



**Chief Executive Officer Attachments  
Wednesday, 15 May 2013**

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**SHIRE OF CHITTERING**  
FINANCIAL MANAGEMENT REVIEW  
MARCH 2013



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## DISCLAIMER

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The objective of this review as outlined in greater detail in Part 2.0 of this report as presented, is to assist the Chief Executive Officer of the Shire of Chittering discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by UHY Haines Norton (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

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## 1.0 INDEPENDENT REVIEWER'S REPORT TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE SHIRE OF CHITTERING

At the request of the CEO, UHY Haines Norton was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Chittering's financial management systems and procedures. The objective of the review is to assist the CEO discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). The review was conducted for the period 1 July 2012 to 28 February 2013.

### CEO'S RESPONSIBILITY FOR MAINTAINING AND REVIEWING FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. In accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to Council.

### OUR RESPONSIBILITY

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist him report on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 Performance Engagements issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that Shire's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 21 January 2013.

### LIMITATIONS OF USE

This report is made solely to the CEO of the Shire of Chittering for the purpose of him reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire of Chittering, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

**1.0 INDEPENDENT REVIEWER'S REPORT TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE SHIRE OF CHITTERING (CONTINUED)****INHERENT LIMITATIONS**

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

**INDEPENDENCE**


In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.


**CONCLUSION**

Based on our work described in this report, nothing has come to our attention to indicate the Shire of Chittering has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2012 to 28 February 2013.

For those aspects of the Shire of Chittering's Financial Management systems and procedures which were assessed as having opportunities for improvement, our findings are summarised at Part 3.0 of this report and detailed observations and comments are located at Part 4.0 of this report.

Date: 16 April 2013  
Perth, WA

  
UHY HAINES NORTON  
CHARTERED ACCOUNTANTS

  
DAVID TOMASI  
DIRECTOR

## 2.0 OBJECTIVE, SCOPE AND OVERVIEW OF FINDINGS

### OBJECTIVE

The objective of our engagement as outlined in our engagement letter is as follows:

To provide a report expressing limited assurance designed to enhance the confidence of the intended user (in this instance the CEO) in the performance of the control environment of the financial management system of the Shire of Chittering (administered by Shire staff being the Responsible Party) for which the intended user (CEO) is ultimately responsible in accordance with the Act and Regulations.

It includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Financial Management Regulation 5(2)(c).

We trust this report will assist in the ongoing review and improvement of the Shire's financial management practices and procedures.

### SCOPE

As agreed our examination covered the period 1 July 2012 to 28 February 2013. To this end we examined the following financial systems and procedures of Council:-

- Bank Reconciliations and Petty Cash
- Trust Fund
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (Including Purchase Orders)
- Wages and Salaries
- Fixed Assets (Including acquisition and disposal of property)
- Credit Card Procedures
- Storage of Documents/Record Keeping
- Costs Allocations
- Administration Allocations
- Minutes and Meetings
- Financial Reports
- Budget
- Plan for the Future
- Registers (Including Annual & Primary Return)
- Delegations
- Audit Committee
- Insurance
- General Compliance issues

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations), which did not impact on the areas examined above.

### OVERVIEW OF FINDINGS

As referred to in Part 1.0 of this report, a summary of our findings and detailed observations may be found in Parts 3.0 and 4.0 on the following pages.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

## 3.0 SUMMARY OF FINDINGS

The following is a brief summary of matters noted for improvement together with our assessment of the level of risk in relation to each item:

Key:			
S	Systems and Procedures	H	High Risk
C	Compliance Matter	M	Medium Risk
		L	Low Risk
FINDINGS		NATURE	RISK
<b>Receipts and Receivables</b>			
Controls should be established to ensure all waste disposal fees are correctly charged as well as all funds correctly received at the Landfill site.		S	H
<b>Minutes and Meetings</b>			
Local public notice of Committee meeting dates should be given where a Committee has delegated authority.		C	L
Minimum number of members to a Committee should be three.		C	L
<b>Financial Reports</b>			
Independent review should seek the completeness of reports presented to Council.		S	L
An overview of the plan for the future should be included in the annual report.		C	L
<b>Registers (Including Annual &amp; Primary Returns)</b>			
Period covered by the annual returns should be correctly inserted.		C	L
The Tender Register should be updated with all legislative requirements.		C	L
<b>Storage of Documents/Record Keeping</b>			
Business continuity plan should be finalised and adopted.		S	L
A register of all the documents stored in the Strong Room should be introduced.		S	L
<b>General Compliance and Other Matters</b>			
A plan detailing the implementation of the Fair Value regime should be developed and adopted.		S	M

**Please Note: The assessment of risk as detailed above is our assessment based on the circumstances surrounding the procedures performed. An assessment of "Low Risk" is to be read in the context of our assessment of risk to the organisation as a whole. It is not intended to indicate no further action is required.**

**Our assessments are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.**





## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS

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### 4.1. BANK RECONCILIATIONS AND PETTY CASH

#### BANK RECONCILIATIONS

An examination of bank reconciliations and procedures noted they are up to date as well as being prepared regularly and promptly for all bank accounts.

#### PETTY CASH

We also examined the petty cash system and procedures and concluded these were being properly controlled and maintained.

### 4.2. TRUST FUNDS

Trust funds held by Council were examined to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.

Our observation and testing confirmed that trust funds are adequately controlled and all statutory requirements were satisfactorily met.

### 4.3. RECEIPTS AND RECEIVABLES

Detailed testing of ten receipts, randomly selected, was performed. This included tracing to individual receipt detail, bank deposits and the general ledger to ensure allocation/posting was correctly performed.

The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for Council's current scope of operations except:

- **LANDFILL SITE**

During our review of the receipting procedures and discussions with management, we noted there were significant control weaknesses associated with receipting procedures at the Landfill site. This translated to a risk funds may not be receipted or disposal fees not charged as required.

**Comments: To help ensure waste disposal fees are correctly charged as well as all funds are correctly receipted and deposited, the system and procedures surrounding this function should be improved. This may require the assistance of recent technological advancements in this area.**

## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (CONTINUED)

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### 4.4. RATES

Council's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.

We randomly selected and tested twenty annual rate notices (five GRV and fifteen UV) and five interim notices (two GRV and three UV) for the period under review. The objective was to determine whether they have been correctly imposed and raised. This included:

- sighting the notices;
- re-performing calculations;
- ascertaining whether the valuations applied agree to Landgate's valuation report and rates per dollar imposed are as adopted budget;
- ensuring the rate system is properly updated; and
- proper posting to the general ledger.

From testing, we concluded the rate system and record is being properly maintained, rates are correctly imposed as well as posted to general ledger.

### 4.5. FEES AND CHARGES

Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.

### 4.6. PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)

A sample of forty payment transactions were randomly selected and testing performed to determine whether purchases were authorised/ budgeted and payments were supported, certified, authorised and correctly allocated. Council's purchases, payments and payables system was also examined to determine if adequate controls in place in ensuring liabilities are properly recorded and payments are properly controlled.

Our testing and observations lead us to conclude the system is operating effectively.

### 4.7. WAGES AND SALARIES

Five individual employees were randomly selected from each pay run tested (six pay runs) and for each employee the following tests were performed to ensure:

- the employee existed;
- the correct rate of pay was used;
- non-statutory deduction authorities are on hand;
- time sheets properly completed and authorised;
- hours worked authorised; and
- allocations reasonable and correctly posted.

Council's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.

In addition, we tested controls surrounding three new employees and three terminated employees and found no exceptions.

The system described to us and its supporting controls were found to be operating effectively.

## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (CONTINUED)

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### 4.8. FIXED ASSETS (INCLUDING ACQUISITION AND DISPOSAL OF PROPERTY)

The fixed assets management system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.

Three assets additions and three assets disposals were judgementsally selected and testing performed to ensure:

- the tax invoices existed;
- correct posting to the general ledger;
- fixed assets register was promptly updated;
- classification of assets was correct; and
- the depreciation rate used was in line with Council's policy.

We concluded fixed assets are properly accounted for and supporting controls are operating effectively.

### 4.9. CREDIT CARD PROCEDURES

A review of Council's credit card procedures was performed to determine if adequate controls were in place.

Six credit cards are currently in use. We judgmentally selected fifteen credit card transactions across all six cards to determine whether they are legitimate and usual in the context of the Shire's operations. This included:

- sighting tax invoices;
- ascertaining whether the transaction was for bona fide Shire business; and
- whether transactions were in line with the Shire's policy.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for Council's current scope of operations.

### 4.10. COST AND ADMINISTRATION OVERHEAD ALLOCATIONS

As per our discussion with management, the allocation rates for Administration Costs, Plant Operating Costs and Public Works Overheads were reviewed during the budget process to help ensure no material amounts remain unallocated.



## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (CONTINUED)

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### 4.11. MINUTES AND MEETINGS

Council meeting and committee meeting minutes were reviewed to ensure compliance with procedures and protocols.

The procedures and protocols surrounding meetings and the quality of minutes were found to be of a satisfactory standard and in accordance with legislative requirements except:

- As per our observation and discussion with management we noted the Australia Day Advisory Committee and Education Scholarship Advisory Committee have delegated authority. We noted local public notice was not made in relation to these committee meeting dates.

**Comment: To help ensure compliance with Local Government (Administration) Regulations 12(1)(b), local public notice of the meetings should be provided in relation to all meetings of Committees to which a local government power or duty has been delegated.**

- We noted the Education Scholarship Advisory Committee only consists of two members.

**Comments: To help ensure compliance with S5.8 of the Act, at least three members should be appointed to this Committee.**

### 4.12. FINANCIAL REPORTS

The following reports were reviewed for compliance with legislative requirements:

- Annual Report;
- Annual Financial Report; and
- Monthly Financial Reports.

All were found to be of a satisfactory standard and in compliance with legislative requirements with the exception of:

- **THE PLAN FOR THE FUTURE**

An overview of the plan for the future was not included in the 2011/12 annual report.

**Comments: To help ensure compliance with S5.53(2)(e) of the Act an overview of the plan for the future should be included in the annual report.**

### 4.13. BUDGET

The 2012/13 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements. All statutory requirements were satisfactorily met and the budget was of satisfactory form and content.

### 4.14. PLAN FOR THE FUTURE

We note the Council's plan for the future (strategic community plan) was adopted on 21 November 2012 and covers 2012 to 2022 and met statutory requirements.



## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (CONTINUED)

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### 4.15. REGISTERS (INCLUDING ANNUAL & PRIMARY RETURNS)

#### FINANCIAL INTEREST REGISTER

The register was examined to ensure compliance with regulatory requirements. The financial interest register was deemed to be satisfactorily maintained and appropriate for Council needs.

The following matter was noted:

- **ANNUAL RETURN**

- In one instance, the annual return period was recorded as the year ended 30 June 2013, when it should have been for the year ended 30 June 2012.

**Comments: To help ensure the annual returns are completed correctly, the annual return forms should be pre-filled or checked by Shire staff to ensure the correct period is recorded.**

**Whilst we note the CEO or any other Shire staff are not responsible for the content of returns submitted, we note it is acceptable, and quite common, for the content to be reviewed prior to receipt being acknowledged.**

#### TENDER REGISTER

The tender register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for Council needs.

The following were assessed as having opportunity for improvement:

- In one instance the tender register was not up dated with a brief description of goods or services required and particulars of making the decision to invite tenders.

**Comments: To help ensure compliance with Local Government (Functions and General) Regulations 17(2)(a)&(b) the tender register should be completed with a brief description of goods or services required and particulars of making the decision to invite tenders.**

### 4.16. DELEGATIONS

The delegations register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for Council needs.

### 4.17. AUDIT COMMITTEE

Council's establishment of its audit committee and the constituted membership was examined by us and found to be in compliance with the requirements of the Act.

### 4.18. INSURANCE

Discussions with staff and review of policy documents revealed policies are current and the coverage is currently adequate. Evidence also exists to suggest an annual review of insurance risks occurs.

## 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (CONTINUED)

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### 4.19. STORAGE OF DOCUMENTS/RECORD KEEPING

A review of storage of documents and record keeping revealed the following:

- The business continuity plan is in draft form; and
- There is no register for documents stored in the Strong Room.

**Comments:**

- **To help ensure clear instructions are available to staff to refer in the event of a disaster, the business continuity plan should be finalised and adopted; and**
- **To help ensure efficient document management, a detailed and fully indexed register should be maintained for the records stored in the strong room.**



## 5.0 GENERAL COMPLIANCE AND OTHER MATTERS

### 5.1. READINESS TO ADOPT FAIR VALUE ACCOUNTING

As mandated by Financial Management Regulation 17A, a local government in Western Australia must show all of the assets in its financial report at fair value by 30 June 2015.

Implementation is to be phased in over three years commencing 1 July 2012 and commences with all plant and equipment being reported at fair value for the financial year ending 30 June 2013.

