.9 Occupational Safety and Health (OSH)

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

**Objective** The Shire of Chittering Council and Executive Management is committed to achieving zero harm within the Shire's working environment to all persons employed or engaged by the Shire in any capacity.

**Policy** The Shire of Chittering is committed to providing a safe working environment for all employees and others affected by its activities.

The Shire of Chittering will endeavour to improve safety and health in the workplace 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:

- provide safe equipment, safe work practices and safe systems of work
- ensure that employees understand their responsibilities for safe working conditions and are provided with appropriate instruction, training, information and equipment
- involve employees in safety and health matters and consult with them in ways to reduce work place hazards and prevent injuries
- protect the public, the environment, equipment and materials from injury, accidental loss or damage
- conform with statutory requirements as a minimum standard
- take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

### **Responsibilities**

Safety and health 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 Occupational Safety and Health.
- *Senior managers and supervisors*  
Senior managers and supervisors are responsible for implementing the Occupational Safety and Health Policy and also planning, developing, implementing and monitoring of Occupational Safety and Health Procedures.
- *Employees*  
Employees are required to follow all safe working practices and use personal protective equipment as required. To ensure their own safety at work, safety of others and to report all accidents and hazardous situations that arises in the course of their work.

### **Occupational Safety and Health Working Group**

The working group's responsibility is to facilitate consultation and co-operation between the employer and employee on safety in the workplace. The management's responsibility has duties in line with the group recommendations (refer to "Aims and Objectives of Working Group").

As an integral part of its management philosophy, this policy commits the Shire of Chittering to an Occupational Safety and Health Programme for all its employees and others affected by its activities.

### **Hierarchy of responsibility**

The occupational safety and health hierarchy of responsibility demonstrates the responsibilities of the different officers in relation to safety issues at the Shire.

Occupational Safety and Health Working Group – Constitution

- *Title of working group*  
The working group will be known as the:  
**“Shire of Chittering Occupational Safety and Health Working Group”**
  
- *Aims and Objectives of Working Group*  
The aims and objectives of this working group are:
  - to facilitate consultation and co-operation between the management/employer and employees in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace
  - to keep itself informed of standards relating to safety and health generally recommended to prevail in workplaces of a comparable nature and to review and make recommendations to the employer on rules and procedures at the workplaces relating to the safety and health of employees
  - to recommend to management and employees the development, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of employees
  - to keep in a readily accessible place and format such information regarding hazards to persons that may arise at the workplace
  - to consider and make such recommendations to management, as the working group sees fit, in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace
  - to consider such matters as are referred to the working group by safety and health representatives and employees
  - to perform such other functions as may be prescribed in the regulations or given to the committee, with its consent by the Chief Executive Officer at the workplace.
  
- *Scope of Working Group*
  - Review of general measures taken to ensure safety and health of employees at the workplace, including work of other committees/working groups.
  - Investigations of unresolved matters brought to the **Shire’s** attention which a **working group** member or employee considers to be unsafe, a risk to health or of other concern. If unable to resolve a matter, the **working group** will refer it to the Chief Executive Officer.

## SHIRE OF CHITTERING Register of Policies

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- Assistance in developing a recording system for accidents and hazardous situations.
  - Assistance in formulation of the organisation's overall Occupational Safety and Health Policy and Procedures.
  - Recommendations for the monitoring of measures taken to ensure proper use, maintenance and, if necessary, replacement of equipment designed to protect employees from hazardous situations.
  - Recommendations to the Council regarding safety and health matters.
- *Matters outside of working group's scope*  
The following issues do not fall within the scope of the working group's functions:
    - handling of industrial disputes
    - welfare issues not relating to safety or health
    - negotiations over money
    - employee grievances which do not affect safety and health.
- *Membership of working group*  
The working group shall consist of:
    - Chief Executive Officer
    - one elected safety representative from each workplace area:
      - Depot
      - Internal Staff
    - safety co-ordinator
- *Action Plan*  
The Occupational Safety and Health Working Group is to establish and maintain an action plan to keep track of safety issues that require completion and a time line for completion.





### 3.10 Protection from the sun for Outdoor Work

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

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**Objective** To provide guidelines for Shire staff to avoid harmful exposure to the elements.

**Policy** The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and, long trousers.

The basic dress code will apply all year round - exemptions may apply based upon written medical advice.

Council will supply hats, long sleeve shirts and trousers and sunscreen appropriate for the nature of work. Council will not provide shorts. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 30+ or better.

An “outdoor employee” for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one hour per day on a cumulative basis.

**Use of sunscreen cream**

All outdoor workers will be supplied with sunscreen cream, which should be applied to their uncovered skin in accordance with the manufacturer directions. Information, instructions and supervision will be provided in the use of sunscreens (note Section 19(1)(b) of the ***Occupational Safety & Health Act 1984***). In particular, this refers to their faces, ears, necks, backs of the hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the minimum SPF 30+ broad spectrum type.

Exemptions may apply based on written medical advice.

### **Other people who work outdoors**

Those people who work in direct sunlight for more than 30 minutes (but less than one hour) per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which Council will supply. Such workers may be environmental health and building officers.

### **Supply and use of sun glasses**

All staff working outdoors shall, when practicable wear general purpose sun protection glasses, which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

### **Administrative and other controls**

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are:

- (a) ambient and radiant temperature
- (b) extent of air movement (wind)
- (c) pace and physical demand of work
- (d) adequacy of water replacement required by sweating
- (e) humidity
- (f) person's clothing

#### **Note:**

**Actual temperatures experienced by workers will differ considerably dependent on their workplace. Working in a well-treed park will be vastly different to working on an open bitumen road.**

Thus some steps which should be taken include:

1. All relevant staff should have ample supplies of fresh cool water. Where main water is unavailable a 5 litre water bottle will be provided to each person.
2. Exploiting the use of natural shade.
3. The erection of temporary shade where practicable.
4. Rescheduling of particularly heavy work outdoors between the period 10:00am to 2:00pm where practicable.
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particular hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.



## SHIRE OF CHITTERING Register of Policies

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Staff should report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff members are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

### **Consultation**

Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued in accordance with good management practices. (Note also, Section 35(1)(c) of the ***Occupational Safety & Health Act 1984***)

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.



### 3.11 Contractors

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	25 June 2014

**Objective** To ensure that Council employs suitably qualified and prepared contractors in conjunction with insurance and liability schemes through LGIS.

**Policy** **Introduction**  
The implementation of the Contractor Guidelines is the result of a joint effort agreement between the Municipal Workcare Scheme, Municipal Liability Scheme, Municipal Insurance Broking Services and the advice of their solicitors. The aim of these guidelines is to eliminate, in one package, the risk of liability when the Shire engages the services of contractors.

**Advice on the relationship between local governments and contractors/sub-contractors**

The relationship with a contractor may be close and similar to an employee/employer relationship. The need for control in managing the contract process and the manner in which the work is performed is necessary to avoid work practices, which are unsafe and/or contrary to Council policy, plans and procedures.

The Shire should always consider the safety, environmental and occupational health standards of a contractor and determine whether these standards are in line with those that the Shire observes. This will ensure that Shire employees, as well as contractors, are provided with a safe workplace.

The Shire of Chittering believes that the consequence of introducing Contractor Guidelines will be efficient and safe work practices throughout all Shire operations. Working through the following checklist and procedures will allow the Shire to have some knowledge of its obligations when engaging the services of contractors and the obligations that contractors have.

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**Contractor procedures**

- i) The tender or contractual documentation should contain appropriate indemnity insurance clauses. An example of appropriate wording is set out under the heading "Contractors Risk and Insurance". Prior to a contractor commencing any work for the Shire, the Shire should have a system for ensuring that all tender and/or contractual documentation is properly documented and signed by the contractor.
- ii) When tendering a specific job, sufficient information regarding Council safety policy and requirements, environmental considerations and relevant regulations should be given to the contractor to ensure and establish that there is a full understanding of Shire requirements.
- iii) The Shire should review all contractors safety records and where applicable, environmental records. Attention should also be paid to:
  - quality and experience of contractors personnel
  - quality, condition and suitability of the contractors plant, equipment (including PPE) and tools
  - contractors safety and environmental record and performance on previous jobs
  - contractors knowledge of environmental matters, safe work practices and statutory requirements, including 'Certificates of Currency'
- iv) Contractors must provide Certificate of Currency for Public Liability, Professional Indemnity, Motor Vehicle and Workers Compensation and copies of other relevant licence(s) and must ensure that subcontractors also supply Certificate of Currency as required and where applicable.
- v) Contractors shall observe and comply with all relevant legislation, including the **Workers Compensation and Rehabilitation Act 1981**, **Occupational Safety and Health Act 1984**, **Occupational Safety and Health Regulations** and the **Record Keeping Act**. Contractors must also comply with improvement and prohibition notices, Codes of Practice, Guidance Notices, Australian Standards and Council requirements and policy.
- vi) The Shire is to develop a system whereby all long-term contractors are checked to ensure the required cover is renewed.

**Contractors risk and insurance**

Tender and contractual documentation to contain the clauses that are set out below:

- i) The contractor shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from directly or indirectly, any act or omission of the contractors or any default or negligence by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the Shire.
- ii) The contractor shall indemnify and keep indemnified the Shire from and against any loss or damage and against all claims, demands proceedings, costs, charges, expenses whatsoever arising out of any act or omission of the contractor or any default by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the Shire.
- iii) The contractor shall, at the contractors own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurances, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the Shire and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them:
  - public liability insurance for an amount of not less than \$10 million for one accident or occurrence in the name of the Council and the contractor
  - third party property damage insurance of not less than \$5 million in respect of any motor vehicle, plant or equipment used in the performance of the contracted services
  - if the contractor or any sub-contractor employs any person or persons to perform the services of any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to the Shire before commencement of services
  - if the contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, awareness and compliance of Shire occupational safety and health guidelines and policy must be provided and acknowledged
  - any other insurance, which is required by the laws of the Commonwealth of Australian and state of Western Australia and, as amended by these guidelines following its review.



## SHIRE OF CHITTERING Register of Policies

- iv) The implementation of maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the contractor under these guidelines.
- v) The contractor shall provide the Shire, prior to commencement date, certificates of currency for all insurances that provide evidence of validity and currency of the insurance policies.
- vi) Contractors should supply evidence of any specialist qualification, permits or licenses required to undertake specialist tasks.
- vii) Contractor employees must report any accident, near miss or hazardous situation to the Shire supervisor assigned to the contract.
- viii) The contractor and its employees are to ensure that the work site is left free from hazards and presents no risk of injury to any person who comes into contact with the site. This includes making sure that all refuse and materials are removed from the site on completion of the work.

### **Termination**

- i) The Shire may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor fails to work with due diligence or expedition or make default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the contractor or refuses or neglects to carry out any instruction which the Shire is empowered to give or make under these guidelines.
- ii) The Shire may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor enters bankruptcy or enters into liquidation, a deed of assignment, deed or arrangement or similar style proves with creditors or commences to carry on business under a receiver for the benefit of its creditors or any other party.

### **Occupational Safety and Health Policy**

The Shire of Chittering is committed to providing and maintaining a safe working environment. The aim of this policy is to ensure the safety and welfare, so far, as is practicable, of employees and contractors whose services are engaged by the Shire of Chittering.

The Chief Executive Officer is responsible for the management of occupational safety and health. The Shire of Chittering identifies the requirements and responsibilities under the ***Occupational Safety and Health Act 1984***, the ***Occupational Safety and Health***



**Regulations 1996** approved Codes of Practice, Guidance Notes and relevant Australian Standards.

To ensure that the Shire of Chittering is a safe place in which to work, the following areas of responsibility must be accepted:

- all staff, contractors and volunteer workers must take reasonable care to ensure their own safety and health at work and that of other persons in the workplace
- all staff, contractors and volunteer workers must observe safe work practices and use personal protective equipment. All staff and volunteer workers are to be provided with personal protective equipment as required. Contractors are to provide at their own expense, personal protective equipment that meets the conditions of the Shire of Chittering
- it is the duty of all staff, contractors and volunteer workers to report any incidents, accidents and hazardous situations arising or having been observed in the course of one's work
- it is the duty of all staff, contractors and volunteer workers to maintain a copy of the Occupational Safety and Health Policy and Safety Rules. Contractors must also maintain a copy of the Contractor Checklist and any Job Safety Analysis, Site Safety Analysis and Traffic Management Plan where necessary.

The Shire seeks the co-operation of all people associated with working for the Council in upholding a high standard of personal safety and accident prevention procedures.

This policy will be reviewed annually to ensure relevance, comprehensiveness and purpose.

#### **Safety rules**

The safety and health of all people working for the Shire of Chittering is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person:

- i) Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor
- ii) Report any injury or incident immediately
- iii) Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks
- iv) Shire vehicles, machinery, equipment and facilities are to be used only by authorised personnel
- v) Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor



**SHIRE OF CHITTERING  
Register of Policies**

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- vi) In the event of fire or other emergency, follow the instructions of the Shire's emergency procedures
  - vii) Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any worksite or work location unless officially authorised by the Chief Executive Officer. Failure to observe this requirement may result in dismissal or suspension without pay.
  - viii) Speed limits on public roads and at work locations must be observed at all times
  - ix) Machinery, equipment, materials and tools must be secured whilst in transit
  - x) Any unsafe working conditions must be reported to your supervisor
  - xi) All roadworks must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works
  - xii) Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.



### 3.12 Voluntary service

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Distribution:</b>	All Staff
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

**Objective** To ensure that the Shire's employees who are emergency service volunteers (St John Ambulance, Fire Brigade Officer, State Emergency Service) whilst attending those emergencies.

**Policy** **Paid leave entitlements**  
All staff who are bona fide members of volunteer emergency service groups, (i.e. Fire Brigade, State Emergency Service and St John Ambulance), who are required for emergency service by those groups during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purposes of this policy, ordinary working hours shall be the time ordinarily worked.

Payments shall be made through normal pay channels following a claim by the employee involved and may be subject to authentication of claim by the officer controlling the relevant body or service.

#### **Conditions of volunteering**

1. Shire employees either volunteering, or as members of volunteer organisations, are required to obtain permission from their Supervisor, Executive Manager, or the Chief Executive Officer, to attend an emergency during normal working hours.
2. Any Shire employee attending an emergency before or after their normal working hours will be considered to be a volunteer. Shire employees will be paid only for their normal hours of duty.

**SHIRE OF CHITTERING  
Register of Policies**

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3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment, the Shire employees operating this equipment will be paid the appropriate award rate for the length of time required. This arrangement is limited to 10 hours continuous time, after which time the operator should be relieved from duty. Should the operation continue, then she/he will be a volunteer.



### 3.13 Gratuities and Redundancy Payments

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

**Objective** This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Chittering is finishing.

**Policy** **Gratuities**  
A gratuity may be paid to an employee at the sole discretion of the Council upon the employee's retirement or the employees beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:

- (a) Ten years to a maximum of fifteen years continuous service
  - An amount no greater than equivalent to 30% of the weekly salary per year of total continuous service.
- (b) Fifteen years to a maximum of twenty years continuous service
  - An amount no great than equivalent to 50% of the weekly salary per year of total continuous service.
- (c) Above twenty years service
  - An amount no greater than equivalent to 70% of the weekly salary per year of total continuous service, up to a maximum of \$5,000.

In making this payment, Council must ensure that this service is continuous but shall exclude breaks in service due to annual leave, sick leave, parental leave, long service leave, or any other break which in the opinion of Council ought not to affect any determination made in accordance with this policy.



## SHIRE OF CHITTERING Register of Policies

### Redundancies

In respect to redundancies resulting from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

- a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if **Schedule 2.1, Clause 11(4)** of the **Local Government Act 1995** applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of two years' salary at the time of completion of negotiations.

### General

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

- a) Any Federal or State Award or industrial agreement application to the employee
- b) Any applicable provisions with the employee contract or employment
- c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
- d) Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Chittering is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the **Local Government Act Section 5.50(2)**.



### 3.14 Appointment of an Acting Chief Executive Officer

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

**Objective** To provide guidelines for the appointment of an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

**Definitions**

**“annual leave”**  
means annual leave in excess of 5 working day;

**“long service leave”**  
means long service leave in excess of 5 working days

**“extended sick leave”**  
means sick leave in excess of 5 working days

**“Council”**  
means the Shire of Chittering

**“local government”**  
means the Shire of Chittering

**“senior employee”**  
means an employee or a person belonging to a class of employee designated as a ‘senior employee’ by the local government within the terms of the **Local Government Act 1995 Section 5.37**.

**Background** Section 5.36 of the **Local Government Act 1995** (the Act) requires that a local government is to employ a person to be the Chief Executive Officer of the local government.

There are special constraints under s5.36(2) of the Act which apply to the employment of a person as Chief Executive Officer, and it is considered those provisions apply also to the appointment of a person as Acting Chief Executive Officer where the appointment is made directly by resolution of the Council, and where the person is not an existing employee of the local government who will perform the role of Acting Chief Executive Officer while employed under the employee’s existing Contract of Employment. This policy does not purport to deal with the employment of a person who is not an existing employee of the local government directly by resolution of the Council.



The intent of this Policy is to deal with the appointment of an existing senior employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing Chief Executive Officer on extended sick leave, annual leave or long service leave.

If an existing employee of the local government is required to perform the role of Acting Chief Executive Officer that can be achieved by:

1. resolution of the Council on each occasion; or
2. the Chief Executive Officer under delegated authority from the Council; or
3. the Chief Executive Officer by virtue of his/her authority under s5.41 and s5.44 of the Act, but an employee exercising the authorities so delegated to him/her would not be able to exercise the Chief Executive Officer's power of delegation.

It is intended that this Policy will operate in the area covered by Point 2 above, where the council delegates authority to the Chief Executive Officer to appoint an existing senior employee as Acting Chief Executive Officer, in which case the senior employee so appointed as the Acting Chief Executive Office would be able to exercise the Chief Executive Officer's power of delegation.

**Policy**

1. It is intended that the Executive Managers of Development Services, Corporate Services and Technical Services will carry out the role of Acting Chief Executive Officer during period of absence of the Chief Executive Officer due to annual, long service or extended sick leave, and that they will do so on a rotational basis.
2. It is intended that a senior employee will only be appointed as Acting Chief Executive Officer under the terms of this Policy if:
  - i) the employee has performed the duties of his/her substantive position for a period of 12 months;
  - ii) in the opinion of the Chief Executive Officer the employee has satisfactorily performed his/her duties over the previous 12 months;
  - iii) in the opinion of the Chief Executive Officer and the employee, the employee has the capacity to perform the duties of Acting Chief Executive Officer along with his/her current duties satisfactorily; and
  - iv) this Policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.
3. It is the intent of this Policy that the Council will resolve to delegate to the Chief Executive Officer the power to appoint senior employees as Acting Chief Executive Officer in the circumstances contemplated by this policy.



