Shire of Bruce Rock
Where friends become family

Policy Manual

As at 18 September 2025

Shire of Bruce Rock Contact Details

PHONE	(08) 9061 1377
FAX	(08) 9061 1340
EMAIL	admin@brucerock.wa.gov.au
SHIRE ADDRESS	54 Johnson Street, Bruce Rock WA 6418
POSTAL ADDRESS	PO Box 113, Bruce Rock WA 6418
WEBSITE	www.brucerock.wa.gov.au

Preface

This Policy Manual is a compendium of Council's policy decisions. The Policy Manual provides the Chief Executive Officer, employees and other officers with guidance on how to act in accordance with Council requirements and direction.

Council Policy is overridden by:

- Commonwealth and State legislation and regulations;
- Local Planning Schemes;
- Local Laws;
- Council Resolutions; and
- Delegations.

Council Policy overrides:

- Executive Instructions;
- Local Government Guidelines (although these are not decisions of Council, close observance is strongly recommended); and
- Administrative directions/instructions.

Council may vary its policy decisions at any time and at its own discretion. Council Policy is not binding on the Council (unless stated), but is binding on employees and officers, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

The Local Government Act 1995 requires the development of several policies. The development of all other policies is at Council's sole discretion.

Policies, Codes or Standards of a Local Government required by the Local Government Act 1995 and its subsidiary legislation include:

- Adoption of an attendance at events policy – section 5.90A;
- Adoption of a Council Members, Committee Members and Candidates Code of Conduct – section 5.104;
- Adoption of an employee Code of Conduct (to be made by the Chief Executive Officer – section 5.51A;
- Adoption of a continuing professional development policy for Elected Members – section 5.128;
- Adoption of a purchasing policy – regulation 11A of the Local Government (Functions and General) Regulations 1996;
- Adoption of a policy relating to employing a Chief Executive Officer or Acting Chief Executive Officer – section 5.128;
- Adoption of a Regional Price Preference policy – regulation 24C of the Local Government (Functions and General) Regulations 1996;
- Adoption of a policy that pays employees more than required by their contract or award (recognition of service/gratuity) – section 5.50; and
- Adoption of a standard for Chief Executive Officer recruitment, performance, and termination – section 5.39B.

Other than the above, policies are generally not required to be based on legislation, but can be stand-alone instruction from Council. However, policies cannot be inconsistent with legislation.

The contents of the Policy Manual are decided upon by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the Chief Executive Officer.

Cr Ram Rajagopalan
SHIRE PRESIDENT

Adopted by Council on XXX 2025.

Table of Contents

Contents

1. Introduction

1.1 Statutory and Corporate Context

Council is responsible for various functions and activities under numerous pieces of legislation, many of which permit Council to delegate responsibilities and authority to various employees and officers, and to stipulate conditions, standards or methods of control and management. This Council Policy Manual has been prepared to complement a range of obligations imposed by legislation, including local laws, and various documents adopted by Council.

The order of priority for compliance is:

(1) Federal and State legislation and regulations;
(2) The Local Planning Scheme;
(3) A specific resolution of Council;
(4) The Delegations Register;
(5) The Local Planning Policy;
(6) Council Policy;
(7) Executive Instructions issued by the Chief Executive Officer; and
(8) Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of employees, consideration should be given to the following as being best practice:

- Department of Local Government, Industry Regulation and Safety's Guidelines; and
- WALGA Councillors Manual, Practice Notes and other relevant documents.

Unless it is clearly specified within a resolution that an instruction from Council should be added to this Policy Manual, all resolutions from Council should be considered as instructions on how to deal with a particular matter rather than procedures for future matters. All ongoing instructions from Council should be included within this manual. Furthermore, there are several polices that have specific legislative provisions, and these are noted in the individual policy.

1.2 Consequences of Breaching Council Policy

Where there is a breach of Council Policy:

a) It may result in disciplinary action up to and including termination of employment;
b) The Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions; and
c) The employee in breach may also be personally liable for their actions, such as for costs charged to the Shire or for repairs to equipment as a result of unauthorised use.

1.3 Application Is to Employees, Not Community

Policy generally cannot be used to control or manage the general community. Instead, a policy provides instructions to employees that in a particular circumstance, a specific action or process is to be followed. However, policy may require employees to apply specific conditions to a licence or permit issued to a community member and to provide a written copy of the conditions being applied. The conditions applied are then enforceable.

A policy generally cannot be applied directly to the community, as the community may not be aware of its adoption. The community must have had the opportunity to be aware of the requirements imposed on them.

Advertising of a Local Law constitutes community wide notification, whether the person is aware of it or not. Accordingly, policies may expand on how a Local Law is to be interpreted or acted upon by employees.

1.4 Definitions

The following terms used in this document apply insofar as they are consistent with enabling legislation:

Authority means the permission or requirement for Council, a Committee or a person to act in accordance with:

- The Local Government Act, Regulation or other legislation;
- A delegation made by Council;
- A Council Policy;
- A specific decision of Council; or
- An Executive Instruction issued by the Chief Executive Officer.

Delegation means the authority for a Committee, the Chief Executive Officer or other person to exercise a power, or discharge a duty, as concerned by absolute majority decision of Council under the provisions of the relevant legislation.

Employee means a person employed by the Shire, who is on the payroll, and does not include contractors or consultants.

Council Policy is a standing instruction resolved by Council as to how a particular matter is to be implemented.

Executive Instruction is a standing instruction issued by the Chief Executive Officer as to how a particular matter is to be implemented.

Instruction means the requirement for an employee to act in accordance with a direction given by the Council, the Chief Executive Officer, a senior employee or a supervisor.

Officer is generally only to be used in the context of a formal authorisation and may include an authorised employee.

Shire means the Shire of Bruce Rock.

1.5 Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government, Industry Regulation and Safety has published guidelines for the formation of delegations.

The guidelines outline the concept of ‘delegation’ and ‘acting through’ in parts 3 and 4, particularly in paragraph 13, where it is stated:

“… the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.”

In effect, ‘acting through’ is an action that could be reasonably expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters that will be recorded in policy are 'acting through' matters. Similarly, not all 'acting through' matters will be listed. Council policy, supported by Executive Instructions, describes how that action or some other action is to be carried out.

1.6 Making, Amending and Revoking Council Policy

Administrative policies generally require approval by a simple majority of Council, and may be made, amended or revoked at any time by Council. Several policies are required by legislation to be adopted or amended by absolute majority, and these are referenced in the Notes section of the relevant policy. Council may impose limitations on policy, as it sees fit.

1.7 Review of Council Policy Manual

To maintain the Policy Manual up to date, an administrative review should occur at least every second year, and a report made to Council on the matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council after each election (every two years), so that the Policy Manual is relevant and correctly outlines the current Council's strategic vision.

1.8 The Role of Council

Section 2.7 of the Local Government Act 1995 (WA) defines the role of Council as:

"(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

(2) The council's governing role includes the following —

> *(a) overseeing the allocation of the local government's finances and resources;*
>
> *(b) determining the local government's policies;*
>
> *(c) planning strategically for the future of the district;*
>
> *(d) determining the services and facilities to be provided by the local government in the district;*
>
> *(e) selecting the CEO and reviewing the CEO's performance;*
>
> *(f) providing strategic direction to the CEO."*

Section 2.7 also makes it clear that Council's role is separate to that of the Chief Executive Officer by saying:

"(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —

> *(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;*
>
> *(b) it is important that the council respects that separation."*

This means that, while Council is responsible for the overall strategic direction of the Shire, the Chief Executive Officer is responsible for operational and administrative matters. This Policy Manual has been designed with the separation of these roles in mind.

2. Council, Elected Members and Governance

2.1 Councillor Code of Conduct

Statutory Context:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021.
Corporate Context:	None
Date Adopted:	xx 2025

2.1.1 Introduction

As required by the Local Government Act 1995, the Shire formally adopts the Code of Conduct for Councillors, Committee Members and Candidates (Appendix 2.1.1) as its Code of Conduct for Elected Members, Committee Members and Candidates of Local Government elections. The entirety of Appendix 2.1.1 shall be considered a part of this policy.

In accordance with the Local Government Act 1995, the Code of Conduct may only be adopted and amended by an absolute majority of Council.

2.1.2 Scope

This policy applies to Council Members, Committee Members and Candidates of Local Government elections.

2.1.3 Procedure

All Council Members, Committee Members and Candidates of Local Government elections are to be provided with the Code of Conduct upon their appointment and/or induction.

Notes:	This Policy may only be amended by an Absolute Majority of Council See Appendix 2.1.1 for Code of Conduct for Councillors, Committee Members and Candidates.

Version Control:

1	Policy adopted on XX August 2025.

2.2 Council Information Sessions

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

2.2.1 Introduction

Information Sessions will be held to exchange information between Elected Members, Committee Members and relevant Shire employees:

- Prior to the Ordinary Council Meeting of the month; or
- When called by the Shire President or Chief Executive Officer, as necessary.