During our interim audit visit, we made observations and discussed directly with staff with a view to assessing the Shire's readiness for meeting the requirements and noted the following:

MAJOR TASK REQUIRED	OBJECTIVE	STATUS
Design of an overall strategy and plan.	To ensure resources are available and organised for proper implementation and hence compliance with regulations in respect to fair value reporting. This also helps to ensure external services are scoped properly.	Staff indicated the Shire will implement this mandatory requirement over two years starting with valuation of plant and equipment and land and buildings in accordance with Financial Management Regulation 17A(3). Staff have just started considering the process and are thinking of using a mixture of in house resources and external consultants.
Selection of the valuation method (including fair value hierarchy) for different classes or segmentation of assets.	To ensure the most appropriate approach and hierarchy of fair value inputs for valuation techniques are applied.	Staff have just started to consider this for plant and equipment and land and buildings. All other classes of assets will be considered in due course.
Consideration and application of Highest and Best Use valuation principles	To help ensure proper disclosure in accordance with paragraph 93 of AASB 13 "Fair Value Measurement" i.e. need to disclose fact and why an asset is being used in a manner different from its highest and best use.	Staff have just started to consider this for plant and equipment and land and building. All other classes of assets will be considered in due course.
Review of accounting policies in respect of fair value reporting and disclosure requirements.	To ensure fair value accounting and relevant disclosure requirements are properly incorporated and adopted for financial reporting purposes.	Staff have just started to consider this for plant and equipment and land and building. All other classes of assets will be considered in due course.



## 5.0 GENERAL COMPLIANCE AND OTHER MATTERS (CONTINUED)

### 5.1 READINESS TO ADOPT FAIR VALUE ACCOUNTING (CONTINUED)

MAJOR TASK INVOLVED	OBJECTIVE	STATUS
Review of Assets Capitalisation Policy for fair value reporting purposes.	To help ensure capitalisation thresholds for different classes of assets are reasonable in term of materiality and practicality.	Staff have just started to consider this for plant and equipment and land and buildings. All other classes of assets will be considered in due course.
Review of current fixed assets system and records for fair value reporting purposes.	To help ensure the asset system and records are up-to-date and complete with all information required (including asset hierarchy with appropriate segmentation, condition, initial cost, previous revaluation increment and etc), prior to the commencement of the valuation. Also, this helps to ensure detailed information (i.e. initial cost recognised, fair value, annual useful life & residual value, basis and support of valuation etc) for each individual asset is adequately maintained post revaluation.	Staff have just started to consider this for plant and equipment and land and buildings. All other classes of assets will be considered in due course.
Identification and recognition (at fair value) of Crown land or other land not owned but operated by the Council either as a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance.	To help ensure proper compliance with Financial Management Regulation 16(a) and fair value accounting.	Staff have yet to consider this and will do so for the year ending 30 June 2013 as required by Financial Management Regulation 16.
Identification and recognition (at fair value) of easements within the Shire as intangible assets.	To help ensure proper compliance with AASB 138 "Intangible Assets", Financial Management Regulation 16(b)(ii) and hence proper financial reporting.	Staff have yet to consider this and will do so for the year ending 30 June 2013 as required by Financial Management Regulation 16.

In summary, staff are aware of the mandated requirements and the timing involved in adopting fair value for reporting different classes of assets. At the time of our visit, staff have just started considering the process for revaluation of plant and equipment and land and building and indicated external services may be utilised.

This will commence with a review of asset records and capitalisation threshold(s).

In addition, staff will commence the process of identifying land and easements as required by Financial Management Regulation 16.

As for other classes of assets, staff will consider and deal with the tasks as identified above in due course.

#### Comments:

**We will follow up at year end with a view to ensuring fair value accounting in relation to plant and equipment has been addressed and adequate progress has been made in respect of other classes of assets.**





## 6.0 REMINDERS

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- The Delegations Register was last reviewed in May 2012 and will be due for its annual review prior to June 2013.
- FBT return for the year ended 31 March 2013 is required to be completed and submitted during May 2013.





# Register of Policies

**DOCUMENT CONTROL**

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date

DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Ordinary Council	Register of Policies Review Council resolution 100512	16 May 2012

AMENDMENTS		
Document Version	Date of Amendment	Amendment details
1	15 August 2012	Financial Policy – <i>Requests for Assistance and/or Donations</i> updated as per Council resolution 200812 (Ref N121020)
1	15 August 2012	Financial Policy – <i>Investment of Funds</i> updated as per Council resolution 220812 (Ref N121022)
1	21 November 2012	Community Development Policy – <i>Use of Chattering Community Bus</i> updated as per Council resolution 081112 (Ref N121079)
1	21 November 2012	Environment and Health Policy – <i>Multiple Dog</i> updated as per Council resolution 131112 (Ref N121084)
1	19 December 2012	Staff Policy – <i>Social Media</i> inserted as per Council resolution 171212 (Ref N131106)



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# Administration Policies



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## Policy Register

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**Policy Owner:** Governance  
**Person Responsible:** Executive Support Officer  
**Date of Approval:** 15 April 2009  
**File Reference:** ~~04/03/1~~

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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.






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## Use of Civic Centre - Council Chambers

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Policy Owner: Governance  
 Person Responsible: Executive Support Officer  
 Date of Approval: 15 April 2009  
 File Reference: ~~04/03/2~~

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

**Policy** The Council Chambers may be made available for public meetings subject to availability. Booking requests are to be made through the Executive Support Officer to ensure that the Council Chambers is available.

The Council Chambers cannot be used for:

- private functions
- political purposes
- electoral purposes.

Shire staff members that require the use of Council Chambers and/or the projector will send a request through to the Shire's Executive Support Officer.

Standard facilities include china cups, urn, tea, coffee, sugar and milk. Tea and coffee is on a self-serve basis.

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



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## Australian Citizenship ceremonies

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Policy Owner: Governance  
Person Responsible: Executive Support Officer  
Date of Approval: 18 May 2011  
~~File Reference: 02/05/0001~~

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**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).



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### Complaints Handling

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Policy Owner: Corporate Services and Governance  
Person Responsible: Manager Human Resources  
Executive Manager Corporate Services  
Date of Approval: 15 April 2009  
~~File Reference: 04/03/4~~

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

**Policy** Council 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 Council's operation are dealt with by the Manager Human Resources.

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



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### Execution of Documents

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Policy Owner: Governance  
Person Responsible: Executive Support Officer  
Date of Approval: 15 April 2009  
~~File Reference: 04/03/5~~

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**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 Support Officer is to ensure that the "Common Seal Register" booklet is kept up-to-date and completed correctly for statutory compliance.




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## Political Electioneering Posters

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Policy Owner: Development Services  
 Person Responsible: Executive Manager Development Services  
 Date of Approval: 15 April 2009  
 File Reference: ~~04/03/7~~

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**Objective** To control political advertising within the Shire.

**Policy** The posting of political or electoral advertising in public places is prohibited within the Shire of Chittering unless a "Special Permit" is obtained from the Shire's Principal Building Surveyor.

A "Special Permit" in accordance with the Shire's *By-Laws relating to Signs, Hoardings and Bill Posting, Clause 2.5:*

*2.5 Special Permits*

*2.5.1 Notwithstanding anything contained in these by-laws the Council may permit under the hand of the Building Surveyor allow the display of advertisements at churches, schools, theatres and other places of public entertainment, election notices, or advertisements of meetings or other matters of public interest upon such terms for such period as the Council may in each case decide.*

*2.5.2 The Council may revoke any such permit at any time without assigning any reason for such an action.*

*2.5.3 Upon the expiration or revocation of a permit issued under these by-laws, the person to whom it was issued shall forthwith remove the advertisement to which it relates and failure so to remove the advertisement is an offence.*



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## Travel and Accommodation

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**Policy Owner:** Governance  
**Person Responsible:** Executive Manager Corporate Services  
Executive Support Officer  
**Date of Approval:** 15 April 2009  
**File Reference:** ~~04/03/9~~

---

**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.




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## Communications

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Policy Owner:	Corporate Services
Distribution:	All Directorates and Elected Members
Person Responsible:	Records Officer
Date of Approval:	18 May 2011
<del>File Reference:</del>	<del>04/03/12</del>

---

**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 (7) 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.



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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 1a, b or 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 1a, b, 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.

#### **Publications**

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

The following publications will be advertised in the *Northern Valley News* and *The Advocate* 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 *The Advocate* and *Northern Valley News*, 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.




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## Prosecutions by Council against Offenders

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Policy Owner: Governance  
 Person Responsible: Chief Executive Officer  
 Date of Approval: 20 May 2009  
 File Reference: ~~04/03/13~~

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**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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### Recycled Purchasing

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Policy Owner: Corporate Services  
Person Responsible: All staff  
Date of Approval: 20 May 2009  
~~File Reference: 04/03/18~~

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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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### 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  
~~File Reference: 04/03/20~~

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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 Council.

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




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## Security Cameras and CCTV

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**Policy Owner:** Governance  
**Person Responsible:** Executive Manager Technical Services  
**Date of Approval:** 20 May 2009  
**File Reference:** ~~04/03/23~~

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**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 tapes are the Chief Executive Officer, all senior staff 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.
- f) At no time shall the security camera be used to tape 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.

**SHIRE OF CHITTERING  
Register of Policies**

- 
- 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.
- 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.



## Asset Management – Infrastructure Assets

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Policy Owner:	Governance
Person Responsible:	Executive Manager Corporate Services
Date of Approval:	18 May 2011
File Reference:	<del>04/01/0002</del>

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**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.




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## Smoking, Other Drugs and Alcohol

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**Policy Owner:** Governance  
**Contact Person:** Manager Human Resources  
**Date of Approval:** 18 May 2011  
**File Reference:** ~~04/03/1~~

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**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** The Shire of Chittering *Smoking, Other Drugs and Alcohol Policy* demonstrates a commitment on the part of the Shire to minimise, within its operating guidelines, alcohol and drug related harm to individuals and property.

The policy applies to staff, volunteers and visitors to the Shire as well as to activities conducted on and in Shire premises or on behalf of the Shire.

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

All Shire of Chittering staff members and volunteers share the responsibility for protecting the work environment by exemplifying high standards of professional and personal conduct. This responsibility extends to adopting, supporting and enforcing the *Smoking, Other Drugs and Alcohol Policy* as appropriate to the role of the individual or the position.

### Smoking

The Shire of Chittering has a duty to provide, as far as is reasonable, a safe and comfortable environment for employees, volunteers and visitors. The following policy and procedures aim to minimise the harmful effects of passive smoking and its related discomfort to others and ensure a safe and healthy working environment.



#### Policy

- 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.
- There is no provision for the designation of smoking-permitted rooms or areas in buildings controlled by the Shire of Chittering.
- Smoking is not permitted within five metres of entrances to buildings or ten metres from an air-conditioning unit.
- Smoking is banned in all Shire of Chittering vehicles.
- The Shire of Chittering smoking policy is recognised as an Occupational Health and Safety responsibility.
- All job applicants to the Shire of Chittering shall be informed of the policy in regard to smoking in the workplace. It is the responsibility of the department concerned to advise all potential employees and volunteers of the non-smoking policy.

#### **Other drugs and alcohol**

The purpose of this section of the policy is to provide a framework for Council, staff and volunteers to follow when dealing with issues relating to the consumption of alcohol and other drugs.

Both legal and illegal drugs can be broadly categorised as depressants, stimulants or hallucinogens. Most drugs, even in very low doses, can affect the capacity of an employee to carry out their duties safely.

Some medications that may be prescribed by a doctor or obtained over the counter may cause impairment. In the event that an employee or volunteer is on medication that may cause impairment, they should advise their supervisor.

Medication should be taken as per the directions on the label or as advised by the pharmacist or doctor.

Employees/volunteers should outline the duties of their role to their doctor and seek advice as to whether they will be impaired or affected by the medication they are taking.

The use of drugs and or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances in the workplace is not acceptable.

The Chief Executive Office may waiver this requirement where circumstances warrant (for example, during a social event).

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



### Objectives

This policy will:

- Reduce the effects on the workplace of the misuse/abuse of alcohol and other drugs (e.g. absenteeism, accidents and low productivity);
- Provide practical guidelines to managers for dealing with employees/volunteers whose work performance or conduct is affected by the misuse / abuse of alcohol and other drugs;
- Consult and reach agreement with employees/volunteers at all stages of the implementation of this policy and the development of practical guidelines.

Shire of Chittering employees/volunteers are encouraged to cooperatively develop, implement and monitor guidelines, consistent with Western Australian laws and Shire of Chittering policy, for alcohol and other drug use including:

- Minimising harm to individuals and property and the reputation of the Shire which may be caused by the use of alcohol and other drugs;
- Intoxication and irresponsible behaviour;
- Consequences for infringing drug and alcohol guidelines.

- 1 The terms of the *Liquor Control Act 1998* and *Liquor Licensing Act 1998* apply on Shire of Chittering sites as they do elsewhere. It is therefore illegal to sell liquor on Shire sites, either directly or indirectly.