4. The Chief Executive Officer is to ensure that future contracts for senior employees reflect the terms and the intentions of this Policy.






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### 3.15 Christmas / New Year Closure of Council Facilities

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

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**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.



### 3.16 Retirement/Resignation of Employees – Council gift/functions

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	25 June 2014; 17 June 2015

**Objective** This policy is to provide the necessary guidelines for gifts and/or function for the retirement or the resignation of a Shire employee.

**Policy** Upon resignation/retirement of an employee who has provided satisfactory service to the Shire for two years or more, the Council authorises the Chief Executive Officer to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of service	Value of gift
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$200
10 – 15 years	\$300
15 – 20 years	\$400

The objectives are:

- to show appreciation to employees who have made long term or otherwise contributions to the Shire and to promote good Council/staff relations
- to frame a standard procedure when dealing with staff who leave the Shire's employ and to comply with the **Local Government Act 1995**
- gifts will be given in accordance with the following guidelines:
  - at the discretion of Chief Executive Officer, a gift may be provided to employees leaving the Shire prior to two years of service
- functions will be given in accordance with the following guidelines:
  - at the discretion of Chief Executive Officer, a function may be provided to employees leaving the Shire prior to two years of service



## SHIRE OF CHITTERING Register of Policies

Presentation for senior employees leaving the Shire to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

LENGTH OF SERVICE	VALUE	DETAILS OF FUNCTION
0 - 2yrs	Up to \$100	At discretion of CEO
2 - 5yrs	\$150	Shire sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 - 20yrs	<ul style="list-style-type: none"> <li>• 5-10yrs = \$200</li> <li>• 10-15yrs = \$250</li> <li>• 15-20yrs = \$300</li> </ul>	Shire sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$500	Shire sponsored reception (Elected Members, staff and partners).

**Note:**

**Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).**

Human Resources will notify the employee's service unit and Corporate Services of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The service unit will be responsible for arranging the function and gift in advance of the employee's final working day.



### 3.17 Staff Disciplinary

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

<b>Objective</b>	<p>The objective of a disciplinary policy is:</p> <ul style="list-style-type: none"> <li>• To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant State and Federal laws, the <b>Local Government Industry Award 2010</b> and any enterprise agreements.</li> <li>• To provide an acceptable disciplinary process to the workforce and the Shire of Chittering.</li> <li>• To determine the issues expeditiously.</li> <li>• To allow an employee who is the subject of a disciplinary process the right to appropriate representation.</li> <li>• To ensure that the ultimate determination of a disciplinary matter is made, subject to any avenues to the courts or Industrial Tribunals, by the Chief Executive Officer.</li> <li>• To ensure that the necessity for having disciplinary processes or external claims to Courts or Industrial Tribunals is minimised.</li> <li>• To ensure the principles of natural justice apply to the process.</li> </ul>
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<b>Policy</b>	<p>The Shire of Chittering Senior Staff in consultation with the Chief Executive Officer may consider issues of staff misconduct and unacceptable performance levels that may require disciplinary action.</p>
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Any disciplinary procedure shall be applied in a consistent, fair and objective manner. It is recommended that advice from Workplace Relations is sought before any action of a serious nature is taken.

#### Related Corporate Documents

- Managing and Developing Performance Guideline
- Grievances, Investigations and Resolutions Procedure
- Code of Conduct
- Staff Disciplinary Procedure



### 3.18 Use of Council Vehicles

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	27 June 2012
<b>Amended:</b>	18 October 2017 <sup>Resolution 111017</sup> ; 17 October 2018 Resolution <sup>101018</sup>

<b>Objective</b>	<p>To provide:</p> <ul style="list-style-type: none"> <li>• Details of the terms and conditions for each category of vehicle use.</li> <li>• Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use.</li> <li>• A way to maximise vehicle availability for business use.</li> <li>• A way to minimise Fringe Benefit Tax (FBT) liabilities.</li> <li>• An attractive employment benefit for staff.</li> </ul>
<b>Policy</b>	<p>The Council is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Shire provides a range of vehicles, plant and equipment.</p>
<b>Intended Outcomes</b>	<p>The intent of the policy is to demonstrate that Council has and will continue to implement a number of initiatives which will make the light vehicle fleet more effective and which will save money. Specifically:</p> <ul style="list-style-type: none"> <li>• All council vehicles will be 4 cylinder vehicles that suit the business use needs of the Shire – delivering a more efficient vehicle fleet with reduced vehicle operating costs and reduced carbon footprint.</li> <li>• Only the Chief Executive Officer and Executive Managers (four staff in total) will be offered private use vehicles.</li> <li>• The purchase price of the Chief Executive Officer's vehicle will be capped at \$40,000.</li> <li>• The purchase price of the Executive Manager's vehicles will be capped at \$30,000.</li> </ul>



- Restricting private use to 35,000km (including commuting) per annum, with a 0.25c per kilometre charge for any additional private use.
- Restricting commuting use to 25,000km per annum, with a 0.25c per kilometre charge for any additional commuter use.
- Council will provide an optional increase in the base salary for Executive staff as an incentive for staff to provide their own vehicle for all business and private use. This arrangement will be identified in the employment contract as a “*car allowance*”.
- Executive Managers with private use arrangements will be required to make a fortnightly after tax contribution towards the cost of a Council supplied vehicle. This arrangement will be identified in the employment contract as a “*vehicle subsidy*”.
- Where utilities are provided for operational / business use, the Australian Taxation Office guidelines regarding use of the vehicle will apply.
- Only utility type vehicles will be provided for commuter use purposes.
- All staff driving a Council vehicle to and from their place of residence will be required to complete a log book declaring the private use mileage of the Council vehicle.

#### Responsibility

Executive Managers shall be responsible to ensure this Policy is complied with. The Human Resources Coordinator will be responsible for coordinating the implementation of the Policy in collaboration with the Chief Executive Officer.

#### General

- Shire owned vehicles remain the property of the Shire at all times.
- Shire owned vehicles shall be included in a car pool for use during business hours.
- All Shire owned vehicles shall carry a log book which must be completed for a minimum of three months per annum by all drivers of the vehicle.
- Council owned vehicles are generally linked to a specified position, not the person holding the position.
- The nature and type of vehicle to be allocated to the position shall be based on business requirements unless approved by the Chief Executive Officer.

- As positions become vacant, a review will be carried out by the relevant Executive Manager to determine the need for a vehicle allocation.
- Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.
- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the Chief Executive Officer, if the officer or nominee:
  - Is convicted of a serious driving offence.
  - Judged to have incurred excessive insurance claims.
  - Has not maintained the vehicle in a suitable manner.
  - Has breached any of the agreed vehicle policy conditions.
  - Fails to provide accurate FBT information as requested.
  - Uses the vehicle to derive income from outside business unless authorised by the Chief Executive Officer.
  - Has acted in a manner deemed inappropriate by the Chief Executive Officer.

**Council's Responsibility** In respect of Council owned vehicles:

- Annual Registration, Insurance and FBT payments will be met by the Shire.
- Vehicles will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this Policy are being met.
- Vehicles will be fully serviced and maintained by the Shire.
- Vehicles will be provided with a fuel card which is to be used when purchasing fuel and oil only.
- The Council may charge a fee for private use of a Shire owned vehicle, which may be reviewed from time to time by the Chief Executive Officer.

### **Executive Managers' Responsibilities**

Executive Managers shall be responsible for monitoring car-pooling and utilisation of vehicles. Swapping of vehicles will be initiated if the target annual utilisation cannot be achieved.

### **Employee Responsibilities**

All persons driving a Shire owned vehicle shall hold a current Western Australian Driver's Licence.

A Shire officer assigned a Shire owned vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Shire vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a Shire vehicle, which governs use, care and maintenance as detailed in this Policy document.

#### Accident or Damage

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- (i) Report as soon as practicable to the Human Resources Coordinator, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- (ii) Report any accident in a motor vehicle to the Police where required by law.
- (iii) Not accept or acknowledge any liability on behalf of the Shire arising from an accident.
- (iv) Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form (copy attached), and return them to the Human Resources Coordinator.

Employees or their nominated person found to be driving a Shire owned vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance



excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

Maintenance and Cleaning

General maintenance of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- (i) Weekly check of oil, water and tyres.
- (ii) The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- (iii) Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- (iv) The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Human Resources Coordinator as soon as practicable.
- (v) All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health Policies including the maintenance of a smoke free environment.

Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Vehicles other than 4-wheel drives should not be taken off-road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.

The Human Resources Coordinator shall report excessive reconditioning costs to the relevant Executive Manager. The Chief Executive Officer shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Human Resources Coordinator of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle. Disciplinary processes are in accordance with *Administration Policy 1.14 Smoking Other Drugs and Alcohol*.

#### Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Human Resources Coordinator by the due date. These include:

- (i) Log books of vehicle use are to be completed when requested.
- (ii) Annual returns giving details of:
  - any employee using the vehicle,
  - the start and finish dates/times of each period of use, and
  - details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or private use are required to notify the Human Resources Coordinator of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

#### Vehicle Utilisation

Shire owned vehicles are to be rotated to maximise utilisation. Employees must accept that they may be allocated a different vehicle from time to time in order to increase that vehicles utilisation.

Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Shire's FBT liabilities.

**SHIRE OF CHITTERING  
Register of Policies**

Employees are required to submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1 April – 31 March).

**Other Responsibilities**

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- All drivers shall reveal any previous driving offences (not speeding or parking) up to five years previously, which may affect insurance cover.
- The person is familiar with the conditions of this Policy and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Shire.
- To ensure that parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- When the vehicle is not required during annual leave it is to be garaged at the Shire Depot unless approved by the Chief Executive Officer.
- Only authorised persons (employee or nominee) may drive a Shire vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Employees are to ensure that passengers and load limits are not exceeded at any time. Off-road use is not permitted except where the vehicle is designed for such use.
- No pets shall be allowed in Shire vehicles other than those used for the transport of animals.
- No smoking is not permitted in Shire vehicles at any time.

**SHIRE OF CHITTERING**  
**Register of Policies****Special Conditions**

In addition to the general employee responsibilities as outlined, special conditions will apply to each category of use.

Private Use

- The Chief Executive Officer and Executive Managers are limited to a maximum mileage of 35,000km annually (including commuter use).
- Where the Chief Executive Officer and Executive Managers exceed 35,000km annually they will be required to make an additional contribution of \$0.25 per km plus the cost of additional fuel.
- The Chief Executive Officer and Executive Managers may authorise their spouse / partner or another person as a user of the vehicle. The nomination form will be completed by the employee and submitted to the Human Resources Coordinator who will maintain a central register.
- Executive Managers will be required to make fortnightly contribution towards the cost of the Shire supplied vehicle (to be separately identified in the employment contract).
- The Chief Executive Officer and Executive Managers have full access to their allocated vehicle during all periods of leave.

Commuting Use

- The vehicle is available for commuting use to and from the employee's place of work and home in recognition of work requirements.
- Employees will not use Shire vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval of the Chief Executive Officer.
- Employees are limited to a maximum of 25,000km annually.
- Where the employee exceeds 25,000km annually they will be required to make an additional contribution of \$0.25 per km plus the cost of additional fuel.
- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Executive Manager and taken as part of the journey to or from work.



## SHIRE OF CHITTERING Register of Policies

- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

### Vehicle Types

The Shire's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the Chief Executive Officer the vehicle types as listed in the table at [Attachment 1](#) will apply to the identified positions.

The total value of the vehicle entitlement (as detailed in the table on the last page of this Policy) will be included in the employee's total remuneration package. Only Executive Managers and the Chief Executive Officer have a choice of using the vehicle provided by the Shire or converting their vehicle entitlement to cash and providing their own vehicle for both business and private use.

Where the employee elects to provide their own vehicle:

- It must comply with the minimum vehicle standards as set out in "[Minimum Vehicle Standards](#)" below.
- It will be used by the employee for all business purposes.
- They will not have access to Shire provided pool vehicles.

### Employers Responsibility

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

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Employees Responsibility - using their own vehicles for business to:

- Present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.

Minimum Vehicle Standards

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in local government business, i.e. no exotic vehicles, sports cars, custom cars.
- ANCAP rating no lower than four stars.
- Age of car no older than five years.
- Vehicle covered for Roadside Assistance.
- Vehicle fitted with a stability control system, such as ABS and ESP.

Insurance of Private Vehicle

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

**SHIRE OF CHITTERING**  
**Register of Policies**

It is the responsibility of the employer to verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.

The employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account. The employee must also accept as a policy that they will not have use of a Shire vehicle during work hours unless in exceptional circumstances and authorised by the Chief Executive Officer.

- Car Pooling Priorities** All allocated vehicles shall be available for other staff to use. Priority for allocation within the pool shall be:
1. Pool vehicle(s).
  2. Other staff vehicles.
  3. Executive Managers' vehicles.
  4. Chief Executive Officer's vehicle.
- Refuelling of vehicles** Unless there are extenuating circumstances the vehicle is to be refuelled as follows:
- (1) Diesel vehicle – to be refuelled at the Council Depot; and
  - (2) Petrol vehicle – the Council supplied fuel card is to be used for all purchases.
- Review Period** As with all Council policies, this policy will be subject to annual review.



**SHIRE OF CHITTERING**  
**Register of Policies**

**Attachment****TABLE 1 -Vehicle Types**

Position	Use	Type of Vehicle	Vehicle Value (cap) exc GST	Employment Value in HR Package <sup>1</sup>	Fortnightly contribution post tax <sup>2</sup>
CEO	Private Use	4 cylinder automatic sedan or 4wd: <ul style="list-style-type: none"> <li>• Holden Calais Tourer</li> <li>• Ford Everest</li> <li>• Mitsubishi Pajero</li> <li>• Mazda CX8</li> <li>• Nissan Pathfinder Hybrid</li> <li>• Mazda 6</li> </ul> Or equivalent	\$40,000	\$24,000	NIL
Executive Managers	Private Use	4 cylinder automatic sedan or SUV: <ul style="list-style-type: none"> <li>• Nissan Qashqai</li> <li>• Toyota Camry Atara Hybrid</li> <li>• Toyota Rav 4 GX or GXL</li> <li>• Mazda CX5</li> </ul> Or equivalent	\$30,000	\$18,000	\$140
Senior Staff	Commuter Use	4 cylinder automatic diesel/petrol crew cab utility 4x2 or van – bull bar, cruise control or other specified vehicle as required by the position: <ul style="list-style-type: none"> <li>• Toyota Hi-Lux</li> <li>• Renault Kangoo</li> <li>• Citroen Berlingo</li> <li>• Nissan Navara</li> </ul> Or equivalent	\$25,000	N/A	NIL
Operational	Commuter Use	4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control or other specified vehicle as required by the position <ul style="list-style-type: none"> <li>• Ford Ranger</li> <li>• Toyota Hi-Lux</li> <li>• Isuzu D-Max</li> </ul> Or equivalent	N/A	NIL	NIL

<sup>1</sup> Vehicle type will vary from year to year based on a best value, whole of life cost analysis

<sup>2</sup> The values attributed to vehicles in the employment package are consistent with the values as published in the Western Australian Local Government Association Vehicle Values Table for 2017 with the addition of FBT.





### 3.19 Social Media

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 December 2012
<b>Amended:</b>	

**Objective** To give guidelines for engaging in online conversations as representatives of the Shire of Chittering.

**Statement** As a Local Government Agency the Shire of Chittering and its representatives must follow certain rules when participating in social media.

**Scope** These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Chittering to apply to any online medium where information may reflect back on the image of the Shire of Chittering. Therefore this Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, MySpace, Wikipedia or other wikis, Twitter and LinkedIn. These guidelines also apply to any comments representatives of the Shire of Chittering may leave on others' blogs or Facebook/MySpace pages, edits to wikis, responses to tweets, postings on message boards/forums and opinions on online polls.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

All social media accounts, blogs and web pages carrying the Shire of Chittering brand identity are to be endorsed by the Shire of Chittering. If the Shire of Chittering is referenced in any media by its representatives these social media guidelines apply.

Reference should also be made to the Shire of Chittering's "Code of Conduct – Staff, Volunteers and Contractors".

**Guidelines**

- 1. The Internet is not anonymous, nor does it forget**  
Everything written on the Web can be traced back to its author one way or another and very easily.
- 2. There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities**  
With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Chittering. Always write as if everyone knows you. Never write anything you wouldn't / couldn't say out loud to all parties involved.
- 3. Avoid hazardous materials**  
Do not post or link to any materials that are defamatory, harassing or indecent.
- 4. Don't promote other brands with our brand**  
Do not promote personal projects or endorse other brands, causes or opinions when posting on behalf of the Shire of Chittering. The endorsement of the Shire can be sought if required. If a personal opinion must be posted, clearly state that it does not represent the opinions of the Shire.
- 5. Maintain confidentiality**  
Do not post any confidential information in regards to the Shire of Chittering including personal information of employees, Councillors and other individuals associated with the Shire of Chittering.
- 6. Always acknowledge**  
When reposting / referencing a post or someone else's comments provide a link to the original item or acknowledge the author.
- 7. Identify yourself**  
When relevant, identify your affiliation with the Shire of Chittering to add credibility to your profile and to increase the visibility of the Shire of Chittering.
- 8. Do not qualify your work**  
Do not post statements regarding the quality or quantity of your work / load.

**SHIRE OF CHITTERING**  
**Register of Policies**

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**9. Do not return fire**

If a negative post or comment is found online about the Shire of Chittering or one of its representative, do not counter with another negative post. Publicly offer to remedy the situation through positive action.

**10. Do not action requests made through social media**

Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders will be blocked.



### 3.20 Training and Development

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	All Executive Managers Human Resources Coordinator
<b>Date of Approval:</b>	20 March 2013
<b>Amended:</b>	26 October 2016

**Objective** To facilitate the training and development of employees within areas which are of mutual benefit for the Shire and its employees.

**Policy** The Shire will support employees to attend appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in position descriptions and their individual Training and Development Plan.