Information Sessions are closed to the general public.

2.2.2 Purpose

The purpose of the Information Session is to:

- Provide an opportunity for Elected Members to request information, ask questions or make comment on any issues;
- Discuss conceptual issues, as considered appropriate by Elected Members or employees;
- Disseminate information from employees to Elected Members; and
- Coordinate questions from Elected Members to employees.

2.2.3 Information Session Agenda

The Chief Executive Officer is to prepare an Agenda for each Information Session. The Information Session Agenda is to be distributed with the Agenda for the Ordinary Meeting of Council, or as able for irregular briefing sessions.

2.2.4 Financial, Proximity and Impartiality Interests

Elected Members, employees, consultants and other participants shall disclose their interests in matters to be discussed. Interests are to be disclosed in accordance with provisions of the Local Government Act 1995 and other subsidiary legislation at the time information is provided or discussion commences on an issue.

2.2.5 Conduct of Information Session

The Shire President is to be the Presiding Member for Information Sessions, or in the absence of the President, the Deputy President. All questions and discussions are to be directed through the Presiding Member. There will be no debate style discussion.

Being outside the statutory decision-making framework, Elected Members at an Information Session must not vote, indicate their voting intentions, or make or imply any collective or collaborative decision is to be made, other than the Chief Executive Officer may agree to take an action that is administrative in nature.

Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way. Furthermore, proposals under a Planning Scheme are not to be discussed.

Any additional written information not included with the Council Information Session Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

Notes: The Department of Local Government, Industry Regulation and Safety's Operational Guidelines No.5 – Council Forum Guideline is not mandatory, but close adherence is recommended.

Version Control:

1	Policy adopted on XX 2025.

2.3 Recording of Council Meetings

Statutory Context:	Local Government Act 1995 Local Government (Administration) Regulations 1966 State Records Act 2000
Corporate Context:	None
Date Adopted:	xx 2025

2.3.1 Introduction

In accordance with the Local Government (Administration) Regulations 1996 (Regulations), Ordinary Meetings of Council and Special Meetings of Council are to be audio recorded. Notice advising members of the public of electronic recording of the meeting is to be given by displaying signage at the entrance of the meeting, as well as by making a disclosure in the Agenda for the meeting.

2.3.2 Publication of the Audio Recordings

Audio recordings of Ordinary and Special Meetings of Council are to be published on the Shire's website within 14 days of the meeting. This publication is not to include recordings of sections of meetings that are closed to the public.

2.3.3 Recording Parts of the Meeting Closed to the Public

In accordance with the Regulations, whenever part of a meeting is closed to the public, that part of the meeting must still be recorded and retained by the Shire in accordance with the requirements of the State Records Act 2000.

2.3.4 Recording Technology Failure

If audio technology failure prevents a meeting or part of a meeting from being recorded, the meeting may still proceed if the Shire does everything reasonably practicable to make an improvised recording of the meeting. The quality of the improvised recording must be of a quality sufficient to effectively listen to the deliberations of the Council meeting.

In instances where a meeting is recorded by an improvised recording or instances where a meeting has occurred, but employees are unable to make an improvised recording, the Shire must publish a notice on its website that meets the requirements set by the Regulations.

2.3.5 Retention and Disposal of Records

The Regulations require the Shire to retain recordings of Council Meetings for a period of five years. The Shire is to retain recordings of meetings in accordance with the State Records Act 2000.

2.3.6 Access to Recordings

Prior to publication, the only persons permitted to access the audio recordings are the Chief Executive Officer and any persons required to assist the Chief Executive Officer in the preparation of the minutes.

Version Control:

1	Policy adopted on XX 2025.

2.4 Elected Members – Conference, Training, Travel and out of Pocket Expenses

Statutory Context:	Local Government Act 1995 Local Government (Administration) Regulations 1996 • Regulation 30 – Meeting attendance fees
Corporate Context:	Council Policy Manual • 2.1 Councillor Code of Conduct • 2.12 Continuing Professional Development
Date Adopted:	xx 2025

2.4.1 Introduction

The Shire will meet all reasonable expenses that Elected Members have incurred whilst attending authorised conferences, seminars and training courses, and during other absences from the district on any business authorised by Council or the Chief Executive Officer. Such expenses may include:

- Accommodation;
- Meals;
- Refreshments;
- Travel; and
- Other appropriate out-of-pocket expenses, subject to budget allocations.

2.4.2 Eligible Conferences, Trainings, Meetings

Elected Members are to be paid travel costs for the use of private vehicles for any travel to and from Council whilst attending any of the following, as provided by regulation 30 of the Local Government (Administration) Regulations:

- Council Meetings (Ordinary and Special);
- Meetings of Council appointed Committees;
- Annual and Special Meetings of Electors;
- Officially called Civic Receptions;
- Visits by Ministers of the Crown;
- Council authorised meetings with Government agencies;
- Other Council called meetings of Councillors and employees; and
- Meetings where the Elected Member is representing the Shire.

Travel costs must be paid at the rates determined by the Salaries and Allowances Tribunal's annual Determination.

2.4.3 Accommodation

Expenses met by the Shire are limited to accommodation in single, twin or double rooms, registration fees, meals associated with registration, parking and breakfasts for Elected Members only.

2.4.4 Travel

Unless otherwise authorised by Council, travel expenses will only be paid where the Elected Member is the person appointed by Council to attend.

2.4.5 Other Expenses

Unless otherwise authorised by Council or the Chief Executive Officer, meals, non-alcoholic refreshments, parking, taxi, or other out-of-pocket expenses will be reimbursed to:

- Persons authorised to attend by Council;
- Delegates appointed by Council to the meeting or organisation; or
- Deputy delegates appointed by Council, only where attending in the place of the appointed delegate.

2.4.6 Accompanying Person

Only at the WALGA Annual Convention, or similar event where the Elected Member's or Chief Executive Officer's partner is reasonably expected to attend, will the reasonable additional costs incurred by a partner accompanying an Elected Member (such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or Chief Executive Officer convened dinners) be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or Chief Executive Officer will be met or reimbursed by the Elected Member.

Version Control:

1	Policy adopted on XX 2025.

2.5 Elected Member Records – Capture and Management

Statutory Context:	State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995
Corporate Context:	Council Policy Manual • 3.8 Record Keeping
Date Adopted:	xx 2025

2.5.1 Introduction

Each Elected Member is responsible for determining which records are required for capture, management and submission of the record to the Chief Executive Officer for storage.

The Shire, as an organisation, in meeting its obligations to facilitate the capture and management of Elected Member records will:

- Provide a collection point readily accessible to each Elected Member to deposit the required materials;
- Separate the materials collected according to Elected Member and financial year of deposit; and
- Where a copy of the record is to be retained by the Elected Member, photocopying or other duplicating as necessary, will be provided without charge.

2.5.2 Access to the Records

Access to the records created may be required, and is to be facilitated by the Chief Executive Officer:

- As permitted under various legislation, such as the Local Government Act 1995, the Freedom of Information Act 1992 or other written law;
- By order of an authorised body, such as a Court of Law; or
- By a representative of an authorised body, such as the Ombudsman or the Corruption and Crime Commission.

Notes: The State Records Office policy imposes certain obligations on Elected Members and the Shire under the State Records Act 2000, as follows:

"In relation to the recordkeeping requirements of local government elected members records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local Governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members records up to and including the decision-making processes of Council."

In effect, any form of record that may affect accountability or contribute to a decision or action made as an Elected Member must be retained. These records may be:

- Physical – A letter, a handwritten note, a photo someone sends to an Elected Member in an explanation/complaint, or an agenda where the Elected Member made notes on various items.
- Electronic – An email or document sent as an attachment to an email, digital photo, or an electronic file that is sent for review or comment.
- Audio – A message left on the Elected Member's answering machine.

The records are not only those received by the Elected Member, but also those that the Elected Member creates, such as:

- A note of a conversation where someone asked the Elected Member to pursue a particular matter;
- A letter that the Elected Member writes in their capacity as an Elected Member.
- An email that the Elected Member sends in that capacity.

The records only need to be relating to those *"affecting the accountability of the Council and the discharge of its business… up to and including the decision-making process of Council."* It is the Elected Member's decision and judgment as to what extent this applies, and it is suggested that this is not further defined.

The principles of relevance and ephemerality apply, for example:

- A note to remind oneself to phone a person is ephemeral, but notes of the conversation may not be.
- A copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time.
- A promotional brochure or conference information is not relevant.