Alcohol shall not be brought onto or consumed in the workplace without the permission of the Chief Executive Officer.

- 2 It is forbidden for employees / volunteers to consume alcohol during work hours without the permission of the Chief Executive Officer.

Coming to work under the influence of drugs or alcohol is strictly prohibited.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. Employees/volunteers who have been prescribed drugs of this type must advise their supervisor before they commence work.

- 3 Employees/volunteers who admit to having a drug or alcohol related problem are encouraged to speak to their supervisor or manager about arrangements which can be made for them to receive professional and confidential medical counseling.



# Finance Policies



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## Budget Preparation

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**File Reference:** \_\_\_\_\_

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**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 the first week of 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.



## Investment of Funds

Policy Owner: Corporate Services  
 Person Responsible: Executive Manager Corporate Services  
 Date of Approval: 19 August 2009  
 File Reference: \_\_\_\_\_

**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*.

**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.




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## Capitalisation

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**File Reference:** \_\_\_\_\_

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**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.



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### Rating of Council Property

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
Rates Officer  
**Date of Approval:** 19 August 2009  
**File Reference:** \_\_\_\_\_

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**Objective** To ensure leased facilities reflect community benefit and equitable return.

**Policy** 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.

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.



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## Charitable Organisations

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Policy Owner: Corporate Services  
Person Responsible: Executive Manager Corporate Services  
Date of Approval: 19 August 2009  
**File Reference:** \_\_\_\_\_

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**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 Charitable Collections Advisory Committee.

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




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## Rating

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
 Rates Officer  
**Date of Approval:** 19 August 2009  
**File Reference:** ~~12/06/0001~~

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**Objective** To provide guidelines for the collection of rates and to delegate authority to the Chief Executive Officer for approval 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 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 Rates Payment Arrangement Plan 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 (3) 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.

#### **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 is to be receipted at Council office before 4.00pm, 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 first ordinary meeting of Council after the due date.



**SHIRE OF CHITTERING  
Register of Policies**

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6. The winner will be notified by post and published in *The Advocate* and the *Northern Valleys News*.
7. Decision of the Council is final and no correspondence will be entered into.






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## Significant Accounting Policies

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**File Reference:** \_\_\_\_\_

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**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 is a general purpose financial report which has been prepared in accordance with *Australian Accounting Standards* (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board the *Local Government Act 1995* and accompanying regulations .

The report has also been prepared on the accrual basis and is based on historical costs, modified where applicable, by the measurement at fair value of the 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.

**(b) The Local Government Reporting Entity**

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

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

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears in notes in the financial report.

**(c) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST.

**(d) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

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

**(e) Trade and Other Receivables**

Collectability of trade 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.

**(f) Inventories****General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



#### Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

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

#### **(g) Fixed Assets**

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

#### Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

#### Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient



regularity to ensure the carrying amount does not differ significantly from that determined using fair value at balance date.

#### Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested 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 AASB1051 - 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.

While 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 Council.

#### Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systemically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 - 50 years
Furniture and Equipment	4 - 10 years
Plant and Equipment (Heavy)	5 - 15 years
Plant and Equipment (Light)	0 - 10 years
Computer Equipment and Software	3 years
<b>Sealed Roads and Streets</b>	
Clearing and Earthworks	Not depreciated



Construction (Road Base)	50 years
<b>Original Surfacing and Major Re-surfacing</b>	
Bituminous Seals	20 years
Asphalt Surfaces	25 years
<b>Gravel Roads</b>	
Clearing and Earthworks	Not depreciated
Construction (Road Base)	50 years
Gravel Sheeting	12 years
<b>Formed Roads (Unsealed)</b>	
Clearing and Earthworks	Not depreciated
Construction (Road Base)	50 years
Footpaths (Slab)	40 years
Sewerage Piping	100 years
<b>Recreational Reserves</b>	
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. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

#### Capitalisation Threshold

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

#### **(h) Financial Instruments**

##### Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the 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.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

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;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount
- (d) less any reduction for impairment

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly 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 at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. 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. Loans and receivables are included in current assets, except for those which are not expected to mature within twelve (12) months after the end of the reporting period (classified as non-current assets).

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. Held-to-maturity financial assets are included in non-current assets, except for those which are expected to mature within twelve (12) months after the end of the reporting period (classified as current assets).

If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.

*(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.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within twelve (12) months after the end of the reporting period (classified as current assets).

*(v) Financial Liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

**(i) Estimation of Fair Value**

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each reporting date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models



making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

**(j) Impairment**

In accordance with *Australian Accounting Standards* the Council'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 estimate of the recoverable amount of the asset is made in accordance with *AASB 136 'Impairment of Assets'* and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

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.

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within thirty (30) days of recognition.





**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

*(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within twelve (12) months represents the amount the Council has a present obligation to pay resulting from employees services provided to reporting date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

*(ii) Long Service Leave (Long-term benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond twelve (12) months, the liability is recognised as a current liability.

**(m) Borrowing Costs**

Borrowing costs are recognised as expenses when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the costs of the particular asset.

**(n) Provisions**

Provisions are recognised when:

- The Council has a present legal or constructive obligation as a result of past events;
- For which it is probable that an outflow of economic benefits will result to settle the obligation; 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.

Provisions are not recognised for future operating losses.

**(o) 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 Council, 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.

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 risks 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.

**(p) Joint Venture**

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in the notes of the financial report.

**(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 notes in the financial statements. 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**

That Council contributes to a number of superannuation funds on behalf of its employees.

**(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 twelve (12) months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond twelve (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 twelve (12) months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

**(t) Rounding Off Figures**

All figures shown in the 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 to changes in presentation for the current financial year.

**(v) Budget Comparative Figures**

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



### Requests for Assistance and/or Donation

**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
 Club/Community Development Officer  
**Date of Approval:** 19 August 2009  
**File Reference:** ~~04/03/17~~

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

**Policy** The Chief Executive Officer will call for submissions from the community in March each year for funding under Council annual donations budget.

No verbal requests will be accepted.

**Community Assistance Grants**

The Community Funding Advisory Group will make recommendations and the Club/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.



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## Funding Submissions

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**Policy Owner:** Governance  
**Person Responsible:** Chief Executive Officer  
Club/Community Development Officer  
**Date of Approval:** 19 August 2009  
**File Reference:** \_\_\_\_\_

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**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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### Cheque Signatory/EFT Requirements

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**File Reference:** ~~12/03/4~~

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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  
Manager Human Resources



## Credit Cards

Policy Owner: Corporate Services  
 Person Responsible: Executive Manager Corporate Services  
 Date of Approval: 19 August 2009  
 File Reference: ~~12/03/4~~

**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, Manager Human Resources 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.
- *Manager Human Resources*
  - (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 Manager Human Resources is to have regard to the *Local Government Act 1995* and Council's policies adopted from time to time.
- *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.

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
- Manager Human Resources
- Community Emergency Services Manager

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




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## Purchasing

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Policy Owner:	Corporate Services
Distribution:	All employees
Person Responsible:	Executive Manager Corporate Services
Date of Approval:	19 August 2009
<del>File Reference:</del>	<del>04/03/18</del>

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- Objective**
- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* as amended in March 2007.
  - To deliver best practice approach and procedures to internal purchasing for the Shire of Chittering.
  - To ensure consistency for all purchasing activities within the Shire of Chittering.

**Policy**

**Why do we need a Purchasing Policy?**

The local government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.

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.



### **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.





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Amount of Purchase	Model Policy
\$30,001 - \$50,000	Obtain at least two written quotations.
\$50,001 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 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 \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$100,000, 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.

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.



The *Local Government Purchasing and Tender Guide* contains sample forms for recording verbal and written quotations.

***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.

The *Local Government Purchasing and Tender Guide* contains sample forms for recording written quotations.

***Purchasing value between \$50,001 and \$99,999***

For the procurement of goods or services where the value of such procurement ranges between \$50,001 and \$99,999 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 \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, 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.

The *Local Government Purchasing and Tender Guide* produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

**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.



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Position	Amount
Chief Executive Officer	Unlimited
Executive Manager Development Services	\$50,000
Executive Manager Technical Services	\$50,000
Executive Manager Corporate Services	\$50,000
Manager Human Resources	\$10,000
Works Manager	\$ 5,000
Senior Ranger	\$ 5,000
Principal Building Surveyor	\$ 5,000
Principal Environmental Health Officer	\$ 5,000
Community Emergency Services Manager	\$ 5,000

### 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 \$100,000, 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 \$99,999, the panel must contain a minimum of two members.
- \$100,000 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 fourteen (14) days after the date the tender is advertised. Care must be taken to ensure that fourteen (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
- 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.

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 & \$99,999 (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.

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.





# Staff Policies



## Code of Conduct – Staff, Volunteers and Contractors

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
File Reference:	<del>22/05/0001</del>

**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 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. They will report the details according to the guidelines and procedures set out in the Managing Issues and Grievances Policy.

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 must:

- 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;
- Take appropriate action to protect council assets, facilities and equipment against loss, damage, vandalism or theft;
- 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;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- Not harass, bully or discriminate against colleagues, members of the public and employees;
- Treat members of the public and other customers with the highest level of customer service;
- 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;
- Be accountable for decisions made within the course of their duties;
- Not disclose official information or documents acquired through their work, other than as required by law or where proper authorisation is given;
- Not misuse official information for personal or commercial gain for self or another person;
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Council, members of the media and members of the public generally;
- Respect the confidentiality and privacy of all information as it pertains to individuals;
- Not engage in fraud or corruption;



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- Report any fraudulent or corrupt behaviour as it becomes known;
- Use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- 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;
- Ensure personal or financial interests do not conflict with their ability to perform their official duties in an impartial manner;
- Manage and declare any conflict between their personal and public duty;
- 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.
- 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 (6) months where the value exceeds \$300.

Contractors are required to adhere to and to ensure their employees adhere to the above requirements



## Bereavement Recognition

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Policy Owner:	Governance
Person Responsible:	Manager Human Resources Executive Support Officer
Date of Approval:	18 May 2011
File Reference:	<del>04/03/11</del>

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**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:

- Freeman
- 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
- Former Commissioners and Town Clerks of the Chittering Road Board and Shire of Chittering
- Freemen of the Shire of Chittering
- Immediate family members of Freemen 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) 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.

**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.



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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.



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### Defence Forces Active Reservists

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**Policy Owner:** Governance  
**Distribution:** All employees  
**Person Responsible:** All Executive Managers  
**Date of Approval:** 18 November 2009  
**File Reference:** \_\_\_\_\_

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**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 (2) 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.





## Council Contribution to Staff Functions

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

~~File Reference:~~

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

- Policy**
- (i) **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 in December prior to Christmas
    - The function will consist of a meal, with refreshments to include beer, wine and soft drinks
    - The function will not be combined with award presentations
  - (ii) **Staff attaining ten years of service**
    - Presentation of a certificate
  - (iii) **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 the local media by inviting them to attend the function.
  - (iv) **Significant milestones**
    - Council will encourage the Chief Executive Officer to recognise significant milestones achieved by staff and hold small events (such as a barbeque) to recognise this achievement.



## Staff uniforms

Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009  
 File Reference: \_\_\_\_\_

**Objective** To:

- present a recognisable, tidy and professional image of staff to the community
- ensure that staff are appropriately dressed for their duties
- ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions

**Policy** The Shire shall adopt a corporate uniform for staff employed in the following areas:

- Customer service/front line staff
- Outside workforce
- Ranger Services Operational staff
- Library staff
- Any other groups of staff as the Chief Executive Officer may from time to time see fit.

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 delegated authority to determine what is a suitable uniform, after consultation with staff, including colour and style of the uniform.

Part time or casual employees shall not be eligible for uniforms under this policy except upon review if working outdoors. The quantities of clothing issues may be adjusted accordingly.

**Conditions of Supply**

That the initial uniform for new outside staff be:

- pair of boots
- long sleeve shirts x 3
- trousers/ jeans x 3
- jacket x 1
- pair of safety glasses x 2
- wide brim hat x 1
- 5L water cooler x 1

And must include the staff name and the Shire name.

Thereafter staff to be issued with items as and when required.

That administration staff be allocated an amount of \$400 per annum (pro rata).

**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.

**Note:** High visibility vests that Velcro fasten at the front will not be purchased for use, because they are often found unfastened at the front, thus are less efficient at ensuring visibility.



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## Senior Employees

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

File Reference: \_\_\_\_\_

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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




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## Staff Housing

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Policy Owner:	Governance
Person Responsible:	All Executive Managers Manager Human Resources
Date of Approval:	18 November 2009
File Reference:	<del>05/02/0001; 05/02/1; 05/02/2; 05/02/3</del>

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**Objective** To provide clarity on the conditions for use of Council 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 Council)
- floor coverings
- window treatments
- light fittings (except globes)
- TV aerial
- stove
- internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

### Improvements to housing by tenants

Any improvements carried out to Council'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 Council employees occupying Council 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.