During the budget preparation process the Chief Executive Officer, in consultation with Executive Managers, shall propose for the consideration of Council an allocation of funds for staff attendance at Conferences and Seminars and for Staff Training for the ensuing financial year.

There will be no payment of training fees or time off to attend training unless prior approval for training has been authorised through the appropriate channels:

- Approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference, seminar or training course has been identified in the employee's Training and Development Plan as being deemed to be of particular relevance to Council's operations and / or to the employee's professional development needs;
- Except for Senior Staff where attendance at conferences has been included in their contract, all conferences / seminars attended outside the State will require approval of the Chief Executive Officer;
- The following expenses incurred as a result of approved training will be met by Council and if paid by an employee can only be reimbursed with the production of a detailed receipt:
  - Registration fees;
  - Accommodation and reasonable meals costs;
  - Minor expenses, such as taxi, parking fees and telephone calls; and

**SHIRE OF CHITTERING**  
**Register of Policies**

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- Travelling expenses.

Alcohol, mini bars and in house movies will not be paid by Council.

- Air travel will be limited to economy class and will be organised by the Executive Assistant;
- The Shire will endeavour to provide transport where training is to be held away from the Shire Office, however in the event that a personal vehicle is used, travel reimbursements may be claimed as per the *Local Government Industry Award 2010*; and
- A written report on the attendance at each conference / seminar / course shall be prepared and submitted to the appropriate Executive Manager or Chief Executive Officer if requested.



### 3.21 Study Assistance

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	All Executive Managers Human Resources Coordinator
<b>Date of Approval:</b>	20 March 2013
<b>Amended:</b>	26 October 2016

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**Objective** The Shire supports employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.

**Policy** Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.

Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.

Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.

The Chief Executive Officer is authorised to approve Study Assistance based on advice from the relevant Executive Manager.

Applications for study assistance must be made annually.

The Shire will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.

#### **Financial Assistance**

The Shire will consider reimbursement to the maximum value of \$2,500 in any year for education through a recognised provider (i.e. University or TAFE):

- Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities.
- Employees must pay for the approved unit(s) up front and pass the unit(s), prior to any reimbursement claim being made.



- In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a transcript of results obtained.

#### **Time off for Study**

The Shire will consider up to five hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or TAFE):

- For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence, etc, and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours).
- The five hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.
- Time off is offered as an alternative to financial assistance and must be applied for on an annual basis.

#### **Taxation Reference – Fringe Benefits Tax Guide**

The Employee Study Assistance Policy allows for an opportunity for various self education expenses to be reimbursed. These expenses are an exempt benefit based on the “otherwise deductible rule” which, subject to conditions, allows for the reimbursement of various costs related to study or self education. These conditions include:

- 1.0 Can only relate to expenditure conducted by the employee on a study course attended by the employee.
- 2.0 The course undertaken must relate directly to the employment of the employee, and enhance opportunities for higher levels of pay or promotion or to maintain and improve the skill or knowledge of the employee to carry out the role that they are currently employed in.
- 3.0 Can not relate to Higher Education Contribution Payments (HECS), or payments made under the Post Graduate Education Loan Scheme (PELS).

The process currently in place for staff to apply for this benefit will ensure the above requirements are met and therefore will enable the benefit to be provided as an exempt fringe benefit.



### 3.22 Staff Superannuation

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Human Resources Coordinator
<b>Date of Approval:</b>	15 May 2013
<b>Amended:</b>	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 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 as Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time.

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

#### Policy

##### **Superannuation Capping**

The Shire of Chittering's employer contribution to staff superannuation shall not exceed a maximum of 15% from 1 July 2013. This contribution is inclusive of the Superannuation Guarantee Levy and matching employee contributions.

##### **Matching Council Contributions**

The Shire of Chittering will match voluntary employee contributions \$ for \$ in accordance with *clause 1.1*, ie the Shire's total superannuation contribution per employee shall not exceed 15%.

##### **Employment Contracts**

From the date of this policy's formal adoption, all new Employment contracts and Offers of Employment shall not contain any provisions which exceed or contravene this policy.

##### **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 of Chittering 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 does not apply to staff employed by the Shire prior to the date of its formal adoption.



### 3.23 Attraction and Retention

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<b>Policy Owner:</b>	Corporate Services
<b>Distribution:</b>	All Staff
<b>Person Responsible:</b>	Human Resources Coordinator
<b>Date of Approval:</b>	25 June 2014
<b>Amended:</b>	26 October 2016

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**Objective** To establish attraction and retention strategies to ensure the Shire is an 'Employer of Choice'.

**Statement** In order to remain competitive and retain staff the Shire has adopted an Attraction and Retention Policy which outlines the Shire's values, employment benefits, commitment to equal opportunities, training and development and health and well-being of its employees.

**Organisation Values** All employees are expected to work within the Shire of Chittering Corporate Values, Code of Conduct, policies and procedures and display the following behaviours:

Support – Help one another

Honesty – Be Truthful and always act with integrity

Accountable – Always be accountable for actions

Respect – Treat everyone with fairness and dignity

Effective Communication – Listen to what is being said, responding with respect

**Benefits:** The Shire offers a wide range of benefits to its employees including:

- Training and Professional Development opportunities. Individual Training and Professional Development Plans established and reviewed annually.
- Study assistance.
- Paid parental leave if the employee is the primary care giver (in accordance with the Federal Governments Parental Leave Pay)
- Flexible working hours / one RDO per fortnight or month applicable to full time staff, as per negotiated contract.



## SHIRE OF CHITTERING Register of Policies

- Additional two days leave per year (days in lieu for New Year and Easter).
- Generous superannuation scheme (Shire contributes up to 15%).
- Taking of annual leave in single day periods at a time or times agreed with supervisor/manager.
- Employee recognition award.
- Free Employee Assistance Program (free counselling whether it is work related or personal – available to immediate family members also).
- Smoke free workplace.
- Promotion of health and wellbeing including:
  - Free annual flu vaccinations
  - Skin screenings (undertaken approximately every two years).
- Uniform subsidy.
- Unlimited tea and coffee supplies.
- Free car parking.

### **Safe working environment**

The Shire is committed to achieving best practice in occupational safety and health by building a safety culture dedicated to minimising risk and preventing injuries and ill health to employees, contractors and the general public by ensuring all can operate in a safe and healthy environment whilst at their workplace.

The Shire has adopted an Occupational Safety and Health policy and associated procedures and has established an Occupational Safety and Health Working Group.

### **Equal Opportunity**

The Shire of Chittering is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The Shire has adopted an Equal Opportunity Policy and there are Work Place Behaviour procedures in place to ensure:

- Our workplace is accountable and free from harassment.
- Our workplace is free from unlawful discrimination.
- Fair practice in the workplace.
- Management decisions are made without bias.
- Recognition of and respect for the social and cultural backgrounds of all staff, Members and customers.
- Improving productivity by ensuring:-
  - The best person is recruited and / or promoted
  - Skilled staff are retained
  - Training and development are linked to employee and the Shire's needs.
- Striving to ensure fair outcomes in areas of employment, including:
  - Recruitment
  - Training and development
  - Promotion and transfer
  - Supervision and management of employees
  - Access to information
  - Conditions of employment
  - Access to Employee Assistance Program.

### **Training and Professional Development**

The Shire of Chittering recognises that continuing focus on the career development of its employees is a beneficial strategy in retaining staff and developing each employee's potential.

The Shire supports the development and use of structured career path plans and will provide all employees with the opportunity to participate in training and development programs at the Shire of Chittering's expense where training / development complements the Shire's goals and strategies and is consistent with the skills identified during the performance appraisal process.

Education, being general, tertiary and professional skills and qualifications is the responsibility of the individual employee, but the Shire has adopted a Study Policy that may support employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.



Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.



### 3.24 Loss of Driver's Licence

<b>Policy Owner:</b>	Corporate Services
<b>Distribution:</b>	All Staff
<b>Person Responsible:</b>	Human Resources Coordinator
<b>Date of Approval:</b>	17 June 2015
<b>Amended:</b>	26 October 2016

**Objective** To outline the possible outcomes if an employee loses their driver's licence or if their driver's licence was to lapse (or be invalidated) and such licence is needed for them to satisfactorily perform their duties.

"Loss of licence' for the purpose of this policy shall include lapsed, cancelled, failure to renew, renewal not issued, suspension and cancellation.

**Policy** It is essential that employees maintain certain skills and qualifications in order to satisfactorily undertake their duties.

The need for a valid Driver's Licence is one such qualification that is needed in many positions.

Should an employee lose their driver's licence, this may negatively impact on their ability to perform their duties and will be dealt with in accordance with the Guidelines and Policy Procedure.

#### **Guidelines and Procedure for loss of Drivers Licence**

An employee is required to notify their supervisor/manager at the earliest opportunity when they lose their licence.

An employee who has lost their licence must not operate any Shire of Chittering vehicle. Any employee who does operate a vehicle whilst not in possession of a current driver's licence will face disciplinary action. Driving a Shire vehicle, whilst not possessing a current driver's licence, is violating the law and can potentially be invalidating the Shire's vehicle insurance policy.

Where an employee has lost their driver's licence and it is a requirement of the position that they hold a current C or HR Class licence, then the employee's immediate Supervisor and Manager, together with the Human Resources Coordinator and/or Chief Executive Officer shall formulate a strategy to deal with the situation based on the individual merits of the case.



Factors that shall be taken into account shall include:

- the extent to which the employee is required to use the Shire's vehicles in performing the functions of their role;
- the reasons for loss of licence;
- whether alternative duties/suitable vacancies are available;
- the employee's length of service, work performance and behaviour record; and
- the length of time before the employee will gain an extraordinary licence/regain their driver's licence.

Depending on the merits of any particular case, the following strategies may be implemented:

- the employee may perform alternative duties which do not require a driver's licence within their current section/division if suitable;
- the employee may be redeployed elsewhere within the Shire if suitable;
- the employee may apply for and may be granted annual leave, long service leave (if eligible) or leave without pay; and
- the employee's services may be terminated.

The Chief Executive Officer shall have the final decision as to whether employment shall continue, however the affected employee shall be advised of their right to contest any such decision through the appropriate dispute resolution process.

Should an employee's services be terminated, that person may reapply for employment should a suitable vacancy be advertised once they have regained their licence.

An employee will receive the relevant rate of pay in accordance with the **Local Government Industry Award 2010** for the alternative position during this period.

#### **Intoxication**

Attempts must be made to ascertain whether or not the employee has an underlying behavioural problem where an employee loses their licence due to a drink driving or driving under the influence of drugs charge.

It is recognised that alcoholism and drug addiction is an illness which causes socio-economic problems for individuals and the community as a whole. People who suffer from alcoholism and drug taking require treatment, support and counselling to overcome their addiction.

Employees who stipulate that they have a problem which resulted in them losing their licence may be assisted by the Shire. The



## SHIRE OF CHITTERING Register of Policies

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level of support will be determined at the discretion of the Chief Executive Officer. If the employee is willing to undergo rehabilitation and counselling to assist with their addiction then the Shire will look more favourably upon supporting them through the transitional period of recovery.

Due to the employer's duty of care to the community, those people who have previously lost their licence due to a drink driving or driving under the influence of drugs charge may be required, at the discretion of the Chief Executive Officer, to undergo a breath or swab test before and after the use of a vehicle.

The decision to supply and fund counselling to the employee to assist with recovery during the employee's illness lies with the Chief Executive Officer's discretion. No employee will be forced to attend counselling, however, the Shire will look more favourably upon an employee who admits they have a problem and willing to seek treatment.

**Supporting documents** Smoking, Alcohol and Other Drugs Policy  
OSH Act, Policy and Procedures  
Code of Conduct  
Administrative Procedures





### 3.25 Secondary Employment

**Policy Owner:** Executive Manager Corporate Services  
**Person Responsible:** Human Resources Coordinator  
**Date of Approval:**  
**Amended:**

**Objective** To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.

**Policy** Staff wishing to engage in employment outside their official duties, must obtain prior permission from the Chief Executive Officer via the 'Secondary Employment – Application Form' prior to commencement of secondary employment. In the even this was not disclosed prior to the implementation of this policy, staff are required to provide formal disclosure and advise the Chief Executive Officer of any secondary employment.

- Staff that are approved to engage in Secondary Employment by this Policy are to acknowledge that their first duty is to the Shire of Chittering and they are not to be engaged in providing their service/expertise to clients that will require a decision of the Shire of Chittering Council either by a Council resolution, delegated authority or Council policy or other.
- Staff shall not engage in secondary employment, which might be detrimental to their performance of official duties.
- Secondary employment should not affect their efficiency or performance;
- Should be wholly in the staff members private time; and If in the course of their official duties, they have access to confidential information not available to the public, they will not be permitted to engage in any secondary employment to which this information might be relevant.
- Should the Shire/management resolve to change the spread of hours of the officer then the Shire of Chittering as principal employer takes priority.



# 4. Elected Members Policies

#### 4.1 Code of Conduct - Elected Members

<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All Elected Members and Staff
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	16 December 2009
<b>Amended:</b>	

**Objective**

The Code of Conduct provides Elected Members of the Shire of Chittering with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007* which incorporates four fundamental aims to result in:

- a) Better decision making
- b) Greater community participation in the decisions and affairs of the Council
- c) Greater accountability of the Council to its community
- d) More efficient and effective local government.

The Code provides a guide and a basis of expectations for Elected Members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

**Policy**

**Statutory Environment**

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and *Local Government (Rules of Conduct) Regulations 2007*.

**Rules of conduct**

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

### **Role of Elected Members**

An Elected Member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Chittering will be the focus of the Elected Member's public life.

An Elected Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Elected Members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Shire's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Elected Members and on the Shire of Chittering.

### **Disclosure of Interest (affecting impartiality)**

#### Conflict of Interest

Refer to **Local Government (Rules of Conduct) Regulations 2007**, Regulation 11 – Disclosure of Interests.

#### Disclosure of Interest

Refer to the **Local Government Act 1995**, section 5.60:

- 5.60A Financial Interest
- 5.60B Proximity Interest
- 5.61 Indirect Financial Interest
- 5.62 Closely associated persons

#### **5.65** *Members' interests in matters to be discussed at meetings to be disclosed*

(1) *A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest—*

- (a) *in a written notice given to the CEO before the meeting; or*
- (b) *at the meeting immediately before the matter is discussed.*

*Penalty: \$10 000 or imprisonment for 2 years.*

### **Personal benefit**

#### *Use of confidential information*

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

#### *Improper or undue influence*

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

#### *Gifts and bribery*

Refer to **Local Government (Rules of Conduct) Regulations 2007**, Regulation 12.

### **Conduct of Elected Members**

#### *Personal behaviour*

- (a) Elected Members will:
  - (i) **Act**, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
  - (ii) **Perform** their duties impartially and in the best interests of the Shire of Chittering uninfluenced by fear or favour
  - (iii) Act in **good faith** (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Chittering and the community
  - (iv) Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) Always act in accordance with their obligation of fidelity to the Shire of Chittering.
- (b) Elected Members will represent and promote the interests of the Shire of Chittering, while recognising their special duty to their own constituents.

### **Honesty and Integrity**

Elected Members will:

- (a) Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards



## SHIRE OF CHITTERING Register of Policies

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- (b) Bring to notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer
  - (c) Be frank and honest in their official dealing with each other.

### **Performance of Duties**

Elected Members will, at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Elected Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.

### **Compliance with Lawful Orders**

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

### **Administrative and Management Practices**

#### **Corporate Obligations**

- (a) Communication and public relations as a representative of the community. Elected Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Elected Members should acknowledge that:
  - As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council
  - Information of a confidential nature ought not be communicated until it is no longer treated as confidential
  - Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council
  - Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

#### **Relationships between Elected Members and Staff**



## SHIRE OF CHITTERING Register of Policies

An effective Elected Member will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Elected Members and staff have a mutual respect and cooperate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position Elected Members need to:

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

**Note: Refer to Regulations 9 and 10 of the Local Government (Rules of Conduct) Regulations 2007**

### Appointments to Committees

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

- Clearly understand the basis of their appointment
- Provide regular reports on the activities of the organisation.

### Dealing with Council property

#### Use of local government resources

Elected Members will:

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



## SHIRE OF CHITTERING Register of Policies

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### **Travelling and sustenance expenses**

Elected Members will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Chittering in accordance with Shire of Chittering policy and the provisions of the ***Local Government Act 1995***.

### **Access to information**

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





## 4.2 Petitions to Council

<b>Policy Owner:</b>	Chief Executive Officer
<b>Distributed to:</b>	All Elected Members
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	17 February 2010
<b>Amended:</b>	25 June 2014

**Objectives** Petitions are one of the traditional processes by which an individual can directly place issues before Council.

**Policy** Formal petitions must:

- be addressed to the Presiding Member
- be made by electors of the district
- state the request on each page of the petition
- contain the names, addresses and signature of the elector(s) making the request, and the date each elector signed
- contain a summary of the reasons for the request
- state the name of the person upon whom, and an address which notice to the petitioners can be given.

A formal petition must be in the form prescribed by the **Local Government Act 1995** and **Local Government (Constitution) Regulations 1996** if it is—

- a proposal to change the method of filling the office of Presiding Member
- a proposal to create a new district or the boundaries of the local government
- a request for a poll on a recommended amalgamation
- a submission about changes to wards, the name of a district or ward, or the number of Elected Members for a district or ward.

Where a petition does not relate to or conform to the above it may be treated as an "informal" petition, and the Chief Executive Officer may at his/her discretion forward the petition to a committee or to Council accompanied by an officer report.



### 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits

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<b>Policy Owner:</b>	Governance
<b>Distributed to:</b>	All Elected Members
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	17 February 2010
<b>Amended:</b>	18 September 2013; 17 June 2015; 19 July 2017 <sup>Resolution 150717</sup>

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**Objectives** To clearly outline the support and allowances available to the Shire's Elected Members within the provisions of the *Local Government Act 1995* (the "Act") to cover any "out of pocket" expenses that are incurred in carrying out their function as an Elected Member. It also establishes guidelines in respect to Elected Members' participation in conferences and training.

**Policy** In addition to those allowances and reimbursements available to Elected Members under the *Act*, and Regulations made under the *Act*, this Policy will outline "approved expenses" the Shire will reimburse Elected Members if incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office.

**Background** The *Local Government Act 1995*, Section 5.98, 5.98 (A), 5.99 and 5.99(A) provides for fees and allowances as determined by the Salaries and Allowances Tribunal (SAT) from time to time. The current Policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

**Scope** **Allowances**  
Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis in arrears.

- 1) *Shire President allowance*  
The annual local government allowance for the Shire President is set by Council in accordance with the appropriate SAT bands (Table 7) for 'Annual allowance for Mayor or President of a Local Government'.