Version Control:

1	Policy adopted on XX 2025.

2.6 Related Party Disclosures

Statutory Context: Local Government (Financial Management) Regulations 1996

- Regulation 4 – AAS to be complied with and has authority over regulations
- Regulation 5 – Annual Budget, Annual Financial Report and Other Financial Reporting to be in accordance with AAS

Corporate Context: Annual Reporting Requirements

Date Adopted: xx 2025

2.6.1 Introduction

This policy includes Appendix 2.6.1 Related Party Disclosures Definitions.

2.6.2 Scope

This Related Party Disclosures Policy applies to:

- Related parties of Council; and
- Key management personnel.

2.6.3 Disclosure Requirement

The disclosure requirements apply to the existence of relationships, regardless of whether a transaction has occurred or not.

Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

2.6.4 Key Management Personnel

In accordance with Australian Accounting Standard 124, key management personnel for the Shire are:

- All Elected Members;
- The Chief Executive Officer;
- The Manager of Governance and Community Services;
- The Manager of Finance;
- The Manager of Works and Services;
- The Manager of Strategic Business Development; and
- The Senior Finance Officer.

2.6.5 Related Party – Council

Related entities to Council are those where the Shire has significant control or influence, which is deemed to be greater than 20% of:

- Financial Interest in the organisation; and/or
- Voting rights in the organisation.

Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

2.6.6 Related Party – Key Management Personnel

Related parties of the key management personnel are close family members of the key management personnel. Under the Australian Accounting Standard 124, close family members could include extended family members (such as parents, siblings, grandparents, uncles/aunts or cousins), if they could be expected to influence or be influenced by the key management personnel in their dealings with the Shire.

Related entities to the key management personnel or close family members are those where the person has control, joint control, or influence, which is deemed greater than 20% of:

- Financial Interest in the organisation; and/or
- Voting rights in the organisation.

Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

2.6.7 Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:

- Payments to Elected Members;
- Employee compensation, whether it is for key management personnel or a close family member of key management personnel;
- Lease agreements for housing (whether for a Shire-owned property or property sub-leased by the Shire through a real estate agent);
- Lease agreements as lessee or lessor, for commercial or other properties;
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned and controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading agreement);
- Loan arrangements between related entities or key management personnel;
- Contracts and agreements for construction, consultancy or services;
- Purchases or sales of goods, property and other assets;
- Rendering or receiving services or goods;
- Transfers under licence or finance arrangements (i.e. loans);
- Provision of guarantees (given or received);
- Commitments to do something if an event occurs, or does not occur, in the future;
- Settlement of liabilities on behalf of the Shire or by the Shire on behalf of that related party; and
- Use of Shire-owned facilities and public open spaces if a fee is normally charged and the key management personnel are not.

2.6.8 Ordinary Citizen Transactions

Ordinary citizen transactions are where there is no special treatment of consideration of either party, and are deemed to be any transaction that a member of the public would make in the usual course of business, and includes, but is not limited to:

- Payment of rates and charges imposed by Budget resolution, fines and penalties;
- Payment of application or development fees imposed by Council and applying to any applicant; and
- Use of Council facilities, whether use of the facility incurs a fee or not, and includes the Recreation Centre, parks, ovals, reserves, waste facility and public open spaces.

Ordinary citizen transactions incorporate transactions resulting from the delivery of public service obligations and include, but are not limited to:

- Attending Shire functions that are open to the public; and
- Attending events that are open to the public.

2.6.9 Materiality

For guidance, materiality is generally deemed to apply where:

- A related party transaction can be expressed in financial terms:
  - Of a single transaction greater than $300; or
  - Of cumulative transactions greater than $1500;

  OR

- Where a related party transaction cannot be expressed in financial terms:
  - According to a reasonable person test (i.e. would an ordinary person consider that pressure has been applied or influence exerted).

2.6.10 Related Party Declaration

Key management personnel must submit to the Chief Executive Officer a Related Party Declaration, notifying of any existing or potential related party relationship between the Shire and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

Related Party Declarations are to be submitted:

- Within 30 days of commencement; and
- Annually, prior to 31 August.

Related Party Declarations are to be updated where:

- Any new or potential related party transaction is required or likely to be required to be disclosed in Council's financial statements; or
- There is any change to a previously notified related party transaction.

2.6.11 Related Party Transaction Notification

A related party transaction is a transfer of resources, services, or obligations between the Shire (reporting entity) and the related party regardless of whether a price is charged. Key management personnel must submit to the Chief Executive Officer a Related Party Transaction Notification, notifying of any transaction between the Shire and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

Related Party Transaction Notifications are to be submitted:

- Within 30 days of the end of each financial year;
- Where possible at Council meetings each month; and

- When leaving the Shire as an Elected Member or cessation of employment.

2.6.12 Confidentiality

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals are not specifically identified.

Notwithstanding the above, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions or materiality. Individuals may be specifically identified if the disclosure requirements of Australian Accounting Standard 124 so demands.

2.6.13 Discretionary Capacity of the Chief Executive Officer

Where a matter is not covered by this policy, the Chief Executive Officer is authorised to make a determination and may seek such advice as is necessary in order to do so.

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

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

Effective beginning 1 July 2025, the Shire must disclose in the Annual Report certain related party relationships and transactions, together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, Australian Accounting Standard 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under Australian Accounting Standard 124, please refer to http://www.aasb.gov.au.

Version Control:

1	Policy adopted on XX 2025.

2.7 Affixing the Common Seal

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

2.7.1 Introduction

The following guidelines are to be followed for affixing the Shire's Common Seal. Any use of the seal that does not comply with this policy shall be invalid. Any documents requiring the Common Seal that are signed not in accordance with this policy shall have no legal authority.

2.7.2 Documents requiring the Common Seal

The following documents require the use of the Common Seal:

- Sale of Shire-owned land for which a Council resolution is required expressly stating that the legal document be signed and sealed and the transaction finalised;
- A Town Planning Scheme and Town Planning Scheme amendments;
- Documents relating to land matters, including lodgements of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
- Contracts where the consideration is $250,000 or more;
- Contracts awarded via the Tender Process described in the Local Government (Functions and General) Regulations 1996;
- Loans not included in the annual budget;
- Power of Attorney to act on behalf of the Shire;
- Local Laws; and
- Any other documents stating that the Common Seal of the Shire is to be affixed.

2.7.3 Specific Exemptions

The Common Seal is not required to be affixed on leases of Shire property to employees.

2.7.4 Record of Use

Each month employees are to prepare a list of proposed uses of the Common Seal in order to seek approval from Council. Once Council has approved the use, the approval is valid for one calendar month only. Employees are to then apply the seal in accordance with the remainder of this policy, and to record each time the seal is used in a register.

2.7.5 Description of Registry

The aforementioned register shall contain the following details:

- Date of use;
- The name of the person who affixes the seal;
- A description of the document the seal was used on;

- The signature of the person using seal;
- The signature of the Chief Executive Officer; and
- The date of endorsement.

2.7.6 Method of Affixing the Common Seal

Documents should be executed under the Common Seal as follows:

DATED:__________

The Common Seal of the Shire of Bruce Rock was hereunto affixed by the authority of Council Resolution _______ in the presence of:

____

[INSERT NAME OF PRESIDENT]
PRESIDENT OF THE SHIRE OF BRUCE ROCK

Common Seal to be stamped

____

[INSERT NAME OF CEO]
CHIEF EXECUTIVE OFFICER

Version Control:

1	Policy adopted on XX 2025.

2.8 Internal Controls

Statutory Context:	All written law
Corporate Context:	Council Policy Manual • 2.11 Fraud and Corruption Prevention • 4.8 Asset Management
Date Adopted:	xx 2025

2.8.1 Introduction

The Internal Controls Policy serves as evidence of Council's commitment to the application of proper and effective internal controls to the operation of the Shire. This policy provides a basis for establishing documented controls that are implemented based on risk management policies and standards. This policy ensures that the Shire meets its obligations under the Local Government Act 1995, related regulations and other legislation.

2.8.2 Aims

The purpose of this policy is to:

- Assist the Shire in carrying out its activities in an efficient and effective manner in order to achieve its strategic objectives;
- Ensure adherence to policies;
- Safeguard the Shire's assets; and
- Secure (as far as possible) the accuracy and reliability of Shire financial records.

Specifically, this policy will assist the Shire in addressing the risk of:

- Material misstatement of financial information;
- Fraud and corruption;
- Misappropriation of funds; and
- Loss of physical assets.

2.8.3 Scope

This policy applies to all aspects of the Shire's operations.

2.8.4 Internal Control

In conjunction with Council, the Chief Executive Officer is to maintain systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations, and achieve effective and efficient operations. These systems not only relate to accounting and reporting, but also include communication and organisational processes both internally and externally, as well as employee management and error handling.

2.8.5 Principles

The Chief Executive Officer is responsible for ensuring the following principles guide the Shire's policies and internal control frameworks:

- A risk management-based approach is used to address and reduce the risk of loss caused by fraud, error or misstatement;
- Protection of the Shire's assets (including people, property, financial sustainability, reputation and information) remains a central tenant of all aspects of operational management; and
- There is ongoing audit and identification of system gaps and improvement of internal controls at the Shire.