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- iii) Under this agreement tenants will be required to pay a bond to the equivalent amount of four weeks rent.
  - 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 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 Council manages shall have a garden shed not smaller than 4m x 3m provided for the tenants.



## Equal Employment Opportunity

Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009  
 File Reference: ~~22/01/0001~~

**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.

**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.





## Occupational Safety and Health (OSH)

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Approval:	18 November 2009
File Reference:	<del>22/03/0001</del>

**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 committee is 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 Committee").

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 Council.

### Occupational Safety and Health Working Group – Constitution

- *Title of Committee*  
The Committee 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,



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- 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 committee 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 committee 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 Council 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.
    - Investigations of unresolved matters brought to the Council's attention which a committee member or employee considers to be unsafe, a risk to health or of other concern. If unable to resolve a matter, the committee will refer it to the Chief Executive Officer.
    - 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 committee's scope*

The following issues do not fall within the scope of the committee'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 committee shall consist of:

  - Chief Executive Officer
  - one elected safety representative from each workplace area:
    - Depot
    - Internal Staff
  - safety co-ordinator
  - other persons appointed by the Council
  
- *Action Plan*

The Occupational Safety and Health Committee is to establish and maintain an action plan to keep track of safety issues that require completion and a time line for completion.



## Protection from the sun for Outdoor Work

Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009  
 File Reference: ~~22/03/0001~~

**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. Unless for safety related reasons shirt sleeves may be rolled up (refer to Staff Uniform policy).

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 (1) hour per day on a cumulative basis.

The following outdoor employees because of the nature of their activities will be subject to their particular dress requirements as nominates.

### 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 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 thirty (30) minutes (but less than one (1) 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.



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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.




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## Contractors

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Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009  
 File Reference: ~~06/03/1~~

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**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 Councils engage the services of contractors.

**Advice on the relationship between Councils 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.

A Council 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 Council observes. This will ensure that Council 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 Council operations. Working through the following checklist and procedures will allow Council to have some knowledge of its obligations when engaging the services of contractors and the obligations that contractors have.





#### 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 Council, the Council 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 Council requirements.
- iii) Council 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 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) Council should develop a system whereby all long-term contractors are checked to ensure the required cover is renewed.
- vii) Contractors shall complete the Shire of Chittering Contractors Induction Package, which also requires the completion of the LGIS online Contractor Induction.

#### Contractors risk and insurance

Tender and contractual documentation should 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 Council.
- ii) The contractor shall indemnify and keep indemnified the Council 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 Council.
  - 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 Council 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 Council 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 Council 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.
  - 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 Council, prior to commencement date, certificates of currency for all insurances that provide evidence of validity and currency of the insurance policies.

#### Termination

- i) Council 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 Council is empowered to give or make under these guidelines.

- ii) Council 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) Council 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
- vi) In the event of fire or other emergency, follow the instructions of the Council 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.




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## Voluntary service

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Policy Owner:	Governance
Person Responsible:	All Executive Managers
Distribution:	All Staff
Date of Approval:	18 May 2011
File Reference:	<del>03/01/4</del>

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**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. Council employees either volunteering, or as members of volunteer organisations, are required to obtain permission from their Supervisor, 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.



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 ten (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.



## Gratuities and Redundancy Payments

Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009  
 File Reference: \_\_\_\_\_

**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.



### 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)*.






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## Appointment of an Acting Chief Executive Officer

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

File Reference: \_\_\_\_\_

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**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 days;
- “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; and
- “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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### 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

**File Reference:** \_\_\_\_\_

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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.



## Retirement/Resignation of Employees – Council gift/functions

Policy Owner: Corporate Services  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 November 2009

File Reference: \_\_\_\_\_

**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 Council for two (2) 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

**Note:** an equivalent cash payment in lieu of gift is not permitted.

The objectives are:

- to show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations
- to frame a standard procedure when dealing with staff who leave Council'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 Council prior to two (2) years of service



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Presentation for senior employees leaving Council 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	Nil	N/A
2 - 5yrs	\$150	Council 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>	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$500	Council 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.




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## Staff Disciplinary

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Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 18 May 2011

File Reference: \_\_\_\_\_

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- Objective** The objective of a disciplinary policy is:
- To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant State and Federal laws, the *Local Government industry Award 2010* and any enterprise agreements.
  - To provide an acceptable disciplinary process to the workforce and the Shire of Chittering.
  - To determine the issues expeditiously.
  - To allow an employee who is the subject of a disciplinary process the right to appropriate representation.
  - 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.
  - To ensure that the necessity for having disciplinary processes or external claims to Courts or Industrial Tribunals is minimised.
  - To ensure the principles of natural justice apply to the process.

**Policy** 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.

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.




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## Vehicle Use

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Policy Owner: Governance  
 Person Responsible: All Executive Managers  
 Date of Approval: 27 June 2012  
 File Reference: ~~23/01/1~~

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**Objective** To supply employees with a means of transportation in order that they may provide effective and efficient services.

**Policy** Allocation of Shire vehicles is dependent on the requirements of the position.

This practice applies to all employees excluding the Chief Executive Officer.

No employee shall drive a Shire vehicle without a valid "C" class driver's licence. Upon request, employees will produce their current driver's licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction.

It is not the intention to restrict the use of Shire vehicles to those employees' allocated vehicles as determined by this policy. Vehicles are to be made available for Council business during working hours to those officers who are performing a Council function, responsibility or duty.

The Chief Executive Officer reserves the right to alter the terms/restrict or withdraw the use of a vehicle by an employee where it is determined that the officer has breached the terms and conditions of this policy; or as a result of poor performance, irresponsible use, or repeated breaches of the Road Traffic Code.

Any proposal to withdraw or restrict the use of a vehicle must take into account any conditions of a fixed term contract.



All fuel costs will be met by Council, with the exception of periods of leave (annual, long service and sick), grouped days of rostered days off (RDO / time in lieu) subject to the terms of the individuals negotiated employment contract.

Private use of Shire vehicles will be restricted to a 300km radius of Bindoon, subject to the terms of the individual negotiated employment contract.

Vehicle odometer readings are to be submitted each month to the CSO Technical Services for processing.

At the conclusion of each month receipts for fuel purchased shall be presented to the CSO Technical Services and authorised for payment by the Executive Manager Corporate Services.

As per the *Smoking, Other Drugs and Alcohol* policy smoking is banned in all Shire of Chittering vehicles.





## Social Media

Policy Owner: Corporate Services  
 Person Responsible: Executive Manager Corporate Services  
 Economic Development Officer  
 Date of Approval: 19 December 2012  
 File Reference: ~~02/07/2~~

- 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.
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.




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## Training and Development

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Policy Owner:	Governance
Person Responsible:	All Executive Managers Manager Human Resources
Date of Approval:	20 March 2013
File Reference:	<del>22/07/0001</del>

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**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;

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- Minor expenses, such as taxi, parking fees and telephone calls; and
- 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 Support Officer;
- 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*;
- 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.




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## Study Assistance

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Policy Owner:	Governance
Person Responsible:	All Executive Managers Manager Human Resources
Date of Approval:	20 March 2013
File Reference:	<del>22/07/0001</del>

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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 (5) 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 (5) 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.



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<b>SHIRE OF CHITTERING</b>	<b>STUDY ASSISTANCE APPLICATION FORM</b>
Requested By: ..... Payroll No: ..... <p style="text-align: center;">Print Name in Full</p> Position Title: ..... Date: .....	
I wish to further my education, relevant to my role with the Shire of Chittering and request authorisation to commence the following units of study with the view to study assistance being granted.	
DETAILS OF STUDY PROGRAM	
Period of Study: From: ..... To: ..... (Maximum of 12 months)	
Name of TAFE College / University: .....	
Name of Qualification (Dip, Degree etc.) .....	
List Unit(s) to be studied in this 12 month period: ..... ..... .....	
Dates and times of units: ..... ..... .....	
TYPE OF STUDY ASSISTANCE REQUIRED	
<input type="checkbox"/> <b>FINANCIAL ASSISTANCE</b> (See Policy <i>Study Assistance</i> for details) <p style="text-align: center;">OR</p> <input type="checkbox"/> <b>TIME OFF FOR STUDY</b> (See policy <i>Study Assistance</i> for details)	
MANAGEMENT SUPPORT	
The applicant's Executive Manager and the Chief Executive Officer must support the request for Study Assistance on the basis that the newly acquired skills and knowledge obtained from attending the above stated program. (taking into account the Employees Statement of Support) see reverse.	
..... <b>Executive Manager</b>	..... <b>Date</b>
..... <b>Chief Executive Officer</b>	..... <b>Date</b>
<b>Comment:</b> ..... .....	







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<b>SHIRE OF CHITTERING</b>	<b>STUDY ASSISTANCE CLAIM FORM</b>
<p>Requested By: ..... Payroll No: .....</p> <p style="text-align: center;">Print Name in Full</p> <p>Position Title: ..... Date: .....</p> <p>I wish to apply for reimbursement of funds spent in further education in accordance with Council's <i>Study Assistance Policy</i>:</p> <p><input type="checkbox"/> Financial Assistance at 100% of cost (to a maximum value of \$2,500 per annum) has been approved prior to my commencement</p>	
<b>CLAIM</b>	
<p>Name of TAFE College / University: .....</p> <p>Unit(s) to be claimed for: .....</p> <p>.....</p> <p>.....</p> <p>I have paid for and passed the above units of study and have attached relevant receipts and transcripts (as proof of achievement).</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Employee Signature <span style="float: right;">Date</span></p>	
<b>HR OFFICE USE</b>	
<p>Prior approval for study to commence obtained: <input type="checkbox"/></p> <p>Receipts verified: <input type="checkbox"/></p> <p>Transcripts support a pass in units claimed for: <input type="checkbox"/></p> <p>Approved amount for reimbursement: ..... \$</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Manager Human Resources Signature <span style="float: right;">Date</span></p> <p style="text-align: center;"><b>Application must be in accordance with Council Policy <i>Study Assistance</i></b></p>	



## Staff Superannuation

Policy Owner: Governance  
 Person Responsible: Manager Human Resources  
 Date of Approval:  
 File Reference: \_\_\_\_\_

**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**

**1.1 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.

**1.2 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 Council prior to the date of its formal adoption.



# Elected Members Policies




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## Code of Conduct - Elected Members

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Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
File Reference:	<del>22/05/0001</del>

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**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 Council'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.*

(2) *It is a defence to a prosecution under this section if the member proves that he or she did not know —*

(a) *that he or she had an interest in the matter; or*



- (b) *that the matter in which he or she had an interest would be discussed at the meeting.*
- (3) *This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).*

#### 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



- 
- (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**

Elected Members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible 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**

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).

**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.




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## Petitions to Council

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Policy Owner:	Chief Executive Officer
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
<del>File Reference:</del>	<del>13/02/14</del>

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**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.

Formal petitions should be presented to Council by an Elected Member.

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.



## Elected Members' Fees, Allowances, Reimbursements and Benefits

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
File Reference:	<del>13/03/0003</del>

<b>Objectives</b>	To clearly outline the support and allowances available to the Shire's Elected Members within the provisions of the <i>Local Government Act 1995</i> (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.
<b>Policy Statement</b>	<p>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.</p> <p>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.</p>
<b>Background</b>	The <i>Local Government Act 1995</i> , Section 5.98 and <i>Local Government (Administration) Regulations 1996</i> provides for Elected Member entitlements. The current policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.
<b>Scope</b>	<p><b>Allowances</b></p> <p>Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis in arrears.</p>



Allowances and fees are to be raised annually by the cost of inflation (the total remuneration is not to exceed the amount set by the *Local Government Act 1995*):

- 1) *Shire President allowance*  
The annual local government allowance for the Shire President is set at \$6,000.
- 2) *Deputy Shire President allowance*  
The annual local government allowance for the Deputy Shire President is set at \$1,500.
- 3) *Elected Member attendance fee*  
The annual local government attendance fee for Elected Members is set at \$7,000.
- 4) *Shire President attendance fee*  
The annual local government attendance fee for the Shire President is set at \$14,000.

*Allowance in lieu of reimbursement of telephone expenses*

All Council members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34A, of \$2,400 for telephone and facsimile machine rental charges and any other telecommunications expenses that might otherwise have been approved for reimbursement under Regulation 32.

The allowance is for costs relating to telephone usage including plans/contracts, mobile phones, extra telephone lines, call costs and consumables incurred while performing the functions of the member.

*Allowance in lieu of reimbursement of information technology expenses*

All Elected Members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34AA of \$1,000 for information technology expenses that have been approved for reimbursement under Regulation 32.

**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) and 31(4), 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



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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.

Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

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 *Local Government Industry Award 2010* from time to time.

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;



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- d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;
  - 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 a 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:
    - \*child care costs
    - travel costs
    - parking

*\*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.*
  - 3) The extent to which child care costs referred to in this resolution are to be reimbursed is the lesser of:
    - a) the actual cost per hour; and
    - b) \$20.00 per hour.