## SHIRE OF CHITTERING Register of Policies

- 2) *Deputy Shire President allowance*  
The annual local government allowance for the Deputy Shire President is set in accordance with section 5.98(A) of the *Local Government Act 1995*, which is 25% of the Presidents Allowance.
- 3) *Elected Member attendance fee*  
The annual local government attendance fee for Elected Members is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.
- 4) *Shire President attendance fee*  
The annual local government attendance fee for the Shire President is set by Council in accordance with the appropriate SAT bands (table 5) for 'Annual Attendance fees in lieu of Council meeting and Committee meeting attendance fees – Local Government'.
- 5) *Annual allowance in lieu of reimbursement of expenses*  
In accordance with section 5.99A of the *Act*, Council provides an annual allowance to Elected Members in lieu of reimbursement of particular types of expenses, including information and communication technology (ICT).

### ICT Expenses and Equipment

In terms of ICT Expenses, the annual allowance is referenced in point "5" above, is designed to meet all telecommunications costs including telephone, mobile phone, mobile device (iPad), home computer and internet charges.

In terms of ICT Equipment, the Shire will make available to Elected Members, for use during their term in office, a mobile computing device (iPad or similar device). Council will budget separately for the purchase of mobile computing devices and for the cost of the Broadband service. The ICT Expenses allowance will be adjusted to allow for these costs. The devices will remain as an asset of the Shire and one provided to the Councillors for the business of Council.

As a general rule, mobile devices such as iPad's will be provided and maintained by the Shire. However, in certain circumstances, and with the approval of the Chief Executive Officer, Elected Members may provide their own compatible mobile device.

Broadband data usage shall be restricted to 4GB per month. Elected Members will be required to reimburse Council for any charge incurred in excess of 4GB.

Mobile devices (including iPads) which are used for the business of Council will, from time to time, contain confidential information relating to the business of the Shire. As such, they must be appropriately secured and remain in the possession of the Elected Member.

If an iPad device is lost or misplaced, this must be reported to the Shire staff at the earliest opportunity. Users must be aware that the device can be remotely locked and the contents deleted if necessary. It is the users' responsibility to take additional precautions such as backing up contacts, photos and email.

From time to time, Elected Members may be required to bring in their Shire supplied devices so that the Shire staff can check settings and automatic update functions.

Mobile devices (such as iPads) will not be made available for purchase by Elected Members while they remain in office. The existing device must either remain in service or if the device requires updating for age/technology reasons, the old device must be returned and a new one will be purchased.

When an Elected Member ceases to be an Elected Member, the iPad may be offered to the individual for purchase at its depreciated value. In such cases, the device is required to be presented to Council staff so that the sim card can be removed and the device reset to its factory settings. The individual will be required to ensure that they back-up their contacts, photos and any other personal information they wish to retain as all data on the device will be erased.

**Reimbursement of travelling expenses for attending ordinary or special meetings of Council (or any meeting as capacity as a member of that committee)**

It is noted that under section 5.98(2)(a) and Regulations 31(1)(b), an Elected Member who incurs travel expenses because of the member's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back -
  - (i) for the person to travel from the person's place of residence or work to the meeting and back; or

- (ii) if the distance travelled referred to in sub-paragraph (i) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Elected Member's principal place of residence or work within the Shire to the meeting venue and back. The rate per kilometre shall reflect actual cost and will be as specified in the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.

Information or advice is available from the Chief Executive Officer or the Executive Manager Corporate Services at any time. Elected Members shall endeavour, where practical, to make arrangements to utilise a Council vehicle to attend appropriate meetings.

Dates of payments for reimbursement are:

- 1) 30 September
- 2) 31 December
- 3) 31 March
- 4) 30 June

All claims for the current financial year must be processed and paid before year end 30 June.

All claims are to be entered onto the Shire's spreadsheet (Appendix 1) and emailed to the Chief Executive Officer at the end of each quarter (as listed above).

#### **Expenses approved for reimbursement**

For the purpose of Regulation 32(1)(a):

- 1) the express authority of the Council is given to Council members to perform the following functions:
  - a) attendance by an Elected Member at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
  - b) attendance by an Elected Member at any meeting of anybody to which the Elected Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer;
  - c) attendance by an Elected Member at any annual or special electors' meeting;
  - d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;



## SHIRE OF CHITTERING Register of Policies

- e) attendance by an Elected Member at a citizenship ceremony conduct by the Shire;
  - f) attendance by an Elected Member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
  - g) attendance by an Elected Member at any meeting of a ratepayer/residents association dealing with the interests of an area represented by that Elected Member;
  - h) attendance by an Elected Member at any site where:
    - i) the site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
    - ii) the attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
  - i) attendance by an Elected Member at a meeting with the Chief Executive Officer or a Manager of the Shire at the request of the Chief Executive Officer or a Manager;
  - j) attendance by an Elected Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and
  - k) attendance by an Elected Member at a funeral for those deceased persons recognised under the Shire of Chittering's Bereavement Recognition Policy.
  - l) attendance by the Shire President at a meeting or function of anybody including any State Government body, in his or her capacity as the Shire President, including attendance by the Deputy Shire President or an Elected Member in place of the Shire President;
  - m) any other function, meeting or event in their role as an Elected Member that is supported by a written invitation.
- 2) The following expenses incurred by an Elected Member in performing a function to which express authority is given under this resolution, are approved for reimbursement:
- a) child care costs, to be reimbursed as per the SAT determination section 4.2 (2) 'Extent of expenses to be reimbursed';
 

***\*child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.***
  - b) travel costs;
  - c) parking.

### Professional conferences

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire, the Chief Executive Officer is authorised to arrange, at the Shire's cost, and at the request of an Elected Member:

- a) registration at professional conferences which are:
  - i) considered by the Chief Executive Officer to be directly relevant to the Shire's affairs;
  - ii) convened by the Western Australian Local Government Association (WALGA).
- b) \*accommodation for an Elected Member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
- c) registration for the conference dinner for the Elected Member; and
- d) one return economy airfare to the conference if the venue is interstate.

***\*If accommodation is not at the venue of the event or activity then taxis should generally be used for transport. Where necessary a hire car can be organised for the conduct of Council business at the discretion of the Chief Executive Officer. Where an Elected Member elects to travel interstate by private motor vehicle they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government travel allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.***

Subject to the above, a maximum amount (per Elected Member) is set annually for attendance at conferences in accordance with the Shire of Chittering Annual Budget.

For the purpose of Regulation 32(1)(a), the express authority by resolution of the Council is given to Elected Members to perform the following function – the attendance by an Elected Member at a professional conference, the registration for which is arranged by the Chief Executive Officer.

The following expenses incurred by an Elected Member in performing a function referred to in paragraph (a) are approved for reimbursement:

- i) food and beverages consumed by the Elected Member during the conference\*.
- ii) taxi fares incurred by the Elected Member during the conference.
- iii) costs associated with the attendance of the Elected Member at any meetings or forums with other government bodies or associations, at the discretion of the Chief Executive Officer.

## SHIRE OF CHITTERING Register of Policies

The extent to which the costs referred to above is to be reimbursed at the actual cost.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31.

***\*Meal and beverage claims will be accepted where it is reasonable for the Elected Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times for example more than a day in advance of or after the end of the event or activity.***

### **Training and Education**

The following training course is identified as relating to Elected Members of the Shire:

- WALGA Elected Member Development Program

Priority will be given to the attendance of any new Elected Member at any induction or training course that is specifically organised for the benefit of the new Elected Member.

An Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

### **Booking arrangements**

All booking arrangements of airline travel for representatives of the Shire of Chittering are to be coordinated through the Chief Executive Officer's office.

Airline travel for Elected Members is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified.

Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded or rebated for any reason. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of the conference attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Chittering, will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference.





## SHIRE OF CHITTERING Register of Policies

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Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding the travel, accommodation and reasonable expenses incurred.

Reports of conference attendance are to be provided in writing to the next ordinary Council meeting briefing session.

The type of conference that Elected Members attend will be related to a particular function or activity in which Council is involved rather than individual or personal development type conference/seminars.

In recognising the contribution of elected members to the community and period of time spent away from an elected member's principal residence, for elected member development Council authorises payment of associated expenses of Elected Members' spouses/partners to attend one conference annually in Western Australia.

If a partner or spouse wishes to attend a second or other conference (including conference dinner) all costs will be at their own expense.



#### 4.4 Certificate of Recognition

<b>Policy Owner:</b>	Governance
<b>Distributed to:</b>	All Elected Members
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	17 February 2010
<b>Amended:</b>	25 June 2014

**Objectives** To formally recognise the contribution made by recently retiring Elected Members

**Policy** There is relatively little recognition and support for people who are prepared to be members of Council and, as a result, make a significant contribution to their communities.

The Department of Local Government has therefore reduced the qualifying period for the receipt of a Certificate of Recognition to eight years.

In order to enable the Shire to appropriately recognise Elected Members, the following is presented:

- A certificate of recognition will be awarded to a current or former Elected Member, on request to the Department of Local Government, after eight or more years of service and which has been confirmed by the local government;
- The service need not be continuous and may be with one or more local governments;
- If an Elected Member, having been issued with a Certificate, has further service that qualifies, (i.e. a further eight years or more), an additional Certificate will be issued; and
- Details on a Certificate will include the period served by the Elected Member as mayor/president, deputy mayor/president or Councillor.

Requests for certificates will be made to the Department by the Shire on behalf of the Elected Member. Certificates issued to current Elected Members who have served for more than eight years will recognise all their years of service however, once a Certificate has been issued, another will not be provided for any period less than a further eight years.

It is therefore suggested that an Elected Member who has qualified, having been on Council for eight years, but who intends to continue for another term, defer their application for a certificate until such time as their term is completed or they retire



## SHIRE OF CHITTERING Register of Policies

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from Council. This will allow the service details to be on one certificate.

The Department of Local Government will recognise the number of years served by issuing certificates that are colour coded, i.e.

- White: 8 to 16 years of service
- Silver: 17 to 24 years of service
- Gold: 25 years or more.

In addition to the Certificate by the Department of Local Government, the Elected Member will be presented, on retirement:

- With a plaque of the Council crest and an engraved plate identifying the name of the Elected Member and the years of service to Council;
- A gift to the value of \$80 per year for Councillors and \$100 per year for Shire Presidents for each year of service capped at a maximum of \$1,000.

Presentations will occur at either of the following Council functions:

- Prior to a normal, scheduled Council meeting; or
- By the Shire President or his nominee; or
- As approved by the Shire President and Chief Executive Officer.

The retiree is to have the option of choice.

For the position of Shire President, in addition to the Department of Local Government Certificate of Recognition, a suitable gift and reception will be arranged by the Chief Executive Officer in conjunction with the Deputy Shire President.



#### 4.5 Legal representation and Costs Indemnification

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<b>Policy Owner:</b>	Governance
<b>Distributed to:</b>	All Elected Members
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	17 February 2010
<b>Amended:</b>	

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**Objectives** The policy aims to protect the interests of individual Elected Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Shire of Chittering. This policy applies in that respect.

**Policy**

- a) The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the Elected Member or employee has acted reasonably and has not acted dishonestly, against the interest of the Shire or otherwise in bad faith.
- b) The Shire may provide such assistance in the following types of legal proceedings:
  - i) proceedings brought by Elected Members and employees to enable them to carry out their local government functions (e.g. where an Elected Member or employee seeks a restraining order against a person using threatening behaviour)
  - ii) proceedings brought against Elected Members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of an Elected Member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]
  - iii) statutory or other inquiries where representation of an Elected Members or employees is justified.

**SHIRE OF CHITTERING  
Register of Policies**

- c) The Shire will not support any defamation actions seeking the payment of damages for individual Elected Members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Elected Members or employees are not precluded, however, from taking their own private action. Further, the Shire, through the Chief Executive Officer, may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors at the Chief Executive Officer's discretion.

**Applications for financial assistance**

- a) Subject to item e) below, decisions as to financial assistance under this policy are to be made by the Council.
- b) An Elected Member or employee requesting personal financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Chief Executive Officer, providing full details of the circumstances of the matter and the legal services required. [See (f) below].
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.
- d) An Elected Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the **Local Government Act 1995**.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000.
- f) Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Council shall deal with the application.

**SHIRE OF CHITTERING**  
**Register of Policies**

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- g) The Elected Member or employee shall sign an agreement between him or her and the Shire agreeing that the financial assistance shall be provided on the terms and conditions of this policy.

**Repayment of assistance**

- a) Any amount recovered by an Elected Member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Shire.
- b) Assistance will be withdrawn where the Council determines, upon legal advice that a person has acted dishonestly.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such monies in a court of competent jurisdiction.



## 4.6 Agenda Forums

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	17 May 2017 <sup>Resolution 090517</sup>
<b>Amended:</b>	

**Objective** The Shire of Chittering conducts Agenda Forums the week prior to every Ordinary Meeting of Council. Agenda Forums are open to the public, unless the matter is of a confidential nature. Agenda Forums provide Councillors with the opportunity to peruse the draft Council Agenda, to seek additional information, clarify any concern, request the drafting of alternative motions, and organise attendance at on-site visits if considered appropriate. Agenda Forums also provide the Chief Executive Officer (CEO) with the opportunity to delete items from, or otherwise modify the Council Agenda prior to it being officially released for public consumption.

**Definitions** **Council Agenda** – The Council Agenda distributed as part of the Agenda Forum is the CEO’s draft Council Agenda. For clarity, it is not the final version distributed to the general public as per S’s5.5 and 5.25 of the Local Government Act.

**Policy** **Calling of Agenda Forums**  
Local public notice of Agenda Forums will be provided in the same way and at the same time as the local public notice given for Ordinary Meetings of Council.

Agenda Forums will be held on a Tuesday the week prior to the Ordinary Meeting of Council. Council will set the date, time and duration of Agenda Forums when adopting its meeting schedule for Ordinary Council Meetings.

**Agenda**  
The agenda for the Ordinary Meeting of Council will be distributed to Councillors on the Friday prior to the Agenda Forum. The matters that are listed on the Council Meeting Agenda will be the same matters for discussion at the Agenda Forum.

The Program for the Agenda Forum shall consist of the following:

- (i) Declaration of opening
- (ii) Record of attendance / apologies / leave of absence
- (iii) Disclosure of interest



## SHIRE OF CHITTERING Register of Policies

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- (iv) Public question time
  - (v) Presentations and Deputations
  - (vi) Reports
  - (vii) Closed to the public
  - (viii) Closure

The schedule of the Agenda Forum will be made available to members of the public at the Agenda Forum.

### **Attendance of the public**

Agenda Forums are generally open to members of the public.

Members of the public are required to be respectable and abide by the directions of the Presiding Member in relation to their conduct at the Agenda Forum. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being asked to leave the premises.

Agenda Forums will be closed to members of the public when matters are to be discussed that:

- a) Are recommended to be dealt with as a confidential matter under s.23(2) of the *Local Government Act 1995*; or
- b) The Presiding Member considers, on the advice of the Chief Executive Officer, could be dealt with as a confidential item.

### **Presiding Member and Quorum**

The President will preside at Agenda Forums. In the absence of the President the Agenda Forum will be presided over by the Deputy President. In the absence of both the President and Deputy President, those present will determine by a simple majority vote by show of hands an elected member to preside at the meeting.

As per the local law for the conduct of public meetings, the Presiding Member determines all procedural matters for the conduct of an Agenda Forum. This policy establishes the general procedure for the conduct of an Agenda Forum.

There is no quorum requirement for an Agenda Forum.

### **Declaring Interests**

Councillors and staff must disclose any financial, proximity or impartiality interests they have in an item listed on the Agenda and declare that interest at the commencement of the Agenda Forum; or immediately before the matter is discussed.





## SHIRE OF CHITTERING Register of Policies

Interests are to be disclosed and dealt with in accordance with the *Local Government Act 1995* as if the Agenda Forum were a Council Meeting.

### **Public Presentations and Deputations**

Members of the public and applicants will have the opportunity to present or make a deputation to Councillors at an Agenda Forum. The purpose of allowing for presentations and deputations is so that the public/the applicant has the opportunity to put their position to Council, and members of Council will have an opportunity to ask questions of members of the public and/or applicant.

Requests for presentations and deputations will only be allowed at either the Agenda Forum or Ordinary Council Meeting; not for both.

### **Public Question Time**

There is no Question Time at an Agenda Forum. Members of the public may make presentations and deputations at Agenda Forums, and may ask questions on any topic relevant to the local government at each Council Meeting.

### **Points/Requests for Clarification by Councillors**

Councillors will have the opportunity to ask questions of any officer or person in attendance to provide further information or clarification.

### **No Debate**

No debate, or discussion between Councillors that could be interpreted as debate, will be permitted.

### **No Decisions**

No decision will be made at an Agenda Forum by the Council, other than the election of Presiding Member in the absence of the President or Deputy President.

### **Foreshadowed Amendments and Alternative Motions**

A Councillor may foreshadow at an Agenda Forum their intention to move an alternative motion, or an amendment, to the Officer Recommendation.

### **Modifications to Council Agenda**

Following information forthcoming prior to or as part of the Agenda Forum, the CEO may at that officer's discretion, choose to modify or withdraw an officer's agenda item prior to the Council Agenda being finalised and released for formal distribution.

### **Record of Proceedings**

Detailed minutes of Agenda Forums will not be kept. The following details will be recorded:



## SHIRE OF CHITTERING Register of Policies

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- a) Date, venue and commencement time
  - b) Attendance and apologies
  - c) Declarations of interest
  - d) Closing time

### **Recording of Proceedings**

Similar to Council Meetings, Agenda Forum's will be audio recorded. There is to be no electronic, visual or audio recording or transmitting device or instrument is permitted to be used. Any person found to be using such a device will be required to leave the premises.



#### 4.7 Mobile Computing Devices and Electronic Agendas

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	18 October 2017 <small>Resolution 091017</small>
<b>Amended:</b>	

**Objective**

The preferred technology for disseminating and managing Council Agenda Papers, Agenda Forums and Information Sessions is via an online format utilising an approved Mobile Computing Device. In addition to the distribution of Agendas, Shire supplied Mobile Computing Devices are available for communicating with residents and ratepayers or for other purposes in accordance with the terms of this Policy.