2.8.6 Roles and Responsibilities

Council sets the following roles and responsibilities with respect to internal control:

- Input into and adherence to an appropriate and effective internal control framework is the responsibility of all employees.
- All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility, and will play a part in the internal control framework in differing degrees.
- The Audit and Risk Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.
- The Chief Executive Officer will report at least three times a year to the Audit and Risk Committee and Council on the review of, and improvements made to, the Shire's internal control framework.

2.8.7 Monitoring, Reviewing and Reporting

A monitoring and reporting process/system will be implemented, including the provision of reports every three years, from management to the Audit and Risk Committee and Council on the status of risk management, internal controls and legislative compliance within the Shire. These reports will also identify the need for review of specific areas.

In accordance with regulation 17 of the Local Government (Audit) Regulations 1996, the Chief Executive Officer is required to report on a review of the above, every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, which also includes a review of the Shire's financial internal controls.

Version Control:

1	Policy adopted on XX 2025.

2.9 Legislative Compliance

Statutory Context:	All written law
Corporate Context:	None
Date Adopted:	xx 2025

2.9.1 Introduction

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law. The Shire has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that Council will comply with applicable legislation, and the Council should take all appropriate measures to ensure that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires Local Governments to carry out a compliance audit for the period of 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years, and a report to the Audit and Risk Committee on the results of that review.

2.9.2 Aims

The overarching aim of this policy is to ensure that the Shire has appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. Specifically, the processes and structures will aim to:

- Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
- Provide training for relevant employees, Elected Members, volunteers and other relevant people in the legislative requirements that affect them;
- Provide Council and employees with the resources to identify and remain up to date with new legislation;
- Establish a mechanism for reporting non-compliance;
- Review accidents, incidents and other situations where there may have been non-compliance; and
- Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

2.9.3 Roles and Responsibilities

Elected Members and Committee members have a responsibility to be aware of, and abide by, legislation applicable to their role.

Senior management should ensure that directions relating to compliance are clear and unequivocal and that the legal requirements that apply to each activity for which they are responsible are identified. Senior management should have systems in place to ensure that all employees are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with legislation. Employees shall report through their supervisors to senior management any areas of non-compliance that they become aware of.

2.9.4 Implementation of Legislation

The Shire will have procedures in place to ensure that, when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

2.9.5 Legislative Compliance Procedures

The following legislative compliance procedures are to be followed:

- Identifying Current Legislation: Shire employees are to access electronic, up to date legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au or through the legislation links in the 'Attain' compliance calendar.
- Identifying New or Amended Legislation:
    - Western Australian Government Gazette: The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of the Government Gazettes are able to be downloaded from the State Law Publisher website. It is incumbent on the Chief Executive Officer and senior employees to determine whether any gazetted changes to legislation need to be incorporated into processes.
    - Department of Local Government, Sport and Cultural Industries: The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is to be received through the Shire's records system and is distributed to the Chief Executive Officer and relevant Shire officers for implementation.
    - Department of Planning, Lands and Heritage: The Shire receives Planning Bulletins from the Department on any new or amended legislation. Such advice is to be received through the Shire's records system and is distributed to the Chief Executive Officer and relevant Shire officers for implementation.
    - Western Australian Local Government Association (WALGA): The Shire receives regular circulars from WALGA. These circulars highlight changes in legislation applicable to Local Governments.
- Obtaining Advice on Legislative Provisions: The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sport and Cultural Industries, LGIS, WALGA or the relevant initiating government department for advice.
- Informing Council of Legislative Change:
    - If appropriate, the Chief Executive Officer will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.
    - The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory Implications', which shall detail the sections of any Act, Regulation or other legislation that is relevant.

2.9.6 Review of Incidents and Complaints of Non-compliance

The Chief Executive Officer, or an officer designated by the Chief Executive Officer, shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies, and procedures that are applicable.

2.9.7 Reporting of Non-compliance

All instances of non-compliance shall be reported immediately to the supervising manager. The supervising manager shall determine the appropriate response and/or report the matter to the Chief Executive Officer.

The Chief Executive Officer may investigate any reports of significant non-compliance and, if necessary, report the non-compliance to the Council and/or the relevant government department or public authority. The Chief Executive Officer will also take the necessary steps to improve compliance systems.

All legislative non-compliance is to be reported to the Audit and Risk Committee.

Version Control:

1	Policy adopted on XX 2025.

2.10 Elected Member and Chief Executive Officer Attendance at Events

Statutory Context: Local Government Act 1995
- Section 5.51A – Code of conduct for employees required to be prepared and implemented by CEO
- Section 5.90A – Requirement to prepare and adopt a policy for Council members and the CEO

Corporate Context: Council Policy Manual
- 2.1 Councillor Code of Conduct
- 2.4 Elected Members – Conference, Training, Travel and out of Pocket Expenses
- 7.28 Employee Code of Conduct

Date Adopted: xx 2025

2.10.1 Introduction

Under the Local Government Act 1995, the Shire is required to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer.

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire, where they may receive free or discounted tickets or invitations from third parties to attend events as Shire representatives.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above $300 (inclusive of GST) and the donor has a matter before Council. Any gift that is received that is $300 or less (either one gift or cumulative over twelve months from the same donor) also does not need to be disclosed as an interest. This allows Elected Members and the CEO to attend events that may benefit the Shire in some way and still vote on matters. A declaration of Gifts/Contributions to Travel form is still required to be completed and lodged within ten (10) days

2.10.2 Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of $300 or greater value, they are still required to comply with the normal gift disclosure requirements.
- Whilst the law permits gifts greater than $300 to be accepted by the Chief Executive Officer (but not other employees) in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this policy, are prohibited from accepting any gift with a value greater than $300, unless the gift is provided by the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, with a value of between $50 and $300, they are required to comply with normal gift disclosure requirements and the Code of Conduct regarding notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policy 2.4 Elected Members – Conferences, Training, Travel and Out of Pocket Expenses and Policy 7.13 Training, Study and Education.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in attending or approving attendance at activities or events by other employees, that in the opinion of the Chief Executive Officer, are appropriate, relevant and beneficial to the Shire and its employees, as long as it does not involve gifted or discounted attendance fees.

2.10.3 Definition of Event

In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a:

- Concert;
- Conference;
- Function;
- Sporting Event; or
- Occasions as prescribed by the Local Government (Administration) Regulations 1996.

2.10.5 Permitted Events

All Elected Members, the Chief Executive Officer and employees (with the approval of the Chief Executive Officer or their respective manager), are authorised to attend permitted events to represent the Shire.

If there is a fee associated with a permitted event, the fee (and, if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference, which is dealt with under the conference section of this policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets. Donated or discounted individual tickets and any associated hospitality with a discount/donated estimated or face value above $500 (inclusive of GST and, if relevant, travel) provided to the Shire are to be referred to Council to determine which Elected Members are to attend

The following events are permitted, subject to the provisions of this policy:

- Advocacy, lobbying of Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and executive leadership team only);
- Meetings of clubs or organisations within the Shire;
- Any free event held within the Shire;
- Australian or Western Australian Local Government events;
- Events hosted by Clubs, or Not for Profit Organisations within the Shire to which the Shire President, Elected Members, the Chief Executive Officer or employees have been officially invited;
- Shire hosted ceremonies and functions;
- Shire hosted events with employees;
- Shire run tournaments or events;
- Shire sponsored functions or events;
- Cultural events and festivals within the Shire or the Wheatbelt Region of Western Australia (District);
- Events run by a Local, State or Federal Government;
- Events run by schools or other educational institutions within the Shire;
- Major professional bodies associated with Local Government at a local, state and federal level;
- Opening or launch of an event or facility within the Shire or District;
- Recognition of service events within the Shire or District;
- RSL events within the Shire or District;
- Events run by WA Local Government Association (WALGA), LGIS or a recognised and incorporated WA based Local Government professional association; and
- Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

2.10.6 Approval Process

Where an invitation is received to an event that is not listed as permitted and is not prohibited or requiring Council approval, it may be submitted for approval prior to the event as follows:

- Events for the Shire President may be approved by the Deputy Shire President.
- Events for Councillors may be approved by the Shire President.
- Events for the Chief Executive Officer may be approved by the Shire President.
- Events for employees may be approved by the Chief Executive Officer or their respective manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval;
- The benefit to the Shire of the person attending;
- Alignment to the Shire's strategic objectives; and
- The number of Shire representatives already approved to attend.

2.10.7 Other Matters

If the event is a free event to the public, then no action is required. If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required. If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within ten (10) days to the Chief Executive Officer (or President, in the case of the Chief Executive Officer) if the discount or free value is greater than $50 for employees, other than the Chief Executive Officer, and greater than $300 for Elected Members and the Chief Executive Officer.