#### 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) to be attended by employees of the Shire; or
  - iii) 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 mileage 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 of \$3,000 per Elected Member is set annually for attendance at conferences.

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.

The extent to which the costs referred to above is to be reimbursed at the actual cost.





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Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

*\* 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.

### Customer Loyalty Programs

Elected Members should not accumulate benefits associated with customer loyalty programs such as frequent flyer points while travelling on Council business. The Shire will not provide frequent flyer details to an airline when booking and paying for a flight.

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.



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.

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 to attend one conference annually in 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.





## Certificate of Recognition

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
File Reference:	<del>13/03/0003</del>

- Objectives**
- Following each election, the Shire of Chittering makes appropriate arrangements:
- for the swearing in of newly Elected Members and for appointments to committees and external boards
  - 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 (8) 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 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.



## Legal representation and Costs Indemnification

Policy Owner:	Governance
Distributed to:	All Elected Members
Person Responsible:	All Executive Managers
Date of Approval:	17 February 2010
File Reference:	<del>20/01/0002</del>

**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.



- 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.
- 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 of 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.





# Community Facilities and Recreation Policies




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## Advertising on public open space

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Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services
Date of Approval:	November 2005
File Reference:	

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**Objective** To give guidelines for advertising on Public Open Space (Passive and Active Reserves)

**Statement**

- To give guidelines for advertising on Public Open Space (Passive and Active Reserves)
- To limit the advertising on public open space to the promotion of sport and recreation groups, community based organisations and events and their sponsors.
- To prohibit the promotion of alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product).

**Scope** The policy applies to all groups and individuals wishing to advertise on public open space.

**Background** 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.

**Implementation** Only signage promoting sport and recreation groups, community based organisations and events and their sponsors will be permitted under this policy.

Guidelines for temporary signs

- Stakes or poles used to secure the signs can only be set into the ground at a maximum depth of 300mm.
- Signs are to be made of a lightweight, non-rigid material, such as cloth, canvas or similar fabric.



- As a guide, signs should not exceed dimensions of 1.0m and 3.0m. and should not be placed in such a manner that 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.

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 (ie 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.
  - d) The signs are maintained at no cost to the Shire of Chittering.

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- 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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## 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  
 File Reference: ~~18/06/0025~~

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**Objective** To enable the effective and efficient management of concerts, events and organised gatherings being held with 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 twenty-five (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.



# Community Development Policies




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## Citizen of the Year Award

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Policy Owner:	Governance
Person Responsible:	Executive Support Officer
Date of Approval:	November 2005
File Reference:	<del>02/01/2</del>

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### Policy

Each Year two local citizens and one local community group in the Chittering Shire will be eligible for the Premier's Australia Day Active Citizenship Awards:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award/or 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 three awards each year for presentation in the Shire of Chittering on Australia Day.

The winners will have been judged to have shown active citizenship and:

- Significant 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 principally within the Chittering Shire.

Awards will not be granted posthumously.

Groups of People or couples will not normally be eligible except when meeting the criteria/ or a community group.

A person cannot receive the same award twice, but can be considered for another award. Unsuccessful nominees may be nominated in future year.



Sitting members of State, Federal and Local Government are not eligible.

All category winners of the Premier's Australia Day Active Citizenship Awards will be selected from nominations received from the community with a Confidential report being prepared for Council consideration in December every year.

Nominations open during the month of October with the deadline being the last Friday in November.

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 a week night prior to 26 January in Bindoon. Details of the event will be published in the Northern Valleys News and The Advocate.

Nominees will receive a certificate of recognition with the winners receiving a certificate and a glass award.

#### **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.

The awards are given at the same ceremony for Citizen of the Year and the Education Scholarship Award.





## Education Scholarship Award

Policy Owner: Corporate Services  
 Person Responsible: Club/Community Development Officer  
 Date of Approval: 18 May 2011  
 File Reference: ~~15/01/4~~

**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 7 (or year 6 if attending a private high school); 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 academic achievement and the contribution that the student has made to their school and the local community.

### 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).

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 but it also says a lot about the winner.

### Advertising

The Financial Assistance Grant Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants. Applications open in September with the deadline being the second Friday in October.

Details of the award are directed to the Principals at the Shire's schools, i.e. Catholic Agricultural College, Bindoon Primary and Immaculate Heart College.

### Time frame

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

**Presentation of awards**

The winners will be presented with their award at the Citizen of the Year Award ceremony, which is held in January (prior to Australia Day). The winners receive a certificate and a glass award.




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## Use of Chittering Community Bus

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 20 May 2009  
**File Reference:** ~~04/03/21~~

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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 a 21 seat Toyota Coaster bus 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;
- 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 & Charges Schedule) to the Shire of Chittering and adhere to the Conditions of Use document.

Community groups that wish to be exempt from the fees and charges are to apply to Council for a grant through the Community Financial Assistance Grant 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)**



# Community Bus Booking



ABN 48 455 251 804  
5277 Great Northern Highway  
PO Box 20 Bladon WA 6102  
T: 08 9576 4600 F: 08 9576 4250  
E: chatter@chittering.wa.gov.au  
www.chittering.wa.gov.au

Contact Information	
Name of Organisation / Hirer:	
Address:	
Contact Person:	
Phone:	
Mobile Phone:	
Fax:	
Email:	

Intended Use		
Required Date:	Time Out:	Time Back:
Intended Use: <i>(Describe destination, number of people and purpose of journey)</i>		
Approved: _____ (Not required for community Organisations)      Community Rate / Individual Rate / Business Rate		
Is the bus going to be driven at night or on gravel as a part of this booking?    Yes / No		
If Yes, please provide details:		

Driver Details			
Driver 1:		Driver 2:	
License Number:		License Number:	
License Class:		License Class:	
Signature:		Signature:	
Phone Number:		Phone Number:	

Approval	
Approved (Chief Executive Officer or Authorised Officer):	
Signature _____	Date _____

Office hours:  
Monday to Friday, 8.30am - 4.30pm





**SHIRE OF CHITTERING  
Register of Policies**

**Acknowledgement**

In signing this form, I have read and understood the Conditions of Use for the Shire of Chittering's Community Bus. I agree to be bound by these rules and acknowledge that a breach of these rules may result in the person or group being responsible for any damage that may occur.

---

Signature \_\_\_\_\_ (Position in hiring Group) \_\_\_\_\_ Date \_\_\_\_\_

**Pre Use Check  
(Borrower to fill out)**

Odometer Reading: \_\_\_\_\_

N.A.F.F.	Item	Comments:
	Fuel	
	Oil	
	Tyres	
	Coolant	
	Window Hammers	
	Log Book	

N.A.F.F. – Indicates that "No apparent fault found". This is not a check by a licensed mechanic and all users should satisfy themselves that the bus is safe to use.

Check completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Post Use Check  
(Office Use Only)**

Odometer Reading: \_\_\_\_\_

N.A.F.F.	Item	Comments:
	Fuel	
	Oil	
	Tyres	
	Coolant	
	Window Hammers	
	Log Book	

Check completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Financial Assistance Grant Scheme

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Policy Owner:	Corporate Services
Person Responsible:	Executive Manager Corporate Services Club/Community Development Officer
Date of Approval:	20 May 2009
File Reference:	<del>15/01/0006</del>

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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.

**Funding amounts**

1. Grants of up to \$5,000 will be considered.
2. For funding requests over \$500, a copy of your group's current financial statement **must** be attached.
3. Council contributions will generally be limited to one third of the total project cost and not fund more than 50% of the total project cost.
4. 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 \$20 per hour. (Generally \$15 per hour for unskilled works and \$20 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 Manager Human Resources/Community Development 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 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 P&C groups are excepted).
2. Projects on land on which is not Crown Reserve or land owned or vested in the Shire of Chittering.
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).
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. All applicants will be advised, in writing, of the success or otherwise of their application.

**Advertising**

The Financial Assistance Grant Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants. The scheme opens in February with the deadline being the last Friday in March.



**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 Annual Budget 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* and *The Advocate*.



### Financial assistance for residents involved in national sporting events

**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
 Club/Community Development Officer  
**Date of Approval:** 20 May 2009  
**File Reference:** ~~04/03/22~~

**Objective** To provide financial assistance to Shire of Chittering residents participating in a 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.

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.



# Engineering, Construction and Maintenance Policies




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## Nature Strip Treatments – Protective Devices

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**Policy Owner:** Chief Executive Officer  
**Person Responsible:** Executive Manager Technical Services  
 Engineer Works Supervisor  
 Engineer Technical Officer  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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**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.




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## Crossovers Subsidy

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**Policy Owner:** Chief Executive Officer  
**Person Responsible:** Executive Manager Technical Services  
 Engineer Works Supervisor  
 Engineer Technical Officer  
**Date of Approval:** November 2005  
**File Reference:** ~~28/03/0002~~

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**Objectives** The purpose of this policy is to provide a subsidy towards the construction of a vehicle crossover to a private property.

**Statement** 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.

**Scope** The policy applies to all property owners.

**Background** Under the *Local Government Act 1995 regulation 15 Contribution to cost of crossing-Schedule 9.1 cl 7(4)*,

(1) *Where-*

- (a) *a local government-*
  - (i) *under regulation 12 constructs or approves the construction of; or*
  - (ii) *under regulation 13(1) requires the construction of,*
- (b) *the crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;*
- (c) *the crossing is the first crossing in respect of the land; and*
- (c) *the crossing is a standard crossing or is of a type that is superior to a standard crossing,*

*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.*



(2) *In subregulation (1) -*

*“first crossing” in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under 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 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 will 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 and the subsidy processed.

**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 the Shire's Executive Manager Technical Services





- 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

**"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

**"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




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## Naming of Council Facilities

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**Policy Owner:** Chief Executive Officer  
**Person Responsible:** Executive Manager Technical Services  
 Engineer Technical Officer  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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**Objectives** This policy:
 

- is intended to provide guidelines for the provision of *Community Facility Name Signs* in accordance with *AS1742.5 - 1997*, within the municipality; and
- outlines the process for considering a name change of Council property.

**Scope** This policy outlines the philosophy and process for the naming of:
 

- Towns, localities, streets and parks;
- New Council buildings, gardens, memorials and other infrastructure or Council-owned amenities; and
- The re-naming of existing Council buildings, gardens and other infrastructure or Council owned properties.

**Statement** 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.

### **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, 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 (2) 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 Council 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.

On receipt of a nomination the Chief Executive Officer will cause a report to be prepared based on the naming criteria identified in this policy. The report shall be circulated to all Elected Members for confidential, informal discussion. If an Elected Member expresses an objection to the nomination that Elected Member must give reasons for the objection. If no Elected Member objects to the report's recommendation, it shall be assumed that all agree to the proposal. An objection received will not necessarily invalidate the nomination subject to agreement by the majority of Council.

### **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 (eg. 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.



## SHIRE OF CHITTERING Register of Policies

- 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 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 Council buildings do not have to be registered with the Department of Land Administration (DOLA), in order that the new name will be registered on maps etc. where appropriate, DOLA shall be advised of the change.



### Renaming of Council 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 the Department of Land Administration (DOLA) and is delegated to the Chief Executive Officer.

<b>Definition</b>	In accordance with <i>AS1742.5 - 1997</i> , 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.
<b>Shape, Size, Colour</b>	Blue with white lettering, rectangular fingerboards, in accordance with <i>AS1742.5 - 1997</i> .
<b>Location, Mounting</b>	In accordance with <i>AS1742.5 - 1997</i> 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 Council 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 (6) months from the date of confirmation.</p>






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## Road Reserves

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Policy Owner: Technical Services  
 Person Responsible: Executive Manager Technical Services  
 Works Manager  
 Date of Approval: November 2005  
 File Reference: ~~21/01/0002~~

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**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 Manager 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.



## Road Maintenance

**Policy Owner:** Technical Services  
**Person Responsible:** Executive Manager Technical Services  
 Works Manager  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

**Objective**                      The purpose of this policy is to:

- maintain school bus routes to a safe standard.
- ensure that all roads are maintained.
- ensure proper drainage of road assets.

**Statement**                      *Special attention is to be given to the maintenance of school bus routes*  
 That school bus routes be graded (where necessary) before the commencement of the school year, i.e. January - February.

School bus routes receive priority at the commencement of the winter maintenance grading season.

Schools are asked to provide up to date bus routes in November each year.

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 Bindoon, Bullsbrook, Catholic Agricultural College and Gingin.

*Road Maintenance*  
 That all roads in the Shire be graded as and when required.




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## Heavy Vehicle Access

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Policy Owner: Technical Services  
 Person Responsible: Executive Manager Technical Services  
 Works Manager  
 Date of Approval: November 2005  
 File Reference: \_\_\_\_\_

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**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 19m 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 19m 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 (5) axle groups only**, is allowed on all Council roads at any time, 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 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 twelve (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) Copy of approvals to be forwarded to Officer in Charge, local police station.
- e) 24hour access to all roads seven (7) days a week in non built up areas.
- f) 7am to 5pm hour access to all roads Monday to Friday excluding Public Holidays in built up areas only.