To minimise printing costs, paper based agendas will not be distributed unless specifically requested. If a particular Elected Member requests paper based agendas on a permanent basis, then such arrangements will require the approval of Council.

#### Policy Statement

##### Hardware

All of the Shire's technology systems, including Mobile Computing Devices, remain Shire property. As a general rule, such devices will be provided and maintained by the Shire. The Shire will meet the cost of the initial acquisition of the device and will maintain an adequate monthly data plan for each device. Shire staff will also provide user support for Elected Members during normal work hours.

##### Software

Shire supplied Mobile Computing Devices will be pre-loaded with relevant work related software and applications. The installed software and applications are required to remain on the device in usable condition and be readily accessible at all times. In the event it becomes necessary to restore the device to its original condition, the Shire is not responsible for the loss of any personal documents or photos deleted due to a re-format of the device.

##### Care of the Mobile Computing Devices

Users are responsible for the general care of the Mobile Computing Devices that they have been issued by the Shire. Should a device be accidentally lost, damaged or stolen, it is to be reported to Shire Staff at the earliest opportunity.



## SHIRE OF CHITTERING Register of Policies

### **No Expectations of Privacy**

Communications made via Shire issued devices are subject to disclosure under the *Freedom of Information Act 1992* unless a privilege or exception exists that justifies withholding the information.

### **Email Usage for Shire Business**

For the purposes of activity related to Shire business, the user should conduct all e-mail communication through their assigned Shire email account.

### **Audits**

All Shire supplied Mobile Computing Devices are subject to stocktake/audit by the Shire and such periodic audit may be conducted using the mobile device management software installed on the device.

### **Acceptable Use**

The Shire provided Mobile Computing Device and broadband account are primarily tools for conducting Council business. They shall not be used to send or knowingly download any explicit, discriminatory or pornographic content and are not to be used for operating a business or for any illegal activity. In accordance with the *Policy 4.1 Code of Conduct - Elected Members*, users are to refrain from making any false or defamatory statements in any internet forum.

The device is available for incidental private use, however such use must be in compliance with copyright laws and any downloaded information shall be acquired at the expense of the user. Other than occasional use, broadband charges associated with private use are to be from a private broadband source, such as a home Wi-Fi service.

### **Data Usage**

The maximum monthly allowance for the Shire funded broadband is 4GB per month. Users are expected to monitor their own usage and ensure that they stay below the 4GB broadband allowance. The Telstra 24/7 App will be loaded onto Council supplied Mobile Computing Device's to assist in this regard. Excess data charges over the 4GB monthly limit will be required to be reimbursed by the individual.

### **Treatment of the Device on Cessation of Service**

When an Elected Member ceases to be an Elected Member, the Shire supplied Mobile Computing Device remains the property of Shire and must be returned to the Shire. Upon return, the device will be reset to its factory settings. The user will be required to ensure that they back-up any personal information they wish to retain as all data on the device will be erased.



**Compliance with Policy**

The Shire reserves the right to inspect any and all files stored on Mobile Computing Devices that are the property of the Shire in order to ensure compliance with this Policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any Shire issued device. The Chief Executive Officer or his nominee is authorised to institute appropriate practices and procedures to ensure compliance with the Policy.

**Legislation/Local**

**Law Requirements**

Elected Members Code of Conduct

**Other Relevant Policies/**

**Key Documents**

Not applicable

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**Acceptance of Terms of Use of Device**

I hereby certify that I have received a written copy of the Mobile Computing Devices and Electronic Agendas Policy. I have read and fully understand the terms of this policy.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Council Member's Signature

\_\_\_\_\_  
Council Member's Printed Name

# 5. Community Facilities and Recreation Policies



## 5.1 Advertising on public open space

<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Development Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	25 June 2014
<hr/>	
<b>Objective</b>	To give guidelines for advertising on Public Open Space (Passive and Active Reserves)
<b>Policy</b>	<ul style="list-style-type: none"> <li>• To give guidelines for advertising on Public Open Space (Passive and Active Reserves)</li> <li>• To limit the advertising on public open space to the promotion of sport and recreation groups, community based organisations and events and their sponsors.</li> <li>• To prohibit the promotion of alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product).</li> </ul>
<b>Scope</b>	The policy applies to all groups and individuals wishing to advertise on public open space.
<b>Background</b>	The Shire of Chittering has a significant amount of public open space, which is utilised by the community. As a result, it is necessary to ensure that all advertising being placed on this space is appropriate to all user groups, and supports the promotion of the Shire's sporting and recreational groups.
<b>Implementation</b>	<p>Only signage promoting sport and recreation groups, community based organisations and events and their sponsors will be permitted under this policy.</p> <p><b><u>Guidelines for temporary signs</u></b></p> <ul style="list-style-type: none"> <li>• Stakes or poles used to secure the signs can only be set into the ground at a maximum depth of 300mm.</li> <li>• Signs are to be made of a lightweight, non-rigid material, such as cloth, canvas or similar fabric.</li> <li>• As a guide, signs should not exceed dimensions of 1.0m and 3.0m. and should not be placed in such a manner that</li> </ul>

## SHIRE OF CHITTERING Register of Policies

obstructs pedestrian walkways, presents a hazard to motorists or pedestrians or obstructs car parking bays.

- The wording of the signs should not include any offensive language.
- The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- No bond for the erection of a temporary sign on a reserve will be charged. However should the erection of the sign cause damage to the reserve, the reserve hirer will be invoiced the cost of repairing damage caused.
- Temporary signs must be removed at the end of the activity or each day if the event occurs over multiple days. Failure to remove the sign will result the sign being removed by the Shire of Chittering at the cost of the owner of the sign.
- No approval is required from the Shire of Chittering for the erection of temporary signs. Should it come to the attention that a temporary sign erected or an event or activity contravenes the guidelines as outlined above, the owner of the sign will be required to ensure that the relevant guidelines are adhered to. Ongoing instances of non-compliance to the guidelines of this policy will result in permission being withdrawn from the individual or group to erect temporary signage.
- Recreation areas that are not used by sporting clubs may have temporary signage advertising community events.

### **Guidelines for permanent signs**

- Permanent signs on Shire of Chittering buildings, regardless of if they are located on a Shire of Chittering Reserve or not, will not be supported on the basis of the impact this type of signage has on the visual amenity. Signage on leased buildings will only be considered via written application to the Executive Manager Development Services.
- The only signs permitted to be fixed to perimeter fencing on Shire of Chittering Reserves, are those that promote the home team(s) and the next game to be played by the home team at the venue.
- Permanent signage fixed to internal barrier fences (i.e. fencing around match pitches) will be considered subject to the following conditions:
  - a) That the signs face onto the match pitch only.
  - b) That a maximum of six signs can be displayed by any one group at any one time.
  - c) That the signs do not extend beyond the length or height of the fence.





**SHIRE OF CHITTERING  
Register of Policies**

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- d) The signs are maintained at no cost to the Shire of Chittering.
  - e) The wording of signs should not include any offensive language.
  - f) The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- Written application to the Executive Manager Development Services is required for the erection of permanent signage as outlined within the above conditions




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## 5.2 *Concerts, Events and Organised Gatherings*

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**Policy Owner:** Development Services  
**Person Responsible:** Principal Environmental Health Officer  
**Date of Approval:** 16 May 2012  
**Amended:**

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**Objective** To enable the effective and efficient management of concerts, events and organised gatherings being held within the Shire of Chittering, to ensure that they are conducted in a safe manner and in compliance with all statutory requirements and associated guidelines.

**Policy** All concerts, events and organised gatherings that are held in the Shire of Chittering must be approved by the Shire's Chief Executive Officer.

Applications for approval must be sent to the Shire by the event organiser within 25 working days of the date of the event; along with full supporting documentation and relevant fees as advised by the Shire's assessment officers.

Shire officers will assess each application to determine relevant compliance with the "Guidelines for Concerts, Events and Organised Gatherings" published and updated from time to time by the Western Australian Department of Health.

Council may waive fees where fund-raising is for charitable purposes.



# 6. Community Development Policies

## 6.1 Australia Day Awards

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	17 June 2015; 15 March 2017

**Objective** The purpose of this policy is to provide for the recognition of individuals and organisations who have made significant contributions to the Shire of Chittering's (Shire) community, through annual awards presented on Australia Day.

**Policy** Each year three local citizens and one local community group or event in the Chittering Shire will be eligible for the Australia Day WA Citizen of the Year Awards in the following four categories:

- Citizen of the Year
- Citizen of the Year – Senior (over 65 years of age)
- Citizen of the Year – Youth (under 25 years of age)
- Active Citizenship Award (to recognise a community group or event)

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of WA (ADCWA) provides these awards each year for presentation to the Shire of Chittering on Australia Day.

Nominations are open throughout the year. Anyone in the community can submit a nomination and these are made in writing using the official nomination form. Nomination forms can be obtained from the Shire's website ([www.chittering.wa.gov.au](http://www.chittering.wa.gov.au)) and Facebook, Shire administration and Bindoon Library, and by contacting the Executive Assistant at the Shire.

In addition students of schools within the Shire who are awarded the School Citizenship Award in the 12 months preceding the Australia Day Awards, will be automatically considered for the *Citizen of the Year – Youth (under 25 years of age)*.

Nominations will be advertised from 1 July each calendar year in Chatter, eChatter, Shire of Chittering website and Facebook, with nominations closing end of October.

Advertising from 1 July each year will allow integration into existing promotional activities targeted at people/groups active within the community.



## SHIRE OF CHITTERING Register of Policies

These prestigious awards are only available to one recipient in each category in each year.

The Shire of Chittering will hold the award ceremony on Australia Day (26 January) in Bindoon. Details of the event will be published in the Northern Valleys News and The Advocate.

### Prize

Nominees will receive a certificate of recognition with the winners receiving a certificate and a glass award.

### **Scope**

In choosing the recipients of the Australia Day WA Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community. A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

Recipients will have been judged to have shown:

- A positive contribution to the Chittering Community
- Demonstrated leadership on a community issue resulting in the enhancement of community life
- A significant initiative which has brought about positive change and added value to community life
- Inspiring qualities as a role model for the community

Nominees should reside or work principally within the Chittering Shire.

Awards may be granted posthumously in recognition of recent achievements.

Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.

A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.

Unsuccessful nominees may be nominated in future years.

Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.

Sitting members of State, Federal and Local Government are not eligible.



## SHIRE OF CHITTERING Register of Policies

### Selection

A confidential officer report will be submitted to Council seeking their recommendation as to the winners of the awards.

### Community Service Awards

The Shire's Community Service Awards are determined by Council and are awarded in the following two categories:

1. Individual/Couple
2. Group (club/organisation/business)

The winners will receive a certificate and a glass award.

### School Citizenship Awards

The Shire's School Citizenship Awards are determined by the three local schools, with nomination forms sent to the school principal seeking nomination details.

The winners receive a certificate and a glass award.

### Award Ceremony

Details of the Australia Day Award and Community Service Award recipients are published in the first available edition of "Chatter" following the Award ceremony.

An invitation is also sent to the Freeman of the Shire.

The winners will receive a framed certificate and a glass award and are requested to participate in post-event publicity and promotion. Copies of photographs taken as a result of publicity are provided to Award recipients

#### **Legislation/Local Law Requirements**

Not applicable

#### **Other relevant policies/ Key documents**

Not applicable



## SHIRE OF CHITTERING Register of Policies

### 6.2 Education Scholarship Award

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Community Development Coordinator
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	16 September 2015 20 July 2016 (N161852)

**Objective** To provide financial assistance to local residential students in the upcoming financial year.

**Policy** The Shire of Chittering offers two scholarships for local students: one graduating from Year 6 and one graduating from Year 10.

#### **Eligible criteria**

To be eligible students must be residents of the Shire of Chittering and be continuing with their schooling during the next calendar year.

Selection is based on outstanding all round involvement and contribution to school life and the local community, including but not limited to:

- Academic achievement.
- All round achievement.
- Community involvement.
- Outstanding leadership.

#### **About the scholarship**

The scholarship can assist the student with school fees, uniform(s), books and other extracurricular activities that may otherwise be missed out on (i.e. school trips / camps) as determined by the student and his/her parent or guardian.

The money is forwarded to the school the winning student will be attending, where it is held in trust until requested.

Winning the scholarship not only provides an important financial benefit to the student, it also recognises academic excellence and a strong commitment towards civic engagement.



## SHIRE OF CHITTERING Register of Policies

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### **Advertising**

The Scholarship Awards are advertised in the Northern Valley News and via other Shire communication strategies such as Facebook, Keep me Posted and the Shire website in line with the Shire Communication Plan in September each year.

Application forms are also forwarded to the relevant high schools.

Applications open first Friday of September and close on the first Friday of November each year.

### **Assessment process**

Applications are reviewed by the Education Scholarship group consisting of a three-member panel appointed by Council and assessed against the Shire of Chittering Education Scholarship Assessment matrix.

### **Time frame**

All applicants will be notified of the receipt of their application within a month of the closing date for applications.

The Education Scholarship group will make a recommendation to Council at the December Ordinary meeting of Council. All applicants will be notified of Council's decision and invited to attend the Australia Day awards in January.

### **Presentation of awards**

All unsuccessful applicants will be awarded a certificate of merit and the winners will be presented with a certificate and a glass award. The nominated school of the winning students will be forwarded the monetary award to be held in trust until requested by the student and their parent / guardian.





### 6.3 Use of Chittering Community Bus

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	

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**Objective** To provide guidelines defining the eligibility and criteria for the use of the Shire of Chittering community bus.

**Policy** The community bus is provided as a service to not for profit community groups based in the Shire of Chittering only.

For individuals and organisations in the Shire of Chittering other than community groups, use of the bus will require specific approval of the Chief Executive Officer. Examples of organisations that may be eligible to use the bus are:

- Schools, where it can be demonstrated that it is not practical to hire a commercially available bus, use a bus of their own or where it is a one off emergency situation;
- Professional Associations, Chamber of Commerce, Tourism Organisations, where it can be demonstrated that the use of the bus will benefit the wider community, or attending an event that promotes sports in Chittering approved by the Chief Executive Officer;
- Church groups, where the benefits from the use of the bus will benefit the broader community.

No group will be eligible to use the bus in a capacity to make a profit from providing travel to paying customers, or to provide a charter service to another group.

The proposed driver of the bus must have a current motor vehicle licence (manual), LR Class, F endorsed.

All users of the bus will be required to pay the hire fee (as per the current Fees and Charges Schedule) to the Shire of Chittering and adhere to the Conditions of Use document.

**SHIRE OF CHITTERING  
Register of Policies**

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Community groups that wish to be exempt from the fees and charges are to apply to Council for a grant through the Community Grant and Sponsorship process each year. Any community group in receipt of a community grant will not be required to pay the bond for the hire of the bus.

**Note: The Community Bus is restricted to Shire of Chittering community groups and community members only (except state public service providers at the discretion of the CEO)**



## 6.4 Community Assistance Grant Scheme

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services Community Development Officer
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	25 June 2014; 26 October 2016; 7 February 2018

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**Objective** To provide financial assistance to community based clubs and organisations.

**Policy** In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the Shire of Chittering Financial Assistance Grant Scheme.

### Guidelines

1. Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Shire of Chittering.
2. Only **one** application for assistance towards **one** project will be assessed for the provision of minor sporting, recreation, cultural or other project.
3. The applicant organisation must operate from the Shire of Chittering and beneficiaries must be residents of the Shire of Chittering. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Chittering must be included in the application.
4. Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
5. A tax invoice, with proof of purchase, may be required before payment of the grant can be made by the Shire of Chittering.



## SHIRE OF CHITTERING Register of Policies

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### **Funding amounts**

1. Grants of up to \$5,000 will be considered.
2. Sponsorship for events and programs of up to \$3000 will be considered.
3. For funding requests over \$1000, a copy of your group's current financial statement **must** be attached.
4. Council contributions to Community Grants will be limited to one third of the total project cost.
5. Council contributions to Event Sponsorship Funding will be at the discretion of the Community Assistance Grants Working Group, with applicant contribution a requirement.
6. The value of in kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of no more than \$50 per hour. (Generally \$30 per hour for unskilled works and \$50 an hour for skilled labour).

### **Retrospective funding**

1. No application for retrospective funds will be considered as a part of this grant scheme.
2. Projects may not materially commence before the announcement of successful applicants.

### **Funding agreement**

If your organisation is successful in gaining grant assistance it will be expected to enter into a funding agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations need to be reported to the Executive Manager Corporate Services as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Expend the funds made available only on the agreed project, event or activity.
3. Provide to the Shire a statement of expenditure certified by the organisation's Treasurer and President, and copies of relevant invoices on completion of the project, activity or event so that approved funding may be reimbursed to your



## SHIRE OF CHITTERING Register of Policies

organisation, if the group are registered for GST a tax invoice will be required.

4. Acknowledge the funding provided by the Shire.
5. Indemnify the Shire insofar as any activities relevant to the funding are concerned.

### **Ineligible projects**

Some projects or events (or parts of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by the selection panel to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school parent groups are excepted).
3. Projects that have already commenced.
4. Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project.
5. Salaries or recurrent operational costs. (These will be removed from the budget before consideration). Public Liability insurance may be exempt from this condition if the organisation is within its first 2 years of operation.
6. Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).

### **Eligible projects**

Projects will be considered eligible if they can demonstrate that:

1. All other potential funding sources have been sort, and/or;
2. They are able to demonstrate benefit to the wider community, and/or;
3. Provide benefit to Shire residents through recreational, social or cultural means.

**Other conditions**

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. A new Organisation may be eligible to receive funding towards Public Liability Insurance for the first 2 years of operation.
4. All applicants will be advised, in writing, of the success or otherwise of their application.
5. Event notification forms will need to be completed for any public event. Forms will be made available to applicants upon approval or before application if requested.

**Advertising**

The Community Assistance Grant Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants. The scheme opens in May with a deadline of the last Friday in June.

**Time frame**

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

**Community event sponsorship**

The Community Event Sponsorship area within the Community Assistant Grant Scheme has been developed to assist community organisations in the development and operation of a range of events across the Shire.

The operation of this funding strand recognises the size of the Shire and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

**Australia Day event sponsorship**

The Australia Day event sponsorship area within the Annual Budget has been developed to assist the four major localities (i.e. Bindoon, Wannamal, Muchea, Lower Chittering and Upper Chittering) within the Shire of Chittering in conducting their communities Australia Day event. If any locality does not conduct an event their allocation is spread evenly with the other localities.