2.10.8 Conference Registration, Bookings, Payment and Expenses

Conference registration, bookings, payment and expenses shall be dealt with in accordance with Council Policies and relevant employment contracts. Policy 2.4 Elected Members – Conferences, Training, Travel and Out of Pocket Expenses deals with conferences for Elected Members. Policy 7.13 Training, Study and Education deals with conferences for employees including the Chief Executive Officer.

2.10.9 Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer, and the Chief Executive Officer in relation to other employees.

2.10.10 Procedures

Organisations that request attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer, or a particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite or ticket is transferable to another Shire representative.

Free or discounted invitations and offers or tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on the relative benefit to the organisation in attending the event, the overall cost of attending the event (inclusive of travel or accommodation), availability of representatives, and the expected role of the relevant Elected Member or employee.

2.10.11 Forms

A declaration of Gifts/Contributions to Travel form is required to be completed and lodged within ten (10) days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire as follows:

- If the gift is provided to the Elected Member and the discount or free value is over $300, inclusive of GST, with the Chief Executive Officer.
- If the gift is provided to the Chief Executive Officer and the discount or free value is over $300, inclusive of GST, with the Shire President.
- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over $50, inclusive of GST, with the Chief Executive Officer.

Notes: The Local Government Act 1995 determines that this policy may only be adopted or amended by absolute majority.

Version Control:

1	Policy adopted on XX 2025.

2.11 Fraud and Corruption Prevention

Statutory Context:	Local Government (Audit) Regulations 1996 • Regulation 17 – CEO to review certain systems and procedures Local Government (Financial Management) Regulations 1996 • Regulation 5 – CEO's duties as to financial management
Corporate Context:	Council Policy Manual • 2.1 Councillor Code of Conduct • 7.1 Disciplinary Action • 7.28 Employee Code of Conduct
Date Adopted:	xx 2025

All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct, and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.

The Shire expects its Elected Members and employees to act in compliance with their respective Code of Conduct and behave ethically and honestly when performing their functions and interacting with each other, the community and all stakeholders of the Shire.

All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated, and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed and reviewed by the Audit and Risk Committee and, if amendments are proposed, adopted by Council at least once every two years.

Version Control:

1	Policy adopted on XX 2025.

2.12 Continuing Professional Development

Statutory Context:	Local Government Act 1995 • Section 5.127 – Report on training • Section 5.128 **–** Policy for continuing professional development
Corporate Context:	Council Policy Manual • 2.4 Elected Members – Conference, Training, Travel and out of Pocket Expenses
Date Adopted:	xx 2025

2.12.1 Objective

To ensure that Elected Members of the Shire receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

2.12.2 Introduction

The Shire recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations, and to make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials training, which incorporates the following training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is the WA Local Government Association (WALGA).

All units and associated costs will be paid for by the Shire. The training must be completed by 30 June in the year immediately following the Elected Member's election and is valid for a period of five (5) years.

Pursuant to Local Government Act 1995, the Shire will publish on its website the training undertaken by all Elected Members within one month after the end of the financial year.

It is Council's preference that the training is undertaken via the eLearning method, which is a more cost-efficient form of delivery. However, it is acknowledged that there may be Elected Members who prefer to receive training face-to-face in the region or in the Perth metropolitan area.

2.12.3 Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance, including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training request is submitted for approval;

- The benefits to the Shire of the person attending;
- Identified skills gaps of Elected Members, both individually and has a collective;
- Alignment to the Shire's strategic objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member) (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Training for the Shire President must be approved by the Deputy Shire President, in conjunction with the Chief Executive Officer; and
- Training for Councillors must be approved by either the Council or the Shire President, in conjunction with the Chief Executive Officer.

Any expenditure commitments associated with training or professional development must be authorised through the Chief Executive Officer.

Notes: The Local Government Act 1995 determines that this policy may only be adopted or amended by absolute majority.

Version Control:

1	Policy adopted on XX 2025.

2.13 Standards for CEO Recruitment, Performance and Termination

Statutory Context: Local Government Act 1995

- Section 39B – Adoption of Model of Standards

Local Government (Administration) Amendment Regulations 2021
Local Government (Administration) Regulations 1996

Corporate Context: None

Date Adopted: xx 2025

Attachment 2.13.1 Adopted Standards for CEO Recruitment, Performance and Termination shall be considered part of this policy.

Notes: The Local Government Act 1995 determines that this policy may only be adopted or amended by absolute majority.

Version Control:

1	Policy adopted on XX 2025.

2.14 Child Safe Awareness

Statutory Context: Child Care Services Act 2007
Children and Community Services Act 2004
Civil Liability Act 2002
Equal Opportunity Act 1984
Freedom of Information Act 1997
Local Government Act 1995
Parliamentary Commissioner Act 1971
Public Interest Disclosure Act 2003
Public Sector Management Act 1994
Work Health and Safety Act 2020
Working with Children (Criminal Record Checking) Act 2004

Corporate Context: Council Policy Manual

- 2.1 Councillor Code of Conduct
- 7.28 Employee Code of Conduct

Date Adopted: xx 2025

2.14.1 Introduction

The Shire supports and values all children and young people. The Shire makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness Policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and to ensure children are safe and empowered.

This Child Safe Awareness Policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and abuse. The Shire will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and the Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

2.14.2 Scope

The safety and wellbeing of children is everyone’s responsibility. This Child Safe Awareness Policy applies to all employees, volunteers, trainees, work experience students, interns and anyone else who undertakes work on behalf of the Shire, regardless of whether their work is related to children or young people. It applies to occupants of the Shire’s facilities and venues, including visitors, contractors and suppliers.

2.14.3 Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes, the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values and actions;
- places emphasis on genuine engagement with, and valuing of, children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations, or suspicions of harm. (Note: in the context of Local Governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.)

Implementation of the National Principles for Child Safe Organisations gives effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

2.14.4 Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and be taken seriously, without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people, including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

2.14.5 Policy Functions

The Shire of Bruce Rock will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation:

- Developing a process to deliver child safe messages (for example at the Shire's venues, grounds and facilities or events); and
- Connecting and supporting local community groups, organisations and stakeholders to child safe resources (including culturally safe and inclusive resources).

2.14.6 Responsibilities

The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire's facilities to operate in alignment with the Child Safe Awareness Policy.

The Shire's Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness Policy, and provide administrative resources and training to employees, where required, to ensure its success.

Version Control:

1	Policy adopted on XX 2025.

2.15 Executive Instructions

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

2.15.1 Introduction

The Local Government Act 1995 sets out the roles of Council and the Chief Executive Officer, and states that these roles are separate, and that this separation is to be respected by Council. The Act makes it clear that the Chief Executive Officer is responsible for managing the Local Government's administration and operations.

2.15.2 Requirement to create Executive Instructions

To assist the Chief Executive Officer in the discharge of their duties under the Act, Council requires that the Chief Executive Officer develop and maintain a set of Executive Instructions detailing the specific actions required in relation to a range of matters for which the Chief Executive Officer is responsible for. Council reserves the right to require the Chief Executive Officer to create an Executive Instruction regarding a particular matter. Furthermore, Council may impose further requirements on the contents of these Executive Instructions, provided that such requirements are consistent with legislation, in order to fulfil its obligations to set the strategic direction of the Shire.

While Council may require the Chief Executive Officer to develop and maintain Executive Instructions about a particular matter, nothing in this policy should be read as preventing the Chief Executive Officer from creating and maintaining Executive Instructions on any other matter that falls within the scope of their duties, with or without input from Council.

2.15.3 Communication of Executive Instructions

The Chief Executive Officer is required to provide a copy of the Executive Instructions to Council at least annually at Council Information Sessions. The Chief Executive Officer may provide an update on any or all of the Executive Instructions at any time.

The Chief Executive Officer is required to provide a copy of the Executive Instructions to all employees, and to inform all employees of any changes to the Executive Instructions. Furthermore, a copy of the Executive Instructions should be easily accessible to employees at all times.

2.15.4 Minimum Requirements

All Executive Instructions must be consistent with both legislation and this Council Policy Manual. Should there be any inconsistencies, both legislation and this Policy Manual override the section/s of the Executive Instruction.

2.15.5 Chief Executive Officer to Amend

Only the Chief Executive Officer may create, amend or revoke an Executive Instruction. The Chief Executive Officer may direct another employee to assist in the creation and upkeep of Executive Instructions. However, all changes must be approved and subsequently communicated by the Chief Executive Officer.

Version Control:

1	Policy adopted on XX 2025.

2.16 Petitions

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

2.16.1 Introduction

The Shire recognises that petitions are one way in which members of the community may choose to express their views or concerns. Furthermore, the Shire recognises that petitions serve the purpose of informing the Council of the views of particular subsections of the community, as well as placing matters of community concern before the Council.