**SHIRE OF CHITTERING  
Register of Policies**

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- g) 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 (6) or more axle groups - Note: These combinations are shown in Table 1 and 2 attached)



# VEHICLE CATEGORIES - CLASS 3







Version: March 2008

CLASS	EXAMPLES OF VEHICLE DESCRIPTION AND CONFIGURATION	CLASSIFICATION TABLE	LENGTH (M)	MAXIMUM HEIGHT (M)	MAXIMUM WIDTH (M)	MAXIMUM GROSS WEIGHT (M)	EXEMPT VEHICLES	AVAIL. CATEGORIES	NETWORK
3									
Category 1	 (A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) B (B) B (C) B (D) B	< 10 < 10 < 10 < 10	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	1		
Category 2	 (A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) A (B) B (C) A (D) A	< 20 < 20 < 20 < 20	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	2		
Category 3	 (A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) B (B) B (C) B (D) B	< 10 < 10 < 10 < 10	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	3		
Category 4									
Category 5	(A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) B (B) B (C) B (D) B	< 10 < 10 < 10 < 10	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	5		
Category 6									
Category 7									
Category 8									
Category 9	(A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) B (B) B (C) B (D) B	< 10 < 10 < 10 < 10	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	7		
Category 10	(A) Tractor with PTO shaft  (B) Tractor with PTO shaft  (C) Tractor with PTO shaft  (D) Tractor with PTO shaft	(A) B (B) B (C) B (D) B	< 10 < 10 < 10 < 10	< 4.3 < 4.3 < 4.3 < 4.3	< 4500 < 4500 < 4500 < 4500	(A) Tractor (B) Tractor (C) Tractor (D) Tractor	10		

NOTES:

1. Refer to Class 8, Category of Tractor (Across Vehicle (AV)) outlined in this document must operate that class of RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
2. These diagrams are a visual indication of the vehicle size.
3. Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.
4. The height of the vehicle can exceed 4.3m but MUST NOT exceed 4.8m when it is:
  - (i) used to carry livestock or; (ii) carrying a crane to carry livestock or; (iii) carrying a trailer on more than one deck.

KEY:  = Tractor with PTO shaft.  = Tractor with PTO shaft.  = Tractor with PTO shaft.  = Tractor with PTO shaft.

5. Maximum height of PTO Tractor Only.  
 6. Network maps are available in CD format from Henry Vehicle.  
 7. Category 1 (Specialised Access Vehicles) above 4.2m in height may ONLY operate on Network 2 roads.  
[www.palustris.com.au/raav/heavyvehicles](http://www.palustris.com.au/raav/heavyvehicles)

Road Network Services  
 Heavy Vehicle Operations  
 2 Address Drive  
 WELLSHPPOOL, W.A. 6106  
 Tel: (86) 95118459 Fax: (86) 93118452

mainroads  
 WISSEMAN RD  
 WELLSHPPOOL, W.A. 6106



### Road Formation Widths / Clearing Widths – for new construction works

Policy Owner: Technical Services  
 Person Responsible: Executive Manager Technical Services  
 Engineer Works Supervisor  
 Date of Approval: May 2011  
 File Reference: \_\_\_\_\_

**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**

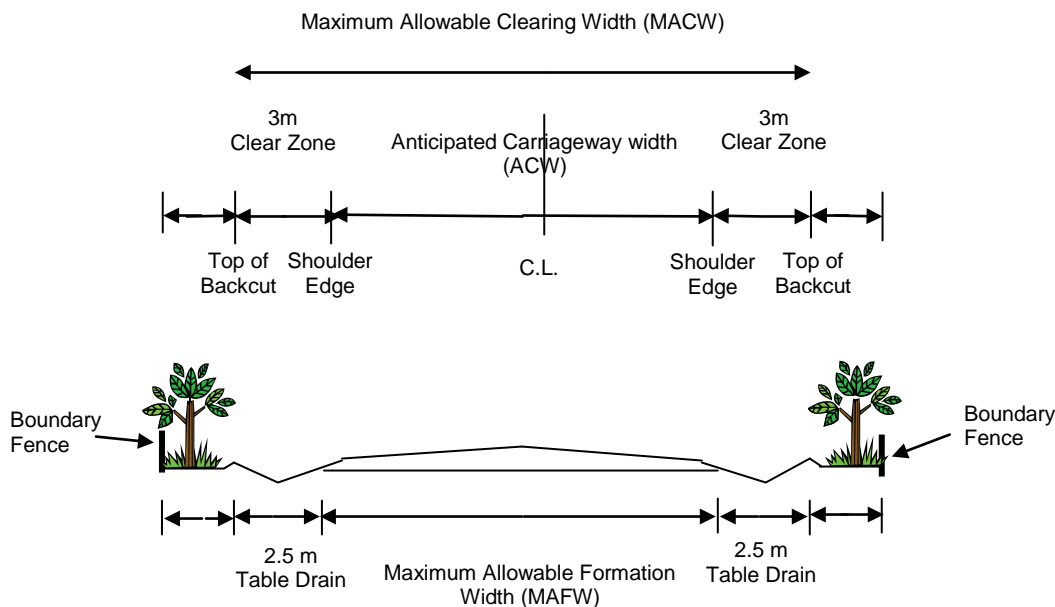


Table 1.0 shows the maximum road formation and clearing widths for new work, on the three classes of roads within the Shire (refer to Table 2.0, in relation to the classification of each road within the Shire.)



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  
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road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0001	MOOLABEENE 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	6.80	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	silend	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



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road	name	skind	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



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road	name	silkenid	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



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road	name	skind	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	3.84	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	0.80	Non Built Up	Local Government	Residential	Rural Local	Access Road
0152	PATTENS DR	1.00	Non Built Up	Local Government	Residential	Rural Local	Access Road
0153	POWDERBARK DRIVE	3.43	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0154	SOLLYA RETREAT	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0155	CALADENIA CL	0.90	Non Built Up	Local Government	Residential	Rural Local	Access Road
0156	HAKEA PASS	0.34	Non Built Up	Local Government	Residential	Rural Local	Access Road
0157	ATKINSON ROAD	0.33	Non Built Up	Local Government	Residential	Rural Local	Access Road
0158	DORSET ROAD	0.47	Non Built Up	Local Government	Residential	Rural Local	Access Road
0159	EDMONDS PLACE	0.16	Non Built Up	Local Government	Residential	Rural Local	Access Road
0160	HALLEEN ROAD	0.24	Non Built Up	Local Government	Residential	Rural Local	Access Road
0162	LIMOUSIN WAY	1.72	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0163	BRAHMAN DALE	0.26	Non Built Up	Local Government	Residential	Rural Local	Access Road
0164	CHAROLAIS TRAIL	0.97	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0165	CHIANINA PLACE	0.38	Non Built Up	Local Government	Residential	Rural Local	Access Road
0166	PORTER STREET	0.36	Non Built Up	Local Government	Residential	Rural Local	Access Road
0167	ELLEN STREET	0.84	Non Built Up	Local Government	Residential	Rural Local	Access Road
0168	SMITH STREET	0.22	Non Built Up	Local Government	Residential	Rural Local	Access Road
0169	IBIS WAY	0.05	Non Built Up	Local Government	Residential	Rural Local	Access Road
0170	NEEDOONGA PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0172	WELLS STREET	0.50	Non Built Up	Local Government	Residential	Rural Local	Access Road
0173	CHARDONNAY DRIVE	1.63	Non Built Up	Local Government	Residential	Rural Local	Local Distributor
0174	VERDELHO PLACE	0.28	Non Built Up	Local Government	Residential	Rural Local	Access Road
0175	GALLOWAY RISE	0.63	Non Built Up	Local Government	Residential	Rural Local	Access Road
0176	SIMMENTAL GROVE	0.39	Non Built Up	Local Government	Residential	Rural Local	Access Road
0177	JACARANDA CLOSE	0.32	Non Built Up	Local Government	Residential	Rural Local	Access Road
0178	LESCHENAUTIA DRIVE	2.18	Non Built Up	Local Government	Residential	Rural Local	Local Distributor



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road	name	skend	built up area	financial accountability	funding weight	functional class	hierarchy
0179	FATERSONIA 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



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road	name	skand	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 CORAN 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	HOLSDEN 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



# Parks and Landscaping Policies






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## Landscaping Policy for Industrial and Commercial Areas

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**Policy Owner:** Technical Services  
**Person Responsible:** Executive Manager Technical Services  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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### Objective

The objective of this policy is to:

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

### Statement

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

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

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 (3) 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 Manager 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.




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<b>Reticulation</b>	<p>All landscaping shall be reticulated. The reticulation considered satisfactory by Council for shrubbery plantings 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.</p> <p>Where practical, landscaping should utilise the principles of landscape design as outlined in the publication "<i>Water Conservation Through Good Design</i>" 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.</p>
<b>Maintenance</b>	<p>Conscientious maintenance of all landscaped areas for a period of no less than twelve (12) months after establishment is required during this critical growth period. Where maintenance is not carried out as required, Council may determine that the standard is inferior which may prejudice an application for free-hold title or final approval for completion of development requirements.</p>
<b>Unattractive Buildings</b>	<p>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.</p>
<b>Existing Trees</b>	<p>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.</p>
<b>Power Lines and Services</b>	<p>Overhead power lines and underground services shall be considered in the provision of landscaping to ensure no hazardous or potentially damaging situation is created.</p>
<b>Car Parking Areas</b>	<p>Landscaping of car parks shall take into account all necessary pedestrian vehicular sight lines. Planting shall maintain all necessary sight line truncations.</p> <p>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.</p>

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### 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 sixty (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 thirty (30) calendar days.



## Road Verge Development Criteria

Policy Owner: Technical Services  
 Person Responsible: Executive Manager Technical Services  
 Date of Approval: November 2005  
 File Reference: ~~18/06/0031~~

**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 Council for development, ongoing operation or maintenance costs.



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**Street Tree Removal**

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**Policy Owner:** Technical Services  
**Person Responsible:** Executive Manager Technical Services  
**Date of Approval:** November 2005  
**File Reference:** ~~28/03/0002~~

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**Objective** To guide Council and Administration on appropriate removal of street trees within the Shire of Chittering.

**Statement** 1 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.




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## Establishment and Maintenance of Playground Equipment

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**Policy Owner:** Technical Services  
**Person Responsible:** Executive Manager Technical Services  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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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 Council, 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 Principal Environmental Health Officer/Building Surveyor 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.





# Town Planning Policies



## Subdivision and Rezoning Applications - Catchment Management Plans

Policy Owner: Development Services  
 Person Responsible: Executive Manager Development Services  
 Date of Approval: November 2005  
 File Reference: ~~11/04/0001~~

**Objective** The objective of this policy is to provide guidelines with Catchment Management Plans

**Policy** Council will act as a coordinator for the preparation of Catchment Management Plans where joint landowners are involved only if the following conditions are met by all involved in the proposals:

- 1) All parties agreeing to the proportionate contributions for the plans on whatever grounds they so decide.
- 2) All parties lodging their proportionate contribution for the plans in the Shire of Chittering Municipal account.
- 3) One or all of the parties involved obtaining a quotation from a qualified person or company to prepare the Catchment Management Plan.
- 4) Council accepts no responsibility for the preparation or content of the Catchment Management Plan other than the receipt of contributions, the issue of an order and the payment of the preparers account. Under no circumstances shall a Shire Purchase Order be issued until all contributions have been received and receipted.
- 5) The fact that Chittering Shire Council acts as a coordinator for a Catchment Management Plan is not to be construed as an approval for the proposal or permission to commence a development.



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## Battleaxe Access

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**Policy Owner:** Development Services  
**Person Responsible:** Executive Manager Development Services  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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**Objective** This policy is to provide guidelines for battleaxe accessways.

**Policy** The Shire of Chittering is not in favour of battleaxe access in any subdivision, particularly in "Rural Residential" and "Townsite" 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.

Crossover standards shall be:

- Minimum diameter RCP = 375 mm
- Headwalls to be precast units to suit pipe sizes
- Minimum length of Crossover = 7.32 metres.

Road construction shall be of a minimum thickness of 150mm if gravel or additional sufficient thickness to allow adequate swale drainage.



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## Rural Numbering

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**Policy Owner:** Development Services  
**Person Responsible:** Executive Manager Development Services  
Executive Manager Technical Services  
**Date of Approval:** November 2005  
**File Reference:** ~~28/02/0001~~

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**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 Council the sum as prescribed by Council in its annual budget (refer to Schedule of Fees & Charges) for Council to purchase and install such signage to each lot and;

Where Council 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.



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### Valuation of Land

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Policy Owner: Development Services  
Person Responsible: Executive Manager Development Services  
Executive Manager Corporate Services  
Date of Approval: November 2005  
**File Reference:** \_\_\_\_\_

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**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, Town Planning and Development Act 1928* and subsidiary legislation require Council to carry out valuations of land for specific purposes. Council appoints the Valuer General as the official valuer for Public Open Space valuations.