**Funding availability**

Funding will generally be available for most aspects of event organisation and conduct including:

- Fees and costs associated with entertainment and other activities,

The Shire is responsible for advertising the events in the ***Northern Valleys News***.




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## 6.5 *Financial assistance for residents involved in state/national sporting events*

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services Community Development Coordinator
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	25 June 2014

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**Objective** To provide financial assistance to Shire of Chittering residents participating in a state/national sporting event.

**Policy** The Shire of Chittering offers funding to persons who represent the State or Nation in their chosen sport.

The applicant must be participating as an athlete in a National Sporting competition endorsed by the relevant State Association or Governing Body. The athlete must be a resident of the Shire of Chittering and have been selected through a validated process.

This funding does not apply to development or training squads or invitational events, nor for local or regional competitions.

Individuals may apply at any time and can request up to a maximum of \$200. Unless the individual is selected to represent Australia in an international event, they then may apply for up to \$400.

Funding is limited to once per individual per annum.

An allocation is to be made each year in the annual budget.

Elected Members will be informed of those Shire of Chittering residents who receive financial assistance through the monthly information bulletin.

Requests for assistance five hundred dollars (\$500) and less may be authorised for payment by the Shire President.





## 6.6 Community Bus Transport Service

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	<b>21 September 2016</b>
<b>Amended:</b>	

**Objective** To provide guidelines for the provision of a Community Bus Service for Shire of Chittering residents to access services within the metropolitan area.

**Policy** The Community Bus Transport Service is a free courtesy service to the metropolitan centres of Joondalup and Midland for any resident within the Shire of Chittering. Children aged 16 and under will need to be accompanied by an adult / guardian.

The driver will be volunteer driver(s) registered with the Shire of Chittering, who hold a relevant class of licence for driving the designated vehicle.

Day of service

Tuesday, alternating between Joondalup and Midland town centres on a weekly basis.

Times of service

Pick up 8am at Shire of Chittering Administration Centre. The bus route and subsequent bus stops throughout the Shire of Chittering will be subject to bookings. Metropolitan drop-off points will be at designated central locations within the Midland **OR** Joondalup Central Business districts.

Returning to Bindoon at 3pm with bus stops along the reverse route as outlined above (5 hour duration in metro area).

The bus must not be utilised for any other activities without the prior approval of the Chief Executive Officer or Executive Manager Corporate Services.

**SHIRE OF CHITTERING**  
**Register of Policies**Drivers

A roster will be developed and maintained by the Shire of Chittering for volunteer drivers who will receive an honorarium payment.

Minimum numbers of travellers per day

The bus service will require a minimum of four passengers. If on any occurrence there are three or less booked passengers, a Council vehicle (to be driven by the community bus driver) will be made available to ensure that those booked will be able to attend booked appointments.

Luggage

A luggage trailer is available if required.

The Community Bus Service will maintain a nil alcohol rule and passengers utilising the service will be advised that it is their responsibility to ensure that they are at the designated bus stop on time to catch the return trip to the Shire of Chittering. The Shire, and the volunteer driver, will not be held accountable for passengers who miss the bus.

The day to day operation of the service will be supported by established administrative procedures.



# 7. Engineering, Construction and Maintenance Policies



## 7.1 Nature Strip Treatments – Protective Devices

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Manager Technical Services Works Supervisor Technical Officer
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

**Objective** The objective of this policy is to Guide Council and Administration appropriate installation of bollards and/or barriers.

To establish policy guidelines to enable property owners to protect landscaping, water reticulation systems and to discourage parking on the nature strip (formerly known as the verge).

**Policy** Property owners may make written application to the Shire's Executive Manager Technical Services for the installation of semi mountable or mountable kerbing within the nature strip to protect landscaping, water reticulation systems and to discourage parking on the nature strip.

### **Bollards**

The installation of bollards or any other form of obstruction on the nature strip is not approved. Any installation of bollards should be restricted to the property boundary. The Shire will also consider installation of trees at the property boundary on a case-by-case basis.

### **Semi-mountable Kerbing**

Where damage to the nature strip adjacent to a *residential, commercial or industrial* property is occurring semi mountable or barrier kerbing may be installed at the full cost of the property owner. However, any action agreed to is subject to a site investigation being undertaken by Shire Administration personnel to determine the cause for vehicular over-runs, and if appropriate, the cost of agreed kerbing installation. Implementation of the approved works will be undertaken by the Shire on receipt of written agreement from the property owner to proceed with the work at the quoted cost. The Shire will continue to provide



information on suitable water sensitive landscaping and planting options for residents as required.

Provision for bollards or barriers to protect pedestrians from vehicles and bicycle traffic shall be included in all footpath construction programs.



## 7.2 Crossovers Subsidy

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Manager Technical Services Works Supervisor Technical Officer
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

<b>Objectives</b>	The purpose of this policy is to provide a subsidy towards the construction of a vehicle crossover to a private property.
<b>Statement</b>	To clarify the Shire's requirements for the construction of a vehicle crossing to a private property in order to receive a subsidy from the Shire.
<b>Scope</b>	The policy applies to all property owners.
<b>Background</b>	<p>Under the <b>Local Government Act 1995 regulation 15 Contribution to cost of crossing-Schedule 9.1 cl 7(4)</b>,</p> <p>(1) <i>Where-</i></p> <p>(a) <i>a local government-</i></p> <p>(i) <i>under regulation 12 constructs or approves the construction of; or</i></p> <p>(ii) <i>under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;</i></p> <p>(b) <i>the crossing is the first crossing in respect of the land; and</i></p> <p>(c) <i>the crossing is a standard crossing or is of a type that is superior to a standard crossing,</i></p> <p><i>the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.</i></p> <p>(2) <i>In sub-regulation (1) -</i></p> <p><i>“first crossing” in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under</i></p>

## SHIRE OF CHITTERING Register of Policies

*regulation 12 or section 358 2 of the Local Government Act 1960 as in force at any time before 1 July 1996;*

*“standard crossing” means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.*

### **Crossover Subsidy**

- 1) All crossovers shall be constructed and approved by the Executive Manager Technical Services. The Owner/agent shall arrange for construction.
- 2) The crossover shall be paved utilising sprayed bitumen, bituminous concrete, in-situ concrete, paving bricks or blocks.
- 3) The Shire will contribute 50% towards the cost of only one standard residential crossover, subject to the crossover being deemed to conform to the Shire specifications.
- 4) The subsidy (as outlined in 3 above) shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
- 5) Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed. Crossovers in excess of six months old shall have a reduced subsidy based on straight line depreciation, for age and type, as per the following: (Crossovers in excess of their life shall not be eligible).

Crossover Type	Maximum Life of Crossover
Gravel	10 years
2 Coat Seal	10 years
Asphalt	15 years
Brick/Block	20 years
Concrete	25 years

- 6) Reconstruction of one crossover to a property shall attract a second subsidy where that crossover has exceeded its expected life (taken as 20 years) as determined by the Shire’s Executive Manager Technical Services.
- 7) The reference a “standard crossover” shall mean a sealed or paved construction to a size conforming to the Shire’s



Executive Manager Technical Services area standard widths, referred to in specifications.

- 8) Where Council undertakes road works affecting existing crossovers Council will bear the cost of replacement.



### Crossover Maintenance

The crossover is that section of driveway that extends from the road kerb or edge of road seal to the front or side property boundary line, across the verge. The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees and water run off from private property.

The Shire will not undertake any maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

### Existing Vehicle Crossover

The Shire will not provide any subsidy to replace or repair any existing crossover. It is the property's owners' responsibility to ensure the crossover complies with the Shire's minimum requirements. Crossover repairs must be undertaken if it is considered unsafe.

### Administration

To apply for a subsidy, the applicant must complete the ***Application for Subsidy or Construction of a Crossing***. On receipt of the application the Technical Services Department may investigate and provide a quotation (if requested) to the owner/builder.

If the Shire's subsidy is to be claimed, then on receipt of the Application the crossing will be inspected. A subsidy will be processed on completion of the construction of the crossover and once an inspection has been carried out by an officer from the Technical Services Department, to ensure that the crossover conforms to the Shire of Chittering crossover specifications.

**Note: This process will normally take a maximum of four working weeks**

### Bonds

- i) Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of the building licence. The amount of the bond will be set by Council.

- ii) Crossover construction or reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Shire's Executive Manager Technical Services that the construction is necessary.
- iii) Construction/reconstruction of a crossover as a condition of the building licence shall not be required if the value of the licence is less than \$5,000 or the building work involve only minor works (e.g., pergola, shed, pool, patio, toilet) but shall apply to all building licences for structures accessible to vehicles.
- iv) Council may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building, where payment of a crossover bond has been made.

#### **Building Licence**

The Building Licence is for building construction inside the property boundary and does not include approval for the construction of the crossover. Hence, a separate application is required for the construction of a crossover within the road verge, which is vested with the Shire of Chittering.

The position, width, and construction of the crossover shall be in accordance with this crossover specification.

#### **Protection of Existing Services, Street Trees and the Public**

- 1) Existing services within the vicinity of the proposed crossover shall be protected at all times. The owner or authorised representative may be contacted to provide advice in relation to the protection of services;
- 2) Where damage is caused to the Shire's infrastructure (i.e. kerb, pathway, road etc) as a result of the construction of the crossover, the infrastructure shall be repaired to the satisfaction of the Executive Manager Technical Services;
- 3) Conflicting public utility services shall be adjusted or relocated at the applicant's expense, subject to formal approval of the relevant authority;
- 4) The Shire's existing drainage structures (i.e. pits drains or culverts) that conflict with the location of the proposed crossover are to be adjusted by the Shire's Technical Services

- Department and all costs associated with this work shall be borne by the Applicant;
- 5) The removal, adjustment, or reinstatement of reticulation is the responsibility of the Applicant;
  - 6) Street trees shall not be removed without the prior approval of the Shire's Executive Manager Technical Services. Crossovers shall be located a minimum of 2 metres from a tree and removal will only be undertaken where it can be demonstrated that this is the only option available. All costs associated with the removal of the street tree shall be borne by the Applicant;
  - 7) The Applicant shall be responsible for the protection of the public at all times. Signage, lighting, barricades, and/or any other protection measure deemed necessary shall be provided by the applicant to ensure that the public are protected during the execution of the works;
  - 8) Safe access for pedestrians on the verge shall be maintained at all times. The Shire will not permit pedestrians being forced to walk on the road pavement unless appropriate measures are put in place for the protection of pedestrians; and
  - 9) Vehicle crossings abutting major roads shall be subject to the approval of MRWA in conjunction with the Shire of Chittering.

#### Definitions

##### **"Applicant"**

means the person who makes application to the Shire to construct a crossover

##### **"Shire"**

means the Shire of Chittering

##### **"Contractor"**

means the person or company who will be responsible for construction of the crossover

##### **"Crossing"**

has the same meaning as Crossover

##### **"Crossover"**

means that section of the "drive in" to a property that replaces the verge and footpath or will ultimately form part of the future footpath

**SHIRE OF CHITTERING  
Register of Policies****“Footpath”**

means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists

**“Local Government”**

means the local government of the Shire of Chittering

**“Local Government Act”**

means the Western Australian *Local Government Act 1995*

**“Subsidy”**

means the contribution that the Shire is prepared to make towards the cost of an approved crossover as set by Council each year in the fees and charges

**SHIRE OF CHITTERING  
Register of Policies**

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**“Superintendent”**

means the Executive Manager Technical Services or his/her nominated representative

**“Verge”**

means that portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property boundary but does not include a footpath.

**References**

Shire of Chittering Specification for Vehicular Crossing



### 7.3 Naming of Shire Facilities

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Manager Technical Services Technical Officer
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

<b>Objectives</b>	<p>This policy:</p> <ul style="list-style-type: none"> <li>is intended to provide guidelines for the provision of <b>Community Facility Name Signs</b> in accordance with <b>AS1742.5 - 1997</b>, within the municipality; and</li> <li>outlines the process for considering a name change of Council property.</li> </ul>
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<b>Scope</b>	<p>This policy outlines the philosophy and process for the naming of:</p> <ul style="list-style-type: none"> <li>Towns, localities, streets and parks;</li> <li>New Council buildings, gardens, memorials and other infrastructure or Council-owned amenities; and</li> <li>The re-naming of existing Council buildings, gardens and other infrastructure or Council owned properties.</li> </ul>
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<b>Statement</b>	<p>Council recognises that the names of buildings, gardens, parks and reserves owned by the Shire can have significant influence on the future development and sense of community within an area. With this in mind, it has determined that the naming of facilities, buildings and amenities under the control of the Shire will be undertaken in a planned and coordinated way which respects and acknowledges the area's history, heritage and environment.</p>
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#### **Naming of Towns, Localities, Streets and Parks – General**

The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.

Council will follow the principles and guidelines for the general naming of streets, parks, roads, towns localities, as determined by the Geographic Names Committee of Western Australia, and set out by Landgate.

While in general, Parks and Reserves shall be named after an adjacent boundary road, and buildings and facilities shall be named after the locality in which they reside or after an adjacent road,

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where possible, to facilitate ease of identification, alternatives may be developed using the following principles.

#### **Principles of Naming Facilities**

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

- The locality within which the development is situated
- Any historical events associated with or near the site
- Indigenous and cultural heritage relevant to the site
- Community or corporate sponsorship
- Marketing opportunities
- Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius)
- Social or calendar events
- Significant individuals who have contributed substantially to the community.

#### **Procedures for Naming New Facilities**

The naming of new facilities will be undertaken in a timely and coordinated fashion.

Due process will be given to the consideration of any proposed name for any new facility.

Where a new facility is being developed/constructed, Elected Members and the community may suggest, in writing, names for the facility and the reasons for the suggestion. Where it is proposed to name the facility after a person who is no longer living and who made a significant contribution to the community, it is a requirement that background information on that person be provided as part of the written material.

In the event that a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria listed above, the Chief Executive officer will prepare a confidential report on the proposed names. Elected Members will be invited to select their preferred option through a ballot system based on 'first-past-the-post'. If an absolute majority preference is not achieved through this process, the secret ballot will be recast, based on the two most popular choices.

### **Proposals to Rename Existing Council Facilities**

#### *Criteria for renaming an existing facility*

The Shire recognises that from time to time it may be appropriate to rename a Shire owned facility.

When considering options for re-naming Shire facilities, in addition to the criteria listed in Section 2 (above), the following will also be considered:

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

### **Proposing the Renaming of a Facility**

Any resident or elector of the Shire may propose the renaming of a Shire facility, but a proposal by an elector must be supported in writing by an Elected Member. Nominations must be made in writing to the Chief Executive Officer.

### **Recognition of Community Members**

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

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

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

Being a former Councillor or former Member of Parliament is not sufficient grounds on which to nominate an individual. In the event



that the nominee is still living, the nomination must be made in the strictest confidence without the nominee's knowledge. Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.

#### **Process on Receipt of a Nomination**

On receipt of a proposal to rename an existing facility, the Chief Executive Officer will cause a report to be prepared and circulated on a confidential basis to Elected Members for consideration. On the written advice of at least five Elected Members the report and recommendation shall be put to Council for consideration.

#### **Current facilities that should not be renamed**

The following facilities that have the following criteria should not be renamed:

- have a name that reflects a specific historical event within the Shire of Chittering;
- have a name that has specific relevance to indigenous peoples of Australia; or
- are already named after a person.

#### **Registration of the Building's New Name**

Although the names of Shire buildings do not have to be registered with Landgate, in order that the new name will be registered on maps etc. where appropriate, Landgate shall be advised of the change.

#### **Renaming of Shire Streets**

This is generally not supported as it impacts directly on residents. Renaming of streets may be considered where a realignment or similar substantial change occurs. Under these circumstances the renaming will follow the principles and guidelines for the general naming of streets, parks, roads, towns or localities, as determined by the Geographic Names Committee of Western Australian and set out by Landgate and is delegated to the Chief Executive Officer.

#### **Definition**

In accordance with **AS1742.5 - 1997**, the purpose of Naming of Council Facilities is to advise road users of the direction to facilities, generally of a non-commercial nature. Details of typical facilities are provided in the standard, which is available for viewing at Executive Manager Technical Services.

#### **Shape, Size, Colour**

Blue with white lettering, rectangular fingerboards, in accordance with **AS1742.5 - 1997**.

**SHIRE OF CHITTERING  
Register of Policies**

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<b>Location, Mounting</b>	In accordance with <b>AS1742.5 - 1997</b> and Council Street Sign Layout guidelines.
<b>Cost of Installation</b>	All costs are to be borne by the applicant.
<b>Approval</b>	<p>Upon receipt of a request in writing for a Naming of Shire Facilities, the request will be assessed against the criteria of this policy and actioned accordingly.</p> <p>Existing signs not conforming to this policy shall be removed from road reserves six months from the date of confirmation.</p>



## 7.4 Road Reserves

<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services Works Supervisor
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

**Objective** The purpose of this policy is to determine applications and apply conditions on road reserves within the Shire of Chittering.

**Statement** Council authorises the Executive Manager Technical Services to determine applications and apply conditions to policy under the following heading:

*Road Side Burning*

Upon request of preventative roadside (road reserve/verge) burning by an adjoining land holder, the area will be inspected by the Shire's Works Supervisor and the Chief Bush Fire Control Officer to decide if it is necessary. If burning is required, the Department of Environment shall be informed and its decision will be mandatory in these events.

Council is committed, where possible, to preserving natural vegetation on road reserves and the proper management of specified weeds.

Council will rely on the provisions of the **Local Government Act 1995**, the Land Act, Policies of the Commissioner for Land and Soil Conservation and the Act for Waterways.



## 7.5 Road Maintenance

<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services Works Supervisor
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

<b>Objective</b>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> <li>• maintain school bus routes to a safe standard.</li> <li>• ensure that all roads are maintained.</li> <li>• ensure proper drainage of road assets.</li> </ul>
<b>Statement</b>	<p><b><u>Special attention is to be given to the maintenance of school bus routes</u></b></p> <p>That school bus routes be graded (where necessary) before the commencement of the school year, i.e. January - February.</p> <p>School bus routes receive priority at the commencement of the winter maintenance grading season.</p> <p>Schools are asked to provide up to date bus routes in November each year.</p> <p>Schools are requested to submit copies of their five year surveys to justify upgrading roads when new bus routes are proposed and structural changes are required. Those being schools in the locality within the Shire of Chittering and services carried to Bullsbrook, and Gingin.</p> <p><b><u>Road Maintenance</u></b></p> <p>That all roads in the Shire be graded as and when required.</p>



## 7.6 Heavy Vehicle Access

<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services Works Supervisor
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	25 June 2014

**Objective** To provide safe access to all roads within the Shire of Chittering.

**Statement** **Heavy vehicle configurations allowed and not requiring a permit**  
Any Heavy Vehicle Configuration and load, that is 19.5m long or less in length (or maximum 12.5m from rigid vehicle), less than 2.5m in width, less than 4.3m in height and has a GCM less than 42.5 tonnes is allowed on all Council roads at any time without a permit.