Electors of the Shire may petition the Council to take some form of action over a particular issue. For example, petitions may ask the Council to change an existing policy, Local Law or decision, or for the Council to take action for a certain purpose or for the benefit of particular persons. The subject of the petition must therefore be a matter on which the Council has the power to act.

This policy sets out the standards and requirements for petitions and the process for responding to matters raised.

2.16.2 Scope

This policy applies to all petitions to the Shire, other than requests for the calling for special meetings under section 5.28 of the Local Government Act 1995.

2.16.3 Principles

The Shire will uphold the following principles when dealing with petitions:

- Petitions to the Shire will be received in a positive manner;
- A response to a petition will be made in a timely manner;
- Any response to a petition will actively seek positive outcomes that accommodate, as much as possible, the concerns of the petitioners, provided that a response can be delivered in a way that is consistent with the Shire's budget decisions, policies, legislative compliance, and the overall strategic direction of the Shire; and
- If a petition relates to a matter currently under consideration by the Council for decision, or to a matter currently being consulted upon, the petition information will be included as an input into any report to Council on that process.

2.16.4 Preparing and Presenting a Petition

To be presented to Council, a petition is to:

- be addressed to the President of the Shire;
- be made by electors of the district;
- state the request on each page of the petition;
- contain the name, address and signature of each elector making the request;

- contain the date each elector signed;
- contain a summary of the reasons for the request; and
- state the name of the person to whom, and an address at which, notice to the petitioners can be given.

Furthermore, the petition must be in the form prescribed by the Local Government Act 1995 and the Local Government (Constitution) Regulations 1996, if it is:

- a proposal to change the method of filling the office of President;
- 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 Councillors for a district or ward; and
- a petition for a Citizens' Initiated Referendum.

The petition should:

- as far as practicable, be prepared in the prescribed form;
- be respectful and temperate in its language, and not contain language disrespectful to Council;
- be legible;
- not contain any alterations; and
- not have any letters or other documents attached to it; however, a covering letter is permissible.

2.16.5 Petition Signature Requirements

Under this policy, for a petition to be representative of public feeling and to be considered by Council, it is to be signed by at least 100 electors. Although anyone can sign a petition, only Shire electors will be recorded in the official signature count. An elector is a person who owns or occupies rateable property within the Shire and is eligible to vote in Local Government and State Government Elections.

All the signatures on a petition must meet the following requirements:

- every signature must be written on a page bearing the terms of the petition, or the action requested by the petition;
- signatures must not be copied, pasted or transferred on to the petition, nor should they be placed on a blank page on the reverse of a sheet containing the terms of the petition; and
- each signature must be made by the person signing in their own handwriting.

2.16.6 Petition Presentation

A petition can only be presented to Council at an Ordinary Council Meeting by the Shire President, a Councillor or the Chief Executive Officer. The person initiating the petition is to forward the petition to the Chief Executive Officer, Shire President or a Councillor prior to the commencement of the Ordinary Council Meeting at which they would like the petition presented. The presentation of a petition does not mean that the person presenting the petition agrees with its content.

2.16.7 Receipt of, and Response to, Petitions

At Item 6 of the Order of Business on the Agenda, the Councillor or the Chief Executive Officer presenting the petition will read out the name and address of the initiator of the petition, a summary of the reasons for the petition, along with the number of signatures collected (where possible), with only electors of the Shire being included in this count.

When the petition is received, no discussion or voting on the subject matter of the petition will take place, and the petition will be referred to the Chief Executive Officer for appropriate action. The meeting is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

- The matter is the subject of a report included in the agenda; or
- The Council has considered the issues raised in the petition.

Every petition presented will be referred to a representative of the Chief Executive Officer responsible for the matter. An update report will be presented to the next Ordinary Meeting of Council identifying the action undertaken, or proposed to be taken, in response, for consideration by the Council.

Formal feedback via a letter from the Shire President or, if the Shire President agrees, the Chief Executive Officer will be made to the initiator of the petition. In accordance with section 2.8 of the Local Government Act 1995, no other Councillor or employees member may respond to a petition.

2.16.8 Petitions are Public Documents

The initiator and signatories of a petition should be aware that all petitions tabled at Council meetings are public documents, which may be inspected by members of the public at any time. This is provided for under section 5.94(p)(i) of the Local Government Act 1995.

Version Control:

1	Policy adopted on XX 2025.

2.17 Elected Member Uniform Entitlements

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

2.17.1 Introduction

The purpose of this policy is to outline the Shire supplied uniform entitlements of Elected Members. This policy replaces any ad-hoc arrangements to ensure fiscal responsibility and to allow consistent budget allocations.

2.17.2 Uniform Entitlements: Elected Members

Upon election, each Elected Member shall be entitled to:

- One long sleeve business shirt;
- One short sleeve business shirt;
- One polo shirt;
- One jacket; and
- Either a tie or scarf.

Elected Members are entitled to an additional item of each of the above after each ordinary election cycle.

2.17.3 Uniform Entitlements: Shire President and Deputy Shire President

To reflect the additional attendance requirements at regional conferences and events, the Shire President and Deputy Shire President shall each be entitled to an additional long sleeve business shirt, short sleeve business shirt and polo shirt. These shall be provided only after their first election in either role, but not subsequent elections.

2.17.4 Requests for Additional Uniforms

Should any Elected Member require any additional or replacement uniform pieces, they may make a request in writing. This request must be jointly approved by the Shire President and the Chief Executive Officer. In cases where the Shire President is making the request, it must be jointly approved by the Deputy Shire President and the Chief Executive Officer.

Version Control:

1	Policy adopted on XX 2025.

3. Administration and Organisation

3.1 Appointment of Acting Chief Executive Officer

Statutory Context:	Local Government Act 1995 • Section 5.37 – Senior employee or class of employee may be designated • Section 5.39C – Policy for temporary employment or appointment of CEO • Section 5.36(2) – Council to be satisfied that the person appointed as CEO is qualified Local Government (Administration) Amendment Regulations 2021
Corporate Context:	None
Date Adopted:	xx 2025

3.1.1 Introduction

In its guidance on this subject, the Department of Local Government, Sport and Cultural Industries notes:

"Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however, any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council. The policy must be made available on the local government's official website".

3.1.2 Process

While the Chief Executive Officer is taking leave, a member of the senior management team is to be recommended to Council to be approved to fulfil the Chief Executive Officer's role during this period.

If the Chief Executive Officer's absence is known or thought to be likely to extend beyond the Chief Executive Officer's usual leave entitlement, and up to one year, then the following process should be followed:

- The Manager of Governance and Community Services, the Manager of Works and Services, the Manager of Finance and the Manager of Strategic Business Development are all recognised as Senior Employees, and as being capable of fulfilling the role of Chief Executive Officer on an acting basis for up to one year.
- The Manager of Governance and Community Services, the Manager of Works and Services, the Manager of Finance or the Manager of Strategic Business Development can be appointed to be Acting Chief Executive Officer for a period of up to one year.
- If this is not possible or not deemed appropriate in the circumstances, then Council will initiate a recruitment process to fill the role of Temporary Chief Executive Officer for up to one year. While this process

is taking place, an Acting Chief Executive Officer may be appointed from among the senior officers until the Temporary Chief Executive Officer is recruited.

- In all of the above examples, Council is the decision-making body.

Notes: The Local Government Act 1995 requires that matters relating to the appointment of a temporary or acting Chief Executive Officer may only be adopted or amended by absolute majority.

Version Control:

1	Policy adopted on XX 2025.

3.2 Flag Flying

Statutory Context:	Flags Act 1953 (Commonwealth)
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the flying of flags, which is to include, but is not limited to:

- Recognising the authority of the National Flag Flying Protocols;
- Detailing which flags are to be flown on any given day;
- Detailing which flags are to be flown on special occasions;
- Outlining half-masting procedures; and
- Any other related matters.

Notes: Refer to the National Flag Flying Protocols.

Version Control:

1	Policy adopted on XX 2025.

3.3 Amendments to Council Policy

Statutory Context: Local Government Act 1995

- Section 2.7(2)(b) A role of a local Council is to determine the local government's policies

Corporate Context: None

Date Adopted: xx 2025

The Chief Executive Officer is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each resolution of Council.

Additions, deletions or alterations to Council Policy shall only be made by specific Council resolution stating:

- the current Council Policy number if an amendment or deletion;
- the proposed policy number to clearly indicate functional area if a new Council Policy; and
- proposed wording and justification for the amendment, deletion or adoption.

Notes: The purpose of policy documents is to enable the effective and efficient management of Council resources, and to assist employees and Council achieve a fair and 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.