## Road Names

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services
Date of Approval:	November 2005
File Reference:	<del>28/05/0001</del>

**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 (1) 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.



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.




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## Public Guidance Signage in Road Reserves

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Policy Owner:	Development Services
Person Responsible:	Executive Manager Technical Services
Date of Approval:	18 May 2011
File Reference:	<del>21/01/0002</del>

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**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*.

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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.



# ENVIRONMENT AND HEALTH POLICIES



## Environment - Council Recognition

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Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services Principal Building Surveyor
Date of Approval:	November 2005
<del>File Reference:</del>	<del>11/01/0005</del>

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**Objective** The objective of this policy is to ensure that all work undertaken within the Shire of Chittering takes into consideration the environment implication.

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

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

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

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

The 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.

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




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## Bush Fire Control

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Policy Owner:	Development Services
Person Responsible:	Chief Bush Fire Control Officer Community Emergency Services Manager Senior Ranger
Date of Approval:	November 2005
File Reference:	<del>09/06/0001</del>

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- Objective**
- To minimise the risk of out of control fires
  - To minimise damage from fires
  - To control burning within the Shire
  - To ensure fire fighters receive adequate training
  - To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

**Policy**

The Council of the Shire of Chittering is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to those areas of the local government within the bush fire district and to carry out an ongoing programme of hazard reduction having due regard at all times for the preservation of the natural environment.

### **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.





#### Restricted and Prohibited Burning Periods

Restricted period - permit required	1 April – 31 May and 19 October –30 November each year
Prohibited Period	1 December –31 March each year
Permitted period	1 June – 18 October each year

#### Harvesting, Movement of Machinery and Burning

The Shire of Chittering **will not permit** harvesting operations including stubble processing:

- when **FESA-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 four-hundred (400) litres of water is present at all times.
- Two (2) able-bodied adult people are to be present during the harvesting operations; only one of whom may be harvesting.



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### **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  
**Fire Reference:** \_\_\_\_\_

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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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### Clearing of Land

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**Policy Owner:** Development Services  
**Person Responsible:** Executive Manager Development Services  
Senior Planner  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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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 and Conservation (DEC) 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 Council is to be reported to the appropriate authorities.



## Deep Drainage

Policy Owner: Technical Services  
 Person Responsible: Executive Manager Technical Services  
 Date of Approval: November 2005  
 File Reference: ~~18/06/0006; 18/06/0016~~

**Objective** To:

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

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

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

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

This policy is designed to allow input to drainage proposals that affect Council 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 fourteen (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 Council'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 thirty (30) kilometres in length, the Council may require the above mentioned certified report.

Any proposal to carry waters through Council infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Council 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 Council's discretion, proposals to conduct water through Council infrastructure must be accompanied by a engineering certified design, taking into account the impact on Council's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

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

*Guideline:*

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

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

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




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## Reserve Usage

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**Policy Owner:** Technical Services  
**Person Responsible:** Executive Manager Technical Services  
**Date of Approval:** November 2005  
**File Reference:** \_\_\_\_\_

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**Objective** To guide the usage of reserves vested with the Shire of Chittering.

**Statement** Reserves vested with the Shire of Chittering range from quarries, school sites, recreation reserves, water supply, parkland, airstrips, landfill sites and gravel pits. The Reserve System inventory provides a list of reserves vested with the Shire of Chittering.

Any person who wishes to conduct activities in a reserve vested with the Shire of Chittering, for a use other than recreation, and not including the Shire of Chittering itself, will have to submit an application to the Shire of Chittering expressing permission to do so.

The Shire of Chittering defines recreation as any activity or past time that promotes the refreshment of health or spirits by relaxation and enjoyment. These activities include sports, bushwalking, hiking, pushbike and trail bike riding (only where specific tracks exist), picnics and other community social activities.

On approval of activities on Shire of Chittering reserves by a **Reserve Use Licence** will be issued and will be bounded by the conditions of this policy and remain valid for a specified period no greater than three (3) years. This specified period of permission will be set by the Chief Executive Officer.

Activities requiring approval include:

- Seed collection
- Plant collection
- Biodiversity survey, and
- Others specified by applicant.

A person wishing to apply to use a reserve must complete and sign an "**Application for a Licence to use Reserve Resources**" and send it to the Shire of Chittering for consideration.



The approval process will take up to sixty (60) days and response time will depend on the nature of the activities. A receipt of **Resource Use Application** within thirty (30) days of submission. Approval will be granted or denied by the Chief Executive Officer.

Licence applications are assessed by the Shire's Technical Department and submitted to the Chief Executive Officer for final approval.

The activities specified within the Licence must not exceed the time period allocated by the Chief Executive Officer.

If a person wishes to engage in their activities in the reserve for a period that is longer than that specified by the Chief Executive Officer, that person must submit an additional **Licence Application** to Council requesting an extension.

Where activities differ from those granted by Council, the Shire of Chittering has the right to halt activities and ban offenders. When activities will differ from those approved by the Chief Executive Officer the proponent must submit an additional **Application for Reserve Use Licence** to the Shire of Chittering before these activities have taken place.

Where activities cause significant harm to the Shire reserve, surrounding land or the environment in general, the Shire of Chittering has the right to halt activities until an investigation is undertaken by Shire staff to assess damage. If activities are deemed 'safe' the activity can continue. If the activity is deemed 'un-safe' the activity must cease and the Shire of Chittering has the right to claim any damages that have occurred.

The conditions of a **Resource Use Licence** are as follows:

- 1) The Licence is bounded by the conditions set out in the Shire of Chittering Reserve Use Policy.
- 2) Licences are required for all activities other than recreation activities.
- 3) The Licence is provided for a specified time period and the activities must not exceed this time period.
- 4) Activities may continue if an additional licence is sought and approved.
- 5) Licence approval may take up to ninety (90) days.
- 6) Licence applications are assessed by the Technical Staff of the Shire of Chittering and submitted to the Chief Executive Officer for final approval.
- 7) Activities must not differ from those outlined in the licence application.
- 8) If activities will differ an additional licence should be sought.



- 9) The Shire of Chittering reserves the right to stop any activities in reserves under its management if these activities: vary from the licence application, break any licence condition or cause adverse impacts to the reserve, the environment or neighbouring land.






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## Multiple Dog

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Policy Owner: Executive Manager Development Services  
 Person Responsible: Senior Ranger  
 Date of Approval: 21 November 2012  
 File Reference: ~~19/02/0001~~

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**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 Dog Policy ensures alignment with the Shire of Chittering *Dog Local Law 2011*, section 3.2(2) which allows for:

- (a) *2 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) *3 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 twenty-one (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.
- 4) Upon closure of the twenty-one (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)*

Policy area	Policy Title	Suggested changes
N/A	N/A	The reference to "File Reference" on all Policies has been deleted. This is due to all policies only being saved on the one file 04/03/1 and not on individual files.
<b>Administration</b>	Policy Register	Nil
	Use of Civic Centre – Council Chambers	Policy owner is listed as "Administration and Community Services". This has been changed to "Governance" Delete paragraph where reference is made to a Shire Staff member or Elected Member is to be in attendance.
	Australian Citizenship Ceremonies	Updated to reflect the gifts given to new citizens, i.e. CWA cookbook and native plant.
	Complaints Handling	<ol style="list-style-type: none"> <li>1. Policy owner listed as "Administration and Community Services. This has been changed to "Corporate Services and Governance".</li> <li>2. Person Responsible has been updated by deleting "/Community Development" and including "Executive Manager Corporate Services".</li> <li>3. Included new paragraph to reflect MHR dealing with external complaints and EMCS dealing with Public Interest Disclosures.</li> </ol>
	Execution of Documents	Updated to reflect the completion of the Common Seal Register booklet.
	Political Engineering Posters	Updated to reflect reference to "Special Permit's in the Shire's <i>By-laws relating to Signs, Hoardings and Bill Posting</i>
	Travel and Accommodation	Nil
	Vandalism – reward for conviction	<b>Recommend DELETION</b> This policy is recommended for deletion as since the inception of this policy Council has not paid out any rewards.
	Communications	<ol style="list-style-type: none"> <li>1. Policy Owner listed as "Administration and Community Services". This has been updated to "Corporate Services"</li> <li>2. Person Responsible has been updated by deleting "Manager Human Resources/Community Development"</li> <li>3. Included a new paragraph to reflect the Shire's <i>Community Engagement Plan 2012</i> and the <i>Community Engagement Plan 2012</i></li> </ol>
	Prosecutions by Council against offenders	Person Responsible has been updated by deleting "Manager Human Resources/Community Development" and inserting "Chief Executive Officer"
	Preservation of historical records and objects	<b>Recommend DELETION</b> This policy is recommended for deletion as all such records are covered by the <i>Records Management Plan</i>
	Attendance at Council/Committee meetings	<b>Recommend DELETION</b> This policy is recommended for deletion as all Senior Employees are requested to attend all Council and Committee meetings as requested

Policy area	Policy Title	Suggested changes
	Recycled Purchasing	<ol style="list-style-type: none"> <li>1. Format change – in title deleted the word “Policy”.</li> <li>2. Policy owner – listed as “Administration Services” Changed to “Corporate Services”</li> <li>3. Person responsible – deleted “Manager Human Resources/Community Development” and “Customer Service Officers” and inserted “All Staff”.</li> </ol>
	Contribution to the cost of dividing fences	Nil
	Security Cameras and CCTV	Person Responsible has been amended by deleting “Development” and inserting “Technical”
	Asset Management – Infrastructure Assets	At the fifth dot point, reference to the Asset Management Strategy is to set out is deleted as the Shire does not currently have such strategy
	Smoking, Other Drugs and Alcohol	Policy owner – deleted “/Community Development”

Policy area	Policy Title	Suggested changes
<b>Finance</b>	Budget Preparation	Nil
	Investment of Funds	Nil
	Capitalisation	Nil
	Rating of Council property	Nil
	Charitable Organisations	Nil
	Rating	Nil
	Significant Accounting Policies	Nil
	Requests for Assistance and/or Donation	<ol style="list-style-type: none"> <li>1. Person responsible – deleted “Manager Human Resources/Community Development” and replaced with “Club/Community Development Officer”.</li> <li>2. Created two headings “Community Assistance Grants” and “General”. Under “Community Assistance Grants: the Community Funding Advisory Group make recommendation and the Club/Community Development Officer is to prepare a report to Council. The heading “General” has been inserted above requests for donations.</li> </ol>
	Funding Submissions	Nil
	Cheque Signatory / EFT Requirements	Updated to reflect that any of the listed Officers can jointly sign cheques and authorise EFT payments on behalf of Council
	Credit Cards	<ol style="list-style-type: none"> <li>1. Format changes</li> <li>2. Deleted “Entertainment Expenses – Fringe Benefits Tax Definitions – Australian Taxation Office” and “Tax-Exempt Body (Shire of Chittering)”</li> </ol>
	Purchasing	<ol style="list-style-type: none"> <li>1. Format changes</li> </ol>

Policy area	Policy Title	Suggested changes
		<ol style="list-style-type: none"> <li>2. Reference updated to “Manager Human Resources”</li> <li>3. At ‘Advertising Tenders’ updated with “Canvassing of Elected Members and Shire officers will disqualify your tender”</li> <li>4. Purchasing thresholds changed</li> <li>5. At “Opening of Tenders” deleted ‘delegated nominee’ and inserted “or one Executive Manager”</li> <li>6. Inserted a new title entitled “Tender Acceptance” and content</li> </ol>

Policy area	Policy Title	Suggested changes
<b>Staff</b>	Code of Conduct – Staff, Volunteers and Contractors	<ol style="list-style-type: none"> <li>1. Updated the money to declare a gift of between \$50 to a maximum of \$300;</li> <li>2. Updated ‘Conflict of Interest’ to reflect the requirements of the Local Government (Administration) Regulations 1996</li> </ol>
	Bereavement Recognition	<ol style="list-style-type: none"> <li>1. Policy owner has been changed to “Governance”</li> <li>2. Person responsible – deleted “/Community Development”</li> </ol>
	Defence Forces Active Reservists	Nil
	Council Contribution to Staff Functions	Nil
	Training, Conferences and Study Tours	<b>Recommend DELETION</b> Two new policies adopted by Council on 20 March 2013 (resolution 140313): (1) Training and Development; and (2) Study Assistance
	Staff Uniforms	“Conditions of Supply” updated to reflect outside uniforms to have the Shire and Staff members name; and that items will be replaced as and when required
	Senior Employees	Nil
	Staff Housing	<ol style="list-style-type: none"> <li>1. Person responsible – deleted “/Community Development”</li> <li>2. Amended ‘Pet Bond’ and ‘Rent’ to state as per the Shire of Chittering’s Fees and Charges Schedule</li> </ol>
	Equal Employment Opportunity	Nil
	Occupational Safety and Health (OSH)	Nil
	Protection from the Sun for Outdoor Work	Policy owner has been changed to “Governance”
	Contractors	Change ‘public liability insurance for an amount of not less than \$5 million’ to ‘\$10 million’ Add Job Safety Analysis, Site Safety Analysis and Traffic Management Plan to the last dot point under Occupations Safety and Health Policy. Add LGIS Online Contractors Induction to Contractor Procedures.
	Voluntary Service	Nil