**Heavy vehicle configurations allowed with a permit**  
Any Heavy Vehicle Configuration and load, that is greater than 19.5m in length, greater than 2.5m in width, greater than 4.6 m in height and has a GCM greater than 87.5 tonnes, **up to and including configurations with five axle groups only**, is allowed on all RAV approved Council roads, with a permit only.

These are shown as all configurations of Class 2 vehicles up to and including Category 6, and all configurations of Class 3 vehicles up to and including Category 5, in Tables 1 and 2 attached.

Council will approve the use of these configurations of heavy vehicles, on any RAV approved road within the Shire of Chittering, subject to a permit being issued and the conditions below being satisfied:

- a) Maximum Speed 90kph or as sign posted and gazette.
- b) Temporary approval for 12 months. All permits expire 30 September each year.
- c) All use of Shire of Chittering roads as approved subject to weather conditions (operators to contact Shire prior to travel to ascertain local road/weather conditions).
- d) 24hour access to all roads seven days a week in non built up areas.
- e) 7am to 5pm hour access to all roads Monday to Friday excluding Public Holidays in built up areas only.
- f) Two Way Radios (Channel 40) are to be used when operating within School Bus areas.

**Heavy vehicle configurations not allowed whatsoever**

Council will not allow the following configurations of heavy vehicles on any road within the Shire of Chittering, at any time:

- i) All Class 2 vehicles, from Category 7 to Category 10 and all Class 3 vehicles from Category 6 to 10 (any configuration with six or more axle groups - Note: These combinations are shown in Table 1 and 2 attached)

# VEHICLE CATEGORIES - CLASS 2

CLASS 2		(RAV) - CLASS 2 VEHICLE CATEGORIES				Version: March 2008						
CLASS 2		EXAMPLES OF VEHICLE DESCRIPTION AND CONFIGURATION				AXLE SPACING	LENGTH	MASS	HEIGHT	STEER	AXLE GROUPS	NETWORK
						(M)	(M)	(T)	(M)			(M)
Category 1	(A)  ONE WHEEL, ONE TRAILER THING TWO TRAILER (B)  ONE WHEEL THING, A PULL BODY, ONE TRAILER (C)  TRUCK THING IS, 4 TRAILER THING (D)  TRUCK - Limited in Heavy Duty	(A)	A	<20	30	34.5(N), 43.5(N)	OTHER	4	1			
		(B)	A	<18	43.2	44.5(N)	SINGLE	3				
		(C)	A	<20	42.8	44.8(N)	SINGLE	3				
		(D)	A	<12.5	27.5	34.3(N)	OTHER	2				
Category 2	(A)  ONE WHEEL, ONE TRAILER THING TWO TRAILER (B)  ONE WHEEL, ONE TRAILER THING, LONGER BODY (C)  TRUCK THING IS, 4 TRAILER THING (D)  TRUCK THING IS, 4 TRAILER THING	(A)	A	<27.5	55.5	44.8(N), 43.5(N)	OTHER	4	2			
		(B)	A	<27.5	47.5-60	44.8(N)	OTHER	4				
		(C)	A	<25.0	37.5	44.8(N)	OTHER	4				
		(D)	A	<25.0	42.5	44.5(N)	OTHER	3				
Category 3	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER	(A)	A	<27.5	54	44.8(N)	OTHER	5	3			
Category 4	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER	(A)	A	>18, <27.5	57.5	44.8(N)	OTHER	5	4			
Category 5	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER (B)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER, 1 TRAILER BODY (C)  TRAILER THING, 1 TRAILER BODY (D)  4 TRAILER	(A)	A	>27.5, <36.5	34	44.8(N)	OTHER	6	5			
		(B)	A	>27.5, <36.5	34 + d	44.8(N)	OTHER	6				
		(C)	A	>27.5, <36.5	32.5 + d	44.8(N)	OTHER	5				
		(D)	A	>27.5, <36.5	34	44.8(N)	OTHER	5				
Category 6	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER (B)  4 TRAILER (C)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER, 1 TRAILER BODY	(A)	A	>27.5, <36.5	37.5	44.8(N)	OTHER	5	6			
		(B)	A	>27.5, <36.5	37.5	44.8(N)	OTHER	5				
		(C)	A	>27.5, <36.5	32.5 + d	44.8(N)	OTHER	6				
Category 7	(A)  TRUCK THING, 1 LEE, 1 LEE, ONE TRAILER (B)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER BODY, TRAILER TO 2 TRAILER (C)  TRAILER THING, 1 TRAILER	(A)	A	>27.5, <36.5	137.5	44.3	TWIN	5	7			
		(B)	A	>27.5, <36.5	137.5	44.8(N)	OTHER	0				
		(C)	A	>27.5, <36.5	137.5	44.8(N)	OTHER	0				
Category 8	(A)  TRUCK THING, 1 LEE, ONE TRAILER (B)  TRUCK THING, 1 LEE, ONE TRAILER	(A)	A	>27.5, <36.5	130.5	44.3	OTHER	0	8			
		(B)	A	>27.5, <36.5	137.5	44.3	OTHER	0				
Category 9	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER	(A)	A	>36.5, <53.5	130.5	44.8(N)	OTHER	7	9			
Category 10	(A)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER (B)  TRAILER THING, 1 LEE, ONE TRAILER THING TO 2 TRAILER (C)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER, ONE TRAILER BODY (D)  TRAILER THING, TWO TRAILER (E)  ONE WHEEL, ONE TRAILER THING, 1 LEE, ONE TRAILER	(A)	A	>36.5, <53.5	127.5	44.8(N)	OTHER	7	10			
		(B)	A	>36.5, <53.5	127.5	44.8(N)	OTHER	7				
		(C)	A	>36.5, <53.5	147.5	44.8(N)	OTHER	8				
		(D)	A	>36.5, <53.5	147.5	44.8(N)	OTHER	8				
		(E)	A	>36.5, <53.5	37.5 + d	44.8(N)	OTHER	0				

KEY: (M) = Minimum axle required, (N) = Optional axle, +d = plus tare weight of load/dolly.

NOTES:

- Operators using a Class 5 Category of Restricted Access Vehicle (RAV) outlined in this document must operate that class of RAV in accordance with the permit OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3m but MUST NOT exceed 4.5m when it is:
  - (i) built to carry livestock or;
  - (ii) carrying a crate to carry livestock or;
  - (iii) carrying vehicles on more than one deck.

5. Maximum height of Pig Trailer Only

6. Network maps are available in CD format from Heavy Vehicle Operations. Networks can also be viewed and downloaded via the Internet.

7. Category 1 Restricted Access Vehicles above 4.3m in height may ONLY operate on Network 2 roads.

[www.mainroads.wa.gov.au/heavy-vehicles](http://www.mainroads.wa.gov.au/heavy-vehicles)

Road Network Services  
Heavy Vehicle Operations  
2 Adams Drive  
WELSHPOOL W.A. 6196  
Tel: (08) 93116459 Fax: (08) 93118455



# VEHICLE CATEGORIES - CLASS 3



(RAV) - CLASS 3 VEHICLE CATEGORIES				Version: March 2006							
CLASS	EXAMPLES OF VEHICLE DESCRIPTION AND CONFIGURATION				AXLE SPACING TABLE	LENGTH (M)	MASS (kg) (T)	HEIGHT (m) (M)	STEER AXLE GROUP	AXLE GROUPS	NETWORK
3	Category 1	(A)	(B)	(C)	(A) B	<18	>42.5, <47.5	34.0(4)	TRIM	3	1
		(B) B	<20	45.5	34.0(4)	34.2(5)	ETHER	3			
		(C) B	<20	50.0	34.0(4)	ETHER	4				
2	Category 2	(A)	(B)	(C)	(A) A	<20	42.5	34.8	ETHER	3	2
		(B) B	25	54.5	34.0(4)	ETHER	4				
		(C) A	<25	67.5	34.0(4)	ETHER	4				
		(D) A	>25, <27.5	67.5	34.0(4)	ETHER	4				
3	Category 3	(A)			(A) B	<27.5	64	34.0(4)	ETHER	5	3
4	Category 4									4	
5	Category 5	(A)	(B)		(A) B	>27.5, <30.5	64	34.0(4)	ETHER	5	5
					(B) B	>27.5, <30.5	64 + 4	34.0(4)	ETHER	6	
6	Category 6									6	
7	Category 7									7	
8	Category 8									8	
9	Category 9	(A)			(A) B	>36.5, <53.5	130.8	34.0(4)	ETHER	7	9
10	Category 10	(A)			(A) B	>36.5, <53.5	84 + 4	34.0(4)	ETHER	8	10

NOTES:  
 1. Operators using a Class & Category of Restricted Access Vehicle (RAV) outlined in this document must operate that class of RAV in accordance with the permit OPERATING CONDITIONS and only on the network specified.  
 2. These diagrams are a visual indication of the vehicle only.  
 3. Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.  
 4. The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.8 m when it is:  
 (i) built to carry livestock or; (ii) carrying a load to carry livestock or; (iii) carrying vehicles on more than one deck.

5. Maximum height of Pig Trailer Only  
 6. Network maps are available in CD format from Heavy Vehicle Operations. Networks can also be viewed and downloaded via the internet.  
 7. Category 1 Restricted Access Vehicles above 4.2m in height may ONLY operate on Network 2 roads.  
[www.mainroads.wa.gov.au/heavy-vehicles](http://www.mainroads.wa.gov.au/heavy-vehicles)

Road Network Services  
 Heavy Vehicle Operations  
 2 Adams Drive  
 WELSHPOOL W.A. 6106  
 Tel: (86) 93118450 Fax: (86) 93118455





### 7.7 Road Formation Widths / Clearing Widths – for new construction works

**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**

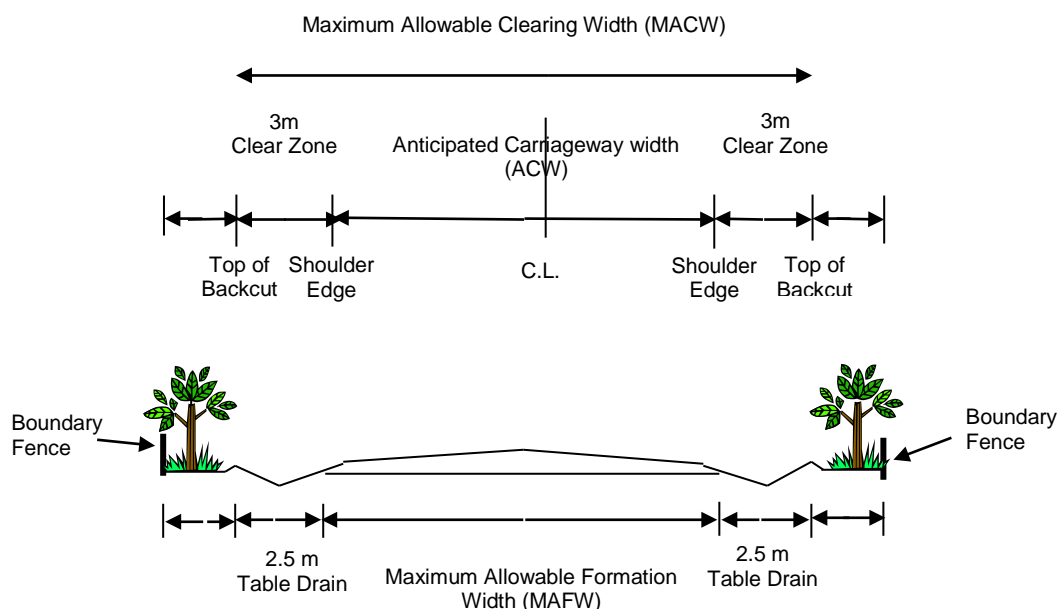


Table 1.0 shows the maximum road formation and clearing widths for new work, on the three classes of roads within the Shire (refer to Table 2.0, in relation to the classification of each road within the Shire.)

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.



SHIRE OF CHITTERING  
Register of Policies

road	name	sikend	built up area	financial accountability	funding weight	functional class	hierarchy
0001	MOOLIABEENEE 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	8.69	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



SHIRE OF CHITTERING  
Register of Policies

road	name	sikend	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	SPICE 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



SHIRE OF CHITTERING  
Register of Policies

road	name	silend	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

## SHIRE OF CHITTERING Register of Policies

road	name	silkend	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

## SHIRE OF CHITTERING Register of Policies

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	LESCHENAUZIA DRIVE	2.18	Non Built Up	Local Government	Residential	Rural Local	Local Distributor



SHIRE OF CHITTERING  
Register of Policies

road	name	sklend	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	TOODAY 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





SHIRE OF CHITTERING  
Register of Policies

road	name	silkend	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	HOUSDEN 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	LORIKEET 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



# 8. Parks and Landscaping Policies

## 8.1 Landscaping Policy for Industrial and Commercial Areas

<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

<b>Objective</b>	<p>The objective of this policy is to:</p> <ul style="list-style-type: none"> <li>• Guide Council and Administration in prioritising public open space and distributor roads for appropriate landscaping development, utilising an endorsed criteria for assessment.</li> <li>• Guide applicants on matters Council and Administration will take into consideration when evaluating development applications and detailed engineering and landscape designs.</li> </ul>
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<b>Statement</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• evaluate sites for best practice landscape asset management</li> <li>• minimise the Shire's exposure to risk and capital and recurrent cost liabilities</li> <li>• apply a consistent approach to landscape treatments within the Shire of Chittering.</li> </ul>
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Council wishes to promote the establishment of landscaping for the benefit of those who reside, work and visit the Shire of Chittering.

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 of Chittering 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 Council 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 of Chittering 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 the Works Supervisor to ascertain suitability of alternative species.

#### **Preparation of Shrubbery Areas**

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

#### **Reticulation**

All landscaping shall be reticulated. The reticulation considered satisfactory by Council 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 Council 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.



## 8.2 Road Verge Development Criteria

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<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

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**Objective** The objective of this policy is to guide Council and administration on the appropriate landscaping development on road verges.

- Statement**
- i) Council shall encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.
  - ii) The preferred style shall be the Native Garden option with irrigation and up to two trees/20m of frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler equipment is preferred.
  - iii) The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with Executive Manager Technical Services.
  - iv) Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items shall be placed on the road reserve. Weed control using plastic sheeting with aggregate, mulch, metal dust overlay is acceptable.
  - v) No assistance shall be given by the Shire for development, ongoing operation or maintenance costs.





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**8.3 Street Tree Removal**

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

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**Objective** To guide Council and Administration on appropriate removal of street trees within the Shire of Chittering.

**Statement** Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the Executive Manager Technical Services in consultation with the Chief Executive Officer.



## 8.4 Establishment and Maintenance of Playground Equipment

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<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services Building Coordinator
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

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**Objective** To guide Council and Administration on appropriate establishment and maintenance of playground equipment within the Shire of Chittering.

**Statement** All playground equipment purchased by the Shire, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be according to the ***Australian Standards Association (1924, Part 1 1981) Playground Equipment for Parks, Schools and Domestic Use (ASA 2155 – 1982 and 2555 – 1982)***.

The Building Coordinator shall order the removal of any items of equipment that, in his opinion, is not conforming and dangerous and shall have the authority to remove any item of play equipment and have it placed in the Council's depot if the order for its removal is disregarded.

This will ensure that playground equipment is maintained to the highest possible standard.



# 9. Town Planning Policies



**9.1 Subdivision and Rezoning Applications - Catchment Management Plans – REVOKED (25 June 2014)**



## 9.2 Battleaxe Access

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<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Development Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	25 June 2014; 17 June 2015

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**Objective** This policy is to provide guidelines for battleaxe accessways outside the townsite areas.

**Policy** The Shire of Chittering is not in favour of battleaxe access in any subdivision, particularly in “Rural Residential” areas.

If battleaxe access is required for a subdivision there shall be a maximum length and a minimum width of 10 metres to facilitate the construction of trafficable surfaces and associated drainage and the developer shall be required to construct crossovers to each battleaxe access prior to the clearance of conditions.

Road construction shall be of a minimum thickness of 150mm if gravel or additional sufficient thickness to allow adequate swale drainage.



### 9.3 Rural Numbering

<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Development Services Executive Manager Technical Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

**Objective** This policy is to ensure that all properties are allocated with rural numbering.

**Policy** Where new lots are created by a subdivision the developer is required to install rural numbering in accordance with Council's standard or pay the Shire the sum as prescribed by Council in its annual budget (refer to Schedule of Fees & Charges) for the Shire to purchase and install such signage to each lot and;

Where the Shire approves a building permit for a new dwelling where that dwelling has an access from a public road which does not currently have a rural number, the landowner is required to purchase and erect a rural number in accordance with Council's standard.



## 9.4 Valuation of Land

<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Development Services Executive Manager Corporate Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

**Objective** The objective of this policy is to ensure that land valuation for the purpose of public open space shall be through the Valuer Generals Office, so as to avoid any disagreement.

**Statement** Requirements of the *Local Government Act 1995, Planning and Development Act 2005* and subsidiary legislation require the Shire to carry out valuations of land for specific purposes. Council appoints the Valuer General as the official valuer for Public Open Space valuations.



## 9.5 Road Names

<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

**Objective** To provide easy identification of Shire roads.

**Policy** Except as provided below, a road name shall not be proposed for a new or existing road if that road name is currently in use within the Shire. This includes the use of:

- i) like-sounding names. e.g. names with the addition/deletion of "s"; or
- ii) same name with a different suffix, e.g. road as opposed to street.
- iii) where a road is closed or access denied as it crosses a main thoroughfare, one portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approval reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Chittering area and its neighbourhood;
- common or Aboriginal names of flora and fauna species indigenous to the Chittering area;
- Chittering locality or geographic feature names in common, historical or Aboriginal usage; and
- persons having a distinguished record of achievement within the Shire's history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into reserve road names list and for applying to particular thoroughfares will be put before Council for approval.