Version Control:

1	Policy adopted on XX 2025.

3.4 Information and Communications Technology Usage

Statutory Context:	Local Government Act 1995
Corporate Context:	Council Policy Manual • 3.5 Social Media • 7.1 Disciplinary Action
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the use of information and communication technology, which is to include, but is not limited to:

- Employees, consultants or contractors entitled to have access to information and communication technology;
- General use of information and communication technology resources;
- Unacceptable use;
- Security and proprietary information;
- System and network activities;
- email activities;
- Remote access;
- Provision of mobile phones and information/communication devices;
- Department of Transport licencing; and
- Consequences of breach of the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

3.5 Social Media

Statutory Context: Local Government Act 1995

Corporate Context: Council Policy Manual

- 3.4 Information and Communications Technology Usage
- 7.1 Disciplinary Action

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding social media, which is to include, but is not limited to:

- Application to all employees, volunteers and contractors;
- Use of social media for Shire purposes to be specifically authorised by the Chief Executive Officer, or by persons authorised by the Chief Executive Officer;
- Limitations on private use of Shire corporate sites;
- Use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or if it damages the Shire reputation, will make the employee liable to disciplinary action;
- Consequences of a breach of the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

3.6 Shire Logo and Motto

Statutory Context:	Copyright and intellectual property laws
Corporate Context:	Shire of Bruce Rock Corporate Style Guide
Date Adopted:	xx 2025

3.6.1 Introduction

The Chief Executive Officer is to prepare and maintain a Style Guide regarding the use of the Shire logo and motto, which is to include, but is not limited to:

- The use of the adopted logo, colours and fonts;
- Formatting; and
- The use of the Shire motto.

3.6.2 Logo

The primary logo of the Shire is the one displayed below:

The logo should be used:

- On all Shire publications, letterheads and promotional materials; and
- Where the Shire has provided sponsorship or support for a program, activity or advertisement.

3.6.3 Private Use of the Logo

Private use of the logo is not permitted unless:

- The approval of the Chief Executive Officer has been obtained; and
- There is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.

Approval for private use of the logo may be withdrawn at any time if the use is considered to be inappropriate.

3.6.4 Permitted Variations

Permitted variations to the logo are:

- Those outlined in the corporate style guide;
- Text in an alternative position;
- Tag line colour may vary in order to be more visible; and
- Any other variations permitted by the Chief Executive Officer.

All variations, other than those found in the corporate style guide, must be approved by the Chief Executive Officer before use.

3.6.5 Motto

The motto "*Where friends become family", is* to be used with either the Shire's logo or with the preamble words "*Shire of Bruce Rock"* or "*Bruce Rock"*. The motto should be used, where appropriate:

- On all Shire publications, letterheads, promotional materials, and television and social media campaigns; and
- Where the Shire has provided sponsorship or support for a program, activity or advertisement.

Version Control:

1	Policy adopted on XX 2025.

3.7 Risk Management

Statutory Context:	Work Health and Safety Act 2020 Local Government (Audit) Regulations 1996 • Regulation 17 – CEO to review risk management and report to Audit Committee
Corporate Context:	Audit and Risk Committee Risk Management Procedures and Framework Strategic and Operational Risk Registers
Date Adopted:	xx 2025

3.7.1 Introduction

The objective of the Shire's Risk Management Policy is to identify potential risks before they occur, so that opportunities can be realised, and impacts can be minimised, to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

More specifically, the objectives of this policy are as follows:

- Optimise the achievement of our vision, mission, values, strategies, goals and objectives.
- Align with, and assist with, the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflect risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

3.7.2 Overarching Policy

It is the Shire's policy to strive to achieve the best practice it can (aligned with AS/NZS ISO 31000:2018 Risk management) in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced to match the size and scale of the Shire's operations, will form part of the strategic, operational, project and line management responsibilities, and will be incorporated within the Shire's Risk Management Framework and Integrated Planning Framework.

This policy applies to Council, the Shire's management team and all employees and contractors involved in Shire operations.

The Shire's management team will determine and communicate the Risk Management Policy, objectives and procedures, as well as direct and monitor their implementation, practice and performance.

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

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

3.7.3 Definitions

Risk: Effect of uncertainty on objectives.
Note 1: An effect is a deviation from the expected either positive or negative.
Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, operational, organisation-wide, project, product or process).

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

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

3.7.4 Risk Appetite

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

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

3.7.5 Roles, Responsibilities and Accountabilities

The Chief Executive Officer is responsible for the:

- Implementation of this policy;
- Measurement and reporting on the performance of risk management; and
- Review and improvement of this policy at least annually and the Shire's Risk Management Framework at least every three years, or in response to a material event or change in circumstances.

3.7.6 Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the risk management objectives, the management of individual risks, and the ongoing identification of issues and trends. This policy will be kept under review by the Shire's management team and its employees. It will be formally reviewed annually.

Version Control:

1	Policy adopted on XX 2025

3.8 Record Keeping

Statutory Context:	State Records Act 2000 Freedom of Information Act 1992
Corporate Context:	Council Policy Manual • 2.5 Elected Member Records – Capture and Management
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding record keeping, which is to include, but is not limited to:

- Acknowledging the importance of the State Records Act 2000 and instructions from the State Records Office;
- The creation, capture and control of records;
- The security and protection of records;
- Access to records; and
- The appraisal, retention and disposal of records.

Version Control:

1	Policy adopted on XX 2025.

3.9 Customer Service

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

3.9.1 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include, but is not limited to:

- The expectations of employees when interacting with external stakeholders;
- Guidelines for providing high quality customer service;
- A complaints mechanism for dissatisfied customers;
- A prescribed complaints form;
- A disciplinary process for breaches;
- Procedures to deal with customers who compromise employee safety or wellbeing; and
- Goals for response times to phone calls, emails and in person inquiries.

3.9.2 Community Standards and Access

This Executive Instruction must align with community standards regarding high quality service. This Executive Instruction must either:

- Be posted on the Shire's website; and/or
- A portion of the website should have information regarding the Shire's customer service expectations and a downloadable complaints form.

Version Control:

1	Policy adopted on XX 2025.

3.10 Use of Shire Drone

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the use of the Shire drone, which is to include, but is not limited to:

- Which employees are permitted to operate the Shire's drone;
- Procedures regarding acceptable usage;
- Aviation legislation; and
- A disciplinary process for breaches.

Version Control:

1	Policy adopted on XX 2025.

3.11 Execution of Documents

Statutory Context:	Local Government Act 1995 • Section 9.49A – Execution of documents • Section 9.49B – Contract formalities • Section 9.49 – Documents, how authenticated
Corporate Context:	Council Policy Manual • 2.7 Affixing the Common Seal
Date Adopted:	xx 2025

3.11.1 Introduction

The purpose of this policy is to provide a general authorisation to the Chief Executive Officer in order to enable them to sign documents on behalf of the Shire. This policy only applies to documents that do not require the use of the Common Seal.

3.11.2 Statutory Context

Section 9.49A of the Local Government Act 1995 (Act) allows the Council to authorise the Chief Executive Officer to sign documents on behalf of the Shire, either generally or with specific restrictions via a resolution. In addition to this, Section 9.49 states that, unless otherwise required by the Act, all documents are sufficiently authenticated without the use of the Common Seal, if they are signed by the Chief Executive Officer.

3.11.3 Authority to Sign

Pursuant to Section 9.49A of the Act, the Council hereby authorises the Chief Executive Officer to sign documents on behalf of the Shire via the adoption of this policy (which has been passed by a Council Resolution). This authority is a general authority with the following exceptions:

- The Chief Executive Officer is not permitted to sign documents on behalf of the Shire that require the Common Seal; and
- The Chief Executive Officer is not permitted to sign documents authorising spending contrary to budget parameters of limitations.

3.11.4 Authority is Non-Transferrable

While the Act allows Council to authorise other persons to sign on behalf of the Shire, it has elected not to do so. The Chief Executive Officer may not transfer their authority to sign documents on behalf of the Shire unless:

- Authorised by a specific resolution of Council; or
- Authorised in accordance with Policy 4.4 Signing Purchase Orders.

Nothing in this section should be read as preventing other employees from signing documents under their own authority in the normal discharge of their duties.

Version Control:

1	Policy adopted on XX 2025.

4. Financial Management

4.1 Purchasing

Statutory Context: Local Government (Functions and General) Regulations 1996
- Regulation 1A – Purchasing policy required, and matters to be addressed

Corporate Context: Council Policy Manual
- 2.7 Affixing the Common Seal
- 4.2 Regional Price Preference
- 4.4 Signing Purchase Orders

Date Adopted: xx 2025

The Shire is committed to applying the objectives, principles and practices outlined in this policy to all purchasing activity, and to ensuring alignment with the Shire's strategic and operational objectives.

4.1.1 Objectives

The Shire's purchasing activities will:

- Achieve best value for money that considers sustainable benefits, such as environmental, social and local economic factors;
- Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- Use consistent, efficient and accountable purchasing processes and decision making, including competitive quotation processes, assessment of best value for money, and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Comply with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, other relevant legislation, codes of practice, standards and the Shire's policies and procedures;
- Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management Framework;
- Ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan; and
- Ensure confidentiality that protects commercial-in-confidence information, and only releases information where appropriately approved.