<b>Policy area</b>	<b>Policy Title</b>	<b>Suggested changes</b>
	Gratuities and Redundancy Payments	Nil
	Appointment of Acting Chief Executive Officer	Nil
	Christmas/ New Year Closure of Council Facilities	Changed title – “offices” to “Facilities”
	Retirement/Resignation of Employees – Council gift/function	Nil
	Staff Disciplinary Policy	Deleted “Policy” from the title
	Vehicle Use	Nil
	Social Media	Nil
	Training and Development	Nil
	Study Assistance	Nil
	Superannuation	New Policy

<b>Policy Area</b>	<b>Policy Title</b>	<b>Suggested changes</b>
<b>Elected Members</b>	Code of Conduct – Elected Members	Amend Disclosure of interest section to reflect the Local Government Act and Regulations.
	Petitions to Council	Nil
	Elected Member’s Fees, Allowances, Reimbursements and Benefits	Updated title by deleting the word “Policy”
	Certificate of Recognition	<ol style="list-style-type: none"> <li>1. Updated title by deleting “Elected Members”</li> <li>2. Updated the gift received by Elected Members on retirement to a maximum of \$1,000 (was \$500)</li> </ol>
	Legal Representation and Cost Indemnification	Nil

<b>Policy Area</b>	<b>Policy Title</b>	<b>Suggested changes</b>
<b>Community Facilities and Recreation</b>	Advertising on Public Open Space	Nil
	Concerts, Events and Organised Gatherings	Development Services

Policy Area	Policy Title	Suggested changes
Community Development	Strategic Partnerships	<b>Recommend DELETION</b> This policy is recommended for deletion as the Annual Budget process ensures inclusion therefore not required as a policy
	Citizen of the Year Award	<ol style="list-style-type: none"> <li>1. Policy owner – changed to “Governance”</li> <li>2. Person Responsible – deleted “Manager Human Resources/Community Development”</li> <li>3. Included details of the Shire’s award ceremony and the awards themselves</li> <li>4. Included reference to the Council making the decision – there was no reference to the Australia Day Advisory Committee</li> <li>5. Included a new heading “Community Service Award” and updated with content</li> </ol>
	Education Scholarship Award	<ol style="list-style-type: none"> <li>1. Policy owner – changed to “Corporate Services”</li> <li>2. Person Responsible – changed to “Club/Community Development Officer”</li> <li>3. Included details of the awards being presented at the Citizen of the Year Award ceremony.</li> <li>4. Included details of when the award opens and closes</li> </ol>
	Use of Chittering Community Bus	<ol style="list-style-type: none"> <li>1. Policy owner – changed to “Corporate Services”</li> <li>2. Person Responsible – changed to “Executive Manager Corporate Services”</li> <li>3. Included the Community Bus Booking form</li> </ol>
	Financial Assistance Grant Scheme	<ol style="list-style-type: none"> <li>1. Policy owner – changed to “Corporate Services”</li> <li>2. Person Responsible – changed “Manager Human Resources/Community Development” to “Club/Community Development Officer”</li> <li>3. At ‘Australia Day event sponsorship’ – updated to reflect Lower and Upper Chittering as two localities. Also updated to reflect that if any locality does not conduct an event their allocation is spread evenly with the other localities.</li> </ol>
	Financial Assistance for Residents Involved in National Sporting Events	<ol style="list-style-type: none"> <li>1. Policy owner – changed to “Corporate Services”</li> <li>2. Person Responsible – changed “Manager Human Resources/Community Development” to “Club/Community Development Officer”</li> <li>3. Included details of the Shire President signing off the amount designated</li> <li>4. Included details that information will be provided in the monthly bulletin</li> </ol>
	Tourism	<b>Recommend DELETION</b>

Policy Area	Policy Title	Suggested changes
Engineering, Construction and Maintenance	Nature Strip Treatments – Protective Devices	<b>EMTS to provide further comment</b>

Policy Area	Policy Title	Suggested changes
	Crossovers Subsidy	Nil
	Naming of Council Facilities	Updated "Department of Lands & Administration" to "Landgate"
	Use of Council Plant and Equipment	<b>Recommend DELETION</b> Not considered appropriate due to unnecessary risk exposure to users
	Road Reserves	1. Updated 'Person Responsible' from "Engineer Works Supervisor" to "Works Manager" 2. Deleted "i) Road Verge – Roadside Management" and "ii) Road Verge Clearing"
	Road Maintenance	1. Updated 'Person Responsible' from "Engineer Works Supervisor" to "Works Manager" 2. Under "Road Maintenance" updated to state that roads will be graded as and when required. Deleted other two sentences.
	Heavy Vehicle Access	1. Updated 'Person Responsible' from "Engineer Works Supervisor" to "Works Manager" 2. Deleted 'Note' 3. Under 'Heavy Vehicle configurations not allowed whatsoever' deleted the last paragraph.
	Works	<b>Recommend DELETION</b>
	Road Formation Widths / Clearing Widths – for new construction works	Nil

Policy Area	Policy Title	Suggested changes
<b>Parks and Landscaping</b>	Landscaping Policy for Industrial and Commercial Areas	1. Under 'Recommended Plant Types' deleted "the Shire's Works Supervisor" and replaced with "Chattering Landcare" 2. Reference to "Works Supervisor" amended to read "Works Manager"
	Road Verge Development Criteria	1. Reference to "Council's Parks and Gardens Service Area" amended to read "Executive Manager Technical Services" 2. Deleted (v) and (vii) – renumbered accordingly
	Remnant Vegetation Strategies	<b>Recommend DELETION</b> Policy has never been developed
	Street Tree Removal	Deleted Statement (2)
	Establishment and Maintenance of Playgroup Equipment	Nil

Policy Area	Policy Title	Suggested changes
<b>Town Planning</b>	Subdivision and Rezoning Applications – Catchment Management Plans	Nil



<b>Policy Area</b>	<b>Policy Title</b>	<b>Suggested changes</b>
	Battle-axe Access	Updated minimum road construction thickness to “150mm” – it was “300mm”
	Application for Work/Development – Public Thoroughfare or Place	<b>Recommend DELETION</b>
	Rural Numbering	Format change
	Valuation of Land	Nil
	Road Names	Nil
	Public Guidance Signage in Road Reserves	Nil

<b>Policy Area</b>	<b>Policy Title</b>	<b>Suggested changes</b>
<b>Environment and Health</b>	Environment – Council Recognition	Nil
	Bush Fire Control	FESA updated to DFES
	Nuclear Waste	Nil
	Clearing of Land	Nil
	Deep Drainage	Nil
	Reserve Usage	Nil
	Multiple Dog	Nil



Government of Western Australia  
Department of Housing

Contact: Nami Tolhurst  
Direct Line: 9440 2328  
Our Ref: 2012/12211

Gary Tuffin  
Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502

SHIRE OF CHITTERING  
RECEIVED  
30 APR 2013

Officer... CEO  
File... 04/18/61  
Ref... J1338918

Dear Gary

**JOINT VENTURE HOUSING PROGRAM**

Thank you for your application of 25 Many 2012, seeking Joint Venture Housing Program funding for the construction of one, five bedroom mobility housing on the vacant portion of the site at Lot 1023, 11 Edmonds Place, Bindoon.

I am pleased to advise that your application has been approved in principle for funding in the 2013/2014 financial year. Funding is subject to the approval of the Department's Corporate Executive and the Minister of Housing. You will be advised once funds for this project have been approved.

Please find attached the funding approval conditions. If these conditions are acceptable to your organisation, please arrange for the document to be executed by two appropriate office bearers and return the original to Proposal Assessment Officer, Nami Tolhurst within 60 days of the date of this letter.

Please contact Nami on 9440 2367 if you require any further assistance.

Yours sincerely

John David  
Senior Development Officer  
Housing Programs Directorate

23 April 2013

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Government of **Western Australia**  
Department of **Housing**

## HOUSING PROGRAMS DIRECTORATE

### APPROVAL CONDITIONS 2013/14

**PROGRAM:** JOINT VENTURE HOUSING PROGRAM

**ORGANISATION:** SHIRE OF CHITTERING

**APPROVED PROJECT DESCRIPTION:** Construction of 1 x 5 Bedroom mobility house with 2 Bathrooms

**ORGANISATION'S CONTRIBUTION:** Land: Lot 1023, 11 Edmonds Place, Bindoon  
10% of Construction Cost (estimated to be \$45,600)

#### 1. LEGAL DOCUMENTS

- i. The Organisation will be required to enter into a *Community Housing Agreement* with the Department. This requires the Organisation to be registered and maintain registration with the Department throughout the life of the project.
- ii. The Organisation will be required to enter into a *Performance Agreement* with the Department.
- iii. The Organisation will be required to enter into a *Project Agreement* with the Department.

#### 2. PROJECT COMMENCEMENT

- i. Any change to the project configuration must be approved in writing by the Department.
- ii. The Department reserves the right to change the method of housing procurement from construction, to spot purchase or an allocation of existing Departmental housing stock.
- iii. The Department reserves the right to amend or cancel the project at any time.
- iv. If the Organisation fails to comply with any of their obligations and the project is cancelled, then the Department will be entitled to reimbursement of their costs by the Organisation.
- v. The Department is not liable for any expenditure, financial commitments or contracts entered into by the Organisation in relation to this project, whether this project proceeds, is reduced or cancelled.

#### 3. GENERAL REQUIREMENTS

- i. All properties, whether new construction or spot purchase will be to the Department's standards except where prospective tenants have special needs associated with their day-to-day living requirements and these are accepted by the Department.
- ii. The actual or estimated cost of extra amenities beyond the Department's standards and not directly associated with tenants' special needs, must be paid for by the

Organisation prior to the project going to tender or, in the case of spot purchases, prior to settlement.

- iii. The Organisation is responsible for obtaining local government approval for special use of a property where so required.
- iv. Legal documentation must be signed by the Organisation and executed within 14 days of being requested by the Department and prior to the project going to tender or, in the case of spot purchases, prior to settlement.
- v. If any of the funding approval conditions for this project are not met, then the Department may cancel the project or reduce its commitment to the project.

#### **4. ACQUISITION PROJECTS**

- i. Purchase of land or property by the Department will be subject to the Department's purchase procedures, in particular:
  - Social mix of the locality (including 1:9 policy)
  - Valuation
  - Repairs and Maintenance
  - Negotiations with Vendor
  - Age of Property
  - Value for Money
- ii. Approval of the Director Housing Programs and the Minister for Housing is required for all land and property purchases.

#### **5. CONSTRUCTION PROJECTS**

- i. The Department will determine the most appropriate process that will be utilised for all construction projects.
- ii. All designs will, as a minimum, meet the Department's relevant design brief.
- iii. The Department will contract architectural services unless otherwise agreed. The Department will prepare an architect's brief in consultation with the Organisation. The Architect will be responsible for the design, development and preparation of tender documentation and contract management.
- iv. The Department and the Organisation will approve all plans prior to preparation of tender documentation. The Organisation will respond within 14 days of receipt of the plans for metropolitan areas and within 21 days for country areas otherwise the project may be withdrawn. Once the preparation of tender documents has been completed, there will be no variation to the design and specifications, without the approval of the Director Housing Programs. The cost of any approved changes will be borne by the Organisation.
- v. All cash contributions including payment for extra amenities above the Department's standard must be paid to the Department within 14 days of being requested and prior to tenders being called except where otherwise approved by the Director Housing Programs.
- vi. The Department will determine the successful tenderer for all tenders.
- vii. Land contributed by the Organisation must be suitable for the project in terms of physical characteristics, appropriate zoning and availability of utility services. The project will not proceed until these issues are resolved. Payment for the provision of all these utilities and all site costs is the responsibility of the Organisation. Evidence of land suitability, copy of title, land appraisal, sewer plan, site works etc are required before proceeding further with the project. A land valuation must be provided prior to documentation or approval to proceed to tender is granted.

- viii. The value of any services contributed by the Organisation will be estimated by the Department at the commencement of the project and must be substantiated at the completion of construction by the Organisation with evidence of expenditure. The agreed value of services will be included in the Organisation's project equity. Final equities will be determined at the conclusion of the project and schedules in the agreement will be updated.

**6. SPECIAL CONDITIONS**

- i. Sufficient demand by eligible applicants must be re-established before the project is advertised for tender. You may be contacted regarding this matter and will be required to demonstrate that sufficient demand exists to the satisfaction of the local Department of Housing Regional Manager or Director Housing Programs.

The undersigned hereby agree to the above conditions on behalf of SHIRE OF CHITTERING on the understanding that such agreement is a prerequisite for Department of Housing Project Approval.

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