**SHIRE OF CHITTERING  
Register of Policies**

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Support to name or rename roads in established areas can be obtained by:

- advertising the proposal in the local paper, inviting comments; and
- advising residents in the area of the proposed name in writing and inviting comments.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.



## 9.6 Public Guidance Signage in Road Reserves

<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	18 May 2011
<b>Amended:</b>	

**Objective** To provide public guidance signage to assist the public in locating community and commercial services and facilities within the Shire of Chittering (the “Shire”) and to ensure that advertising signs are consistent with and appropriate to their location and function.

To also ensure the prevention of visual pollution of advertising signs and avoid dangerous placements to both pedestrians and vehicular traffic.

**Policy** Approval to place a public guidance sign within the road reserve requires a written application advising preferred wording with supporting street plan identifying signage location(s).

Public guidance that requires the Shire’s approval prior to installation includes:

- Direction Signs (Urban and Rural areas)
- Tourist Signs
- Temporary Community Advertising Signs
- Service Club Signs
- Land Estate Development Signs
- Industrial Estate Signs

### **General requirements for public guidance signage**

The following general requirements apply for all public guidance signage located in the road reserve application unless otherwise advised:

- 1) *The Shire will undertake routine general maintenance associated with approved permanent signage located within the road reserve but accepts no responsibility for damage and/or public liability claim arising as a result of vandalism, accident or wear and tear. Where signs are deemed by the Shire to require more than routine general maintenance, then they will be removed and returned to the Applicant*



- where known. If unknown, then these signs will be impounded at the Shire's Bindoon Landfill Site.
- 2) *The Shire will not undertake routine general maintenance associated with approved temporary signage located within the road reserve and accepts no responsibility for damage and/or public liability claim arising as result of vandalism, accident or wear and tear. Where signs are deemed by the Shire to be causing a nuisance or are considered to be a safety hazard then they will be removed and returned to the applicant where known. If unknown, then these signs will be impounded at the Shire's Bindoon Landfill Site.*
  - 3) *The Shire's Works Supervisor is empowered to collect an impounding fee on a per sign basis or call on the bond for the return of the signs collected by personnel, or appointed contractor(s), unless approved otherwise. Any signs held at the Bindoon Landfill Site for longer than a thirty day period from the time it was collected will be disposed of.*
  - 4) *Public guidance signage to be located along Great Northern Highway and Brand Highway requires Main Roads WA (MRWA) approval. Applications will be assessed by the Shire in the first instance and if approved they will be forwarded to MRWA for consideration. MRWA's decision is final.*

#### **Specific requirements for Public Guidance signage**

Specific requirements for the various public guidance signage options follows:

- 1) *Direction Signs (urban areas)*  
Subject to approval by the Shire's Administration, Direction Signs in the urban area will be provided in accordance with the following criteria:
  - a) Public guidance to the location of facilities (generally a non-commercial nature) such as:
    - Town Halls, Municipal Offices, Civic Centres, Depots and Libraries
    - Rubbish Disposal and Recycling Sites
    - Churches and religious institutions
    - Sporting, recreational grounds and facilities
    - Tertiary education facilities
    - Non-profit organisations
    - Cultural Institutions/sites
    - Police Stations
    - Post Offices

- Railway Stations and Coach Houses
- Shopping centres
- Medical Centres, Veterinary Clinics and Dentists

Commercial services and facilities, however a sign will not be approved for an establishment that forms part of a larger complex, i.e. fingerboard sign will not be approved for a delicatessen within a shopping centre.

- b) Wording is to be “generic” in nature and is to avoid direct advertising of business names with the wording standardised, e.g. Shopping Centre, Medical Centre, Child Care Centre, etc.
- c) Where commercial business is involved, evidence of planning approval in relation to the business activity being undertaken is to be provided in support of an application.
- d) Direction Signs reflecting a home business are not permitted within a residential area (to ensure a high level of amenity).
- e) Up to two Direction Signs may be erected on a single pole identifying a street name. In this respect the signs will be manufactured to the standard length so that in the long term it is possible to convert from the single pole to a stack situation.
- f) Up to five Direction Signs may be located at any one location by utilising a two pole sign stack, the street name shall be located above the other signs and there shall be a clearance of at least 150mm between the bottom of the street name plate sign and the top of any other sign.

Due to the limit of five Direction Signs per intersection, commercial business will have to be considered in order of priority in providing aid or comfort over and above other commercial enterprises, e.g. Medical centres, Dental surgeries, Veterinary clinics and Pharmacies.

- g) Direction Sign wording will be white lettering on blue background. Generally signs placed on arterial roads shall have a 200mm deep finger plate placed at a minimum distance of 100m prior to the junction and local roads with a 150mm deep finger plates to be placed at the junction.
- h) Direction Signs are to be positioned on the intersection at the entrance to the side road down which the signed premises are located.
- i) Direction Signs on arterial roads shall be limited to one signed route from any arterial road in either direction with such signing restricted to a maximum of two arterial roads.
- j) No Direction Signs are to be erected adjacent to the community and commercial service and/or facility.

Approved Direction Signs in urban areas are supplied and installed by the Shire at the applicant's cost.

2) *Directional Signs (rural areas)*

Subject to approval by the Shire's Administration, Direction Signs in the rural area will be provided in accordance with the requirements outlined for Direction Signs (urban areas) above, with arterial roads considered the most important collector roads servicing the rural area.

Approval will be granted for Direction Signs indicating rural produce where the applicant holds a current stall-holder's licence.

Approved Direction Signs in rural areas are supplied and installed by the Shire at the applicant's costs.

3) *Tourist Signs*

Approval to place Tourist signage within the road reserve will need to comply with the Western Australian Tourist Commission "Essential Criteria" in the first instance. Upon receipt of an application in compliance with the WA Tourism Commissions criteria and supported by the Shire's endorsement the application is then forwarded to Main



Roads WA for their consideration/approval. If approved the cost of the signage is to be borne by the applicant and installation undertaken by Main Roads WA.

4) Temporary Community Advertising Signs

Subject to approval by the Shire's Administration, a maximum of ten Temporary Community Advertising Signs per application of up to 0.5m<sup>2</sup> in area per sign will be permitted for non-profit organisations only for up to a maximum period of six weeks. A bond (refundable if conditions of approval are met) is payable prior to confirmation of approval to cover the cost of removal of the sign(s) by the Shire where necessary.

Following receipt of the Shire's formal approval the applicant is responsible for the supply, installation, maintenance and subsequent removal of the Temporary Community Advertising Sign(s).

5) Service Club Signs

Subject to approval by the Shire's Administration, Service Club Signs are allowed to be erected in the road reserve adjacent to the facility where the Club meets. A plan depicting the size and style of the sign inclusive of foundation details needs to be provided in support of the application requirements.

The Shire's approval will require the Club to arrange for supply and delivery of the sign to the Shire's Administration Centre and on receipt the Shire will undertake installation at the Club's cost.

6) Land Estate Development Signs

Land Estate Developers are entitled to two Land Estate Development Signs per estate indicating the marketed name of the land release. Generally signs placed on arterial roads shall have 200mm deep finger plates placed at a minimum distance of 100m prior to the junction and local roads with 150mm deep finger plates to be placed at the junction. Sign colours will consist of a blue background with yellow lettering and be placed on poles identifying a street name or stacks as outlined for Direction Signs (Urban Areas) above.



The signs will be removed by the Shire on receipt of advice from the applicant that land sales have been completed or after two years following initial installation, whichever occurs first.

Approved Land Estate Development Signs are supplied and installed by the Shire at the applicant's cost.

7) Industrial Estate Signs

Areas zoned as an Industrial Estate are signed as a general area (e.g. Wangara Estate, Flynn Drive Industrial Area, etc) with no further signing permitted. Signage is to conform to the requirements outlined for Direction Signs (Urban Areas) above.

Approved Industrial Estate Signs are supplied and installed by Shire at no charge to the business enterprises within the Industrial Estate benefiting from that sign.

All signage for new business enterprises within an Industrial Estate is controlled through the development approval process and the Shire's **By-laws relating to Signs, Hoardings and Bill Posting 1993**.

Subject to approval by the Shire's Administration, a temporary sign for a new tenant in a multi-unit premises within an Industrial Estate of up to 0.5m<sup>2</sup> in area may be located in the road reserve adjacent to their premises for up to a maximum of three months. A bond is payable prior to confirmation of approval to cover the cost of removal of the sign where necessary. Following receipt of the Shire's formal approval the applicant is responsible for the supply, installation, maintenance and removal of the approved temporary sign.



# 10. Environment and Health Policies





### 10.1 Environment - Council Recognition

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

<b>Objective</b>	The objective of this policy is to ensure that all work undertaken within the Shire of Chittering takes into consideration the environmental implications.
<b>Statement</b>	<p>The term 'environment' means living things, their physical, biological and social surroundings, and interaction between all of these.</p> <p>The good management of the environment is a primary task of the Council and should be considered in all of its decisions.</p> <p>The Council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.</p> <p>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.</p> <p>The Council shall initiate measures to identify environmental issues important to the residents of the Shire and shall take action as necessary to address those issues.</p> <p>The Shire shall inform the public of issues concerning the environment through press releases, and other methods as appropriate.</p>




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## 10.2 Bush Fire Control

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<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Chief Bush Fire Control Officer Community Emergency Services Manager Ranger
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	17 June 2015

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<b>Objective</b>	<ul style="list-style-type: none"> <li>• To minimise the risk of out of control fires</li> <li>• To minimise damage from fires</li> <li>• To control burning within the Shire</li> <li>• To ensure fire fighters receive adequate training</li> <li>• To carry out the Shire's statutory obligations under the <i>Bush Fires Act 1954</i></li> </ul>
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<b>Policy</b>	<p>The Council of the Shire of Chittering is to establish and maintain a Bush Fire Organisation in accordance with the <i>Bush Fires Act 1954</i> to provide adequate fire protection to those areas of the local government within the bush fire district and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.</p>
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### Bush Fire Advisory Committee

The Council is to establish a Bush Fire Advisory Committee. The objectives of the Committee are to:

- make recommendation and advise Council on all matters relating to the *Bush Fire Act 1954* Section 67 (1);
- liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering.

The Committee will advise the local government on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the layout of firebreaks in the district
- prosecutions for breaches of the *Bush Fire act 1954*
- the formation of bush fire brigades and the grouping thereof under group brigade officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities.
- any other matter relating to bush fire control whether of the same kind, or a different kind from, those specified.



## SHIRE OF CHITTERING Register of Policies

### **Restricted and Prohibited Burning Periods**

<b>Restricted period</b>	1 October – 31 May each year
<b>Prohibited Period</b>	1 December – 31 March each year
<b>Burning permits required</b>	1 October – 30 November; and 1 April – 31 May each year

### **Harvesting, Movement of Machinery and Burning**

The Shire of Chittering **will not permit** harvesting operations including stubble processing:

- when DFES has declared a “Total Fire Ban” period,
- when the Shire has declared a Harvest and Vehicle Movement Ban including any hot works activities, or
- on Christmas Day, Boxing Day and New Year’s Day.

The Shire of Chittering **will permit** harvesting operations including stubble processing during the Restricted and Prohibited period (including on Sundays and public holidays) on the following conditions:

- The Local Fire Control Officer is notified.
- That a fully operational fire-fighting unit (inclusive of associated pump, hose system and a minimum of 600 litres of water is present at all times.
- Two able-bodied adult people are to be present during the harvesting operations; only one of whom may be harvesting.



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### 10.3 Nuclear Waste

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

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**Objective** The objective of this policy is to provide the views of the Council on nuclear waste.

**Statement** Council recognises it is subject to various Commonwealth and State Legislation in relation to the transportation and storage of Nuclear Waste Material in the district.

Council's Policy position in relation to the above mentioned is that it does not support the transport of nuclear waste or the construction of facilities within the district for the processing or storage of nuclear waste.




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## 10.4 Clearing of Land

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<b>Policy Owner:</b>	Development Services
<b>Person Responsible:</b>	Executive Manager Development Services Senior Planning Officer
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

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**Objective** This policy is to provide guidelines in dealing with land clearing.

**Statement** Any application for clearing of land within the district shall be forwarded to Department of Environment Regulation (DER) and Department of Agriculture and Food WA (DAFWA) for a departmental response.

Council does not support any unauthorised clearing of land within the Chittering District. Any unauthorised clearing reported to the Shire is to be reported to the appropriate authorities.




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## 10.5 Deep Drainage

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<b>Policy Owner:</b>	Technical Services
<b>Person Responsible:</b>	Executive Manager Technical Services
<b>Date of Approval:</b>	November 2005
<b>Amended:</b>	

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<b>Objective</b>	To: <ul style="list-style-type: none"> <li>• 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).</li> <li>• allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.</li> </ul>
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<b>Statement</b>	<b><u>Drainage in Agricultural Areas affecting Council controlled lands and infra-structure</u></b>
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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 a 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.



**SHIRE OF CHITTERING  
Register of Policies**

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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.





**10.6 Reserve Usage – REVOKED (25 June 2014)**



## 10.7 Multiple Dogs

<b>Policy Owner:</b>	Executive Manager Development Services
<b>Person Responsible:</b>	Ranger
<b>Date of Approval:</b>	21 November 2012
<b>Amended:</b>	20 February 2013

**Objective** To provide a consistent approach for the assessment on the number of dogs above the prescribed approval on properties within the Shire of Chittering.

**Statement** The Multiple Dogs Policy ensures alignment with the Shire of Chittering *Dog Local Law 2011*, section 3.2(2) which allows for:

(a) *Two dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite, small rural holding, rural retreat or rural residential; or*

(b) *Three dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite, small rural holding, rural retreat or rural residential.*

Residents wishing to register additional dogs are to submit to the Shire of Chittering an "Application for Exemptions on Limitations of Number of Dogs" form, and enclose the additional dog application fee (which is non-refundable) and is prescribed in the Shire of Chittering's Fees and Charges.

**Procedures** In determining the application the following procedures will need to be undertaken by the Ranger Services:

- 1) All adjoining and adjacent landowners are to be notified in writing for the opportunity to make comment to support or object to the application within a period of 21 days from the date of the letter.
- 2) The Council ranger to attend the property and undertake a complete dog welfare assessment, a fencing assessment and a report prepared by the investigating officer of his findings.
- 3) The Council ranger to contact and interview any landowners who have made comments to ascertain their objection is justified and of a reasonable nature.



## SHIRE OF CHITTERING Register of Policies

- 4) Upon closure of the 21 days period for part (1), and completion of part (2) and (3), Council will be advised of the application including all submissions for its determination.

The Chief Executive Officer has delegated authority on additional dog applications; however if an application has significant issues with neighbouring properties a report will be prepared for Council's decision.

All applications for additional dogs will be responded to in accordance with the *Communications Policy*.

### Guidelines

*Shire of Chittering Dog Local Law 2011, clause 3.2(2)*

*Dog Act 1976, section 26(3)*

*Local Government Act 1995, sections 5.18, 5.42 and 5.46(1)*

Zoning	Max Number of Dogs
Townsite	3
Rural Residential / Rural Retreat / Rural Conservation / Small Rural Holding	4
Agricultural Resource	As per the <i>Dog Act 1976</i>



## 10.8 Smoke-Free Outdoor Areas

**Policy Owner:** Executive Manager Development Services  
**Person Responsible:** Principal Environmental Health Officer  
**Date of Approval:** 19 June 2013  
**Amended:**

**Objective** The objectives of the Shire of Chittering in banning smoking in various Shire areas not covered by legislation are to:
 

- Improve the health of community members;
- Improve public amenity and maintenance of Shire property;
- Raise community awareness of issues associated with smoking;
- Provide community leadership in taking measures to protect the health and social wellbeing of the community;
- Minimise cigarette butt pollution on Shire owned properties.

**Policy**

1. Smoking is banned within the following outdoor public areas:
  - (a) On all playing fields and sporting grounds including peripheral seating and standing observation areas;
  - (b) Within five metres of entrances/exits to buildings including covered areas of those buildings such as verandas and patios;
  - (c) Within 10 metres of air conditioning units;
  - (d) Within Shire carparks;
  - (e) In all Shire parks and reserves;
 Unless in designated outdoor smoking areas.
2. In Shire owned leased premises the location of designated outdoor smoking areas must be agreed between the Shire (owner) and the lessee of the premises.
3. Designated outdoor smoking areas are to be appropriately signed with "SMOKING AREA" signs and include sufficient cigarette butt disposal bins.
4. Outdoor areas where the public tend to congregate are to be signed with "NO SMOKING AREA" signs.
5. The Shire is responsible for the provision of signs for smoking and non-smoking areas and cigarette butt disposal bins in public places.
6. It will be the responsibility of the lessee for emptying and cleaning of cigarette butt disposal bins within the leased area.



**SHIRE OF CHITTERING  
Register of Policies**

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7. It will be the Shire's responsibility for emptying and cleaning of cigarette butt disposal bins within Shire managed land.
8. The Shire will not be responsible for monitoring or enforcement action related to non-compliance with this policy.



## Lower Chittering Sports and Recreation Facility

August 2019



### Meet the Reference Group.

At the Ordinary Council Meeting held on 15 May 2019 the following were appointed positions on the Lower Chittering Sports and Recreation Facility Reference Group:

Elected Members:

- Cr George Tilbury –(Presiding Member)
- Cr Carmel Ross – Council representative

Immaculate Heart College representative:

- Lucas Hurley - Principal

Community representative:

- Kerrie Read;
- Kathryn Mizzi
- Michelle Rossouw

The reference group meet regularly providing input and recommendations to the Shire for the development and operations of the Lower Chittering Sports and Recreation Facility.



### Progress notes.

A Contract for Architectural Services (SC19-001) has been awarded to Hodge Collard Preston who have met with the Reference Group. Initial engagement with architect is for the development of concept plans only.

The reference group are keen to understand what the community needs are now and into the future to ensure that the facility is a great place to meet, recreate and participate in community life. Your responses to a short survey will be invaluable. Keep an eye out for the Survey which will be circulated to the community via the Shire in coming weeks.



### Further information.

Would you like to be kept up to date by the Reference Group? Register your name and email via [cdc@chittering.wa.gov.au](mailto:cdc@chittering.wa.gov.au).

For further information related to this project please direct your enquiries to: Matthew Gilfellon, CEO Shire of Chittering on 9576 4600 or; via [matthew.gilfellon@chittering.wa.gov.au](mailto:matthew.gilfellon@chittering.wa.gov.au)