4.1.2 Ethics and Integrity

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

4.1.3 Value for Money

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

4.1.4 Assessing Value for Money

The value for money assessment will consider the following factors:

- All relevant "total costs of ownership" and benefits, including transaction costs associated with the acquisition, delivery and distribution, and other costs such as, but not limited to, holding costs, consumables, deployment, training, maintenance and disposal. The potential for contract extensions should be included within the "total costs of ownership".
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes, but is not limited to, an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, and ease of communications.
- The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective supplier in terms of managerial and technical capabilities and compliance history.
- A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this policy, where practicable.
- The safety requirements and standards associated with both the product design and the specification offered by suppliers, and the evaluation of risks arising from the supply, operation and maintenance.
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this policy and any other relevant Shire policy, including Local Economic Benefit.
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s, and the goods or services required.

4.1.5 Purchasing Thresholds and Practices

4.1.5.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine purchasing values, which ensure:

- the appropriate purchasing threshold and practice are applied in all purchasing activities; and
- wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities, where the requirements are able to be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common supply and demand drivers, market characteristics, or suppliers.

4.1.5.2 Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need, and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the purchasing value threshold applicable to future purchasing activity.

4.1.5.3 Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the purchasing value based upon the following considerations:

- Exclusive of Goods and Services Tax (GST).
- The estimated total expenditure for the proposed supply, including the value of all contract extension options and, where applicable, the total cost of ownership considerations.
- The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- Requirements must not be split to avoid purchasing or tendering thresholds[1].

The calculated estimated purchasing value will determine the applicable threshold and purchasing practice to be undertaken.

Tables of Purchasing Thresholds and Practices

Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1	**Existing Prequalified Supplier Panel or Other Contract** Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.
Priority 2	**Local Suppliers** Where the purchasing value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that, wherever possible, quotations are obtained from local suppliers permanently located within the district as a first priority, and those permanently located within surrounding districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3	**Tender Exempt – WALGA PSA** Use a relevant WALGA PSA, regardless of whether or not the purchasing value will exceed the tender threshold. However, if a relevant PSA exists, but an alternative supplier is considered to provide best value, then the Chief Executive Officer, or an officer authorised by the Chief Executive Officer, must approve the alternative supplier.

[1] Regulation 12 of the Local Government (Functions and General) Regulations 1996.

	Reasons for not using a PSA may include: • the availability of a local supplier (that is not within the PSA); or • social procurement – preference to use Aboriginal business or Disability Enterprise. If no relevant WALGA PSA is available, then a relevant State Government Common Use Arrangement (CUA) may be used.
Priority 4	**Tender Exempt – WA State Government CUA** Use a relevant CUA, regardless of whether or not the purchasing value will exceed the tender threshold. However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the Chief Executive Officer, or an officer authorised by the Chief Executive Officer. If no relevant CUA is available, then a Tender Exempt[2] arrangement may be used.
Priority 5	**Other Tender Exempt Arrangement** Regardless of whether or not the purchasing value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that, wherever possible, quotations are obtained from a Western Australian Disability Enterprise and/or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6	**Other Suppliers** Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with the relevant purchasing practice for the purchasing value threshold, as specified in the table below.

Purchasing Practice by Purchasing Value Threshold

The purchasing value, assessed in accordance with this policy, determines the purchasing practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold ***(ex GST)***	**Purchasing Practice**
Up to $500 ***(ex GST)***	Direct purchase from supplier, with no sourcing or recording of quotes required. Invoice to be sourced and recorded as proof of purchase.
$501 to $4,999 ***(ex GST)***	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority of this policy. Use the Simple Procurement Form (Appendix 4.1.1) or raise a 'quick purchase order' within the Shire's Altus procurement software. If using the Simple Procurement Form, Section D of the form is optional. The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From $5,000 and up to	Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority of this policy.

[2] Regulation 11(2) of the Local Government (Functions and General) Regulations 1996.

<table>
<tr><th>Purchase Value Threshold

(ex GST)</th><th>Purchasing Practice</th></tr>
<tr><td>$19,999
(ex GST)</td><td>If purchasing from a WALGA PSA, State Government CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.

The purchasing decision is to be based upon assessment of the suppliers' response to:
• A brief outline of the specified requirements for the goods, services or works sought; and
• Value for money criteria, not necessarily the lowest price.

The purchasing decision is to be evidenced using the Simple Procurement Form, or through the Shire's Altus procurement software. If using the form, all sections must be completed and retained in accordance with the Shire's Record Keeping Plan. If using the Altus software, Sections D and E of the form must be completed and attached to the quote in Altus.</td></tr>
<tr><td>From $20,000 and up to $39,999
(ex GST)</td><td>Seek at least three (3) written quotations from suitable suppliers by invitation using the Request for Quotation form (Appendix 4.1.2) in accordance with the Supplier Order of Priority of this policy.

The purchasing decision is to be based upon assessment of the suppliers' responses to:
• A detailed written specification for the goods, services or works sought; and
• Pre-determined selection criteria that assess all best and sustainable value considerations.

The purchasing decision is to be evidenced using the Simple Procurement Form, and retained in accordance with the Shire's Record Keeping Plan. A procurement plan (Appendix 4.1.3) and Contract Management Plan (Appendix 4.1.4) are recommended, but not mandatory.</td></tr>
<tr><td>From $40,000 and up to $249,999
(ex GST)</td><td>A Procurement Plan must be conducted at the start of the procurement process.

Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority of this policy.

The purchasing decision is to be based upon assessment of the suppliers' response to:
• A detailed written specification for the goods, services or works sought; and
• Pre-determined selection criteria that assess all best and sustainable value considerations.

The procurement decision is to be evidenced using the Evaluation Report Template (Appendix 4.1.5), and retained in accordance with the Shire's Record Keeping Plan.</td></tr>
<tr><td>$250,000 or over
(ex GST)</td><td>Tender Exempt arrangements (i.e. WALGA PSA, State Government CUA or other tender exemption under regulation 11(2) of the Local Government (Functions and General) Regulations 1996) require at least three (3) written responses from suppliers by invitation under a formal Request for Tender (Appendix 4.1.6) in accordance with the Supplier Order of Priority of this policy.

<u>OR</u>

Public Tender undertaken in accordance with the Local Government Act 1995 and relevant Shire policy and procedures.

The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers' response to:
• A detailed specification; and
• Pre-determined selection criteria that assess all best and sustainable value considerations.</td></tr>
</table>

Purchase Value Threshold *(ex GST)*	Purchasing Practice
	The purchasing decision is to be evidenced using the Evaluation Report Template, and retained in accordance with the Shire's Record Keeping Plan.
Emergency Purchases ***(Within Budget)***	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then the Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation, a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases ***(No Budget Allocation Available)***	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with section 6.8 of the Local Government Act 1995, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The Chief Executive Officer is responsible for ensuring that an authorised emergency expenditure under section 6.8 is reported to the next Ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services **Section 9.58(6)(b) of the Local Government Act 1995**	The suite of Local Government Insurance Service (LGIS) insurances are established in accordance with section 9.58(6)(b) of the Local Government Act 1995, and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.

4.1.5.4 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets;
- A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with section 6.8 of the Local Government Act 1995 and regulation 11(2)(a) of the Local Government (Functions and General) Regulation 1996; or

- a State of Emergency declared under the Emergency Management Act 2005 and therefore, regulations 11(2)(aa)[3], (ja)[4] and (3)[5] of the Local Government (Functions and General) Regulations 1996 apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance, to allow sufficient time for planning and scoping proposed purchases, and to then obtain quotes or tenders, as applicable.

4.1.5.5 Inviting Tenders though Not Required to Do So

The Shire may determine to invite Public Tenders, despite the estimated purchase value being less than the $250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement, and the use of a public tender process will enhance value for money, efficiency, risk mitigation and sustainable procurement benefits. In such cases, the tender process must comply with the legislative requirements.

4.1.5.6 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process[6] where the required supply evidences one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement.
- There is significant variability for how the requirement may be met.
- There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be obtained, specified, created or delivered.
- Subject to a creative element.
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information.

4.1.5.7 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required, or for any other reason, where it is unlikely that there is more than one potential supplier, may only be approved where the:

- Purchasing value is estimated to be over $5,000;
- Purchasing requirement has been documented in a detailed specification;
- The specification has been extensively market tested, and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

---

[3] "Tenders do not have to be publicly invited according to the requirements of this Division if […] the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration"

[4] "Tenders do not have to be publicly invited according to the requirements of this Division if the contract is a renewal or extension of the term of a contract (the original contract) where — (i) the original contract is to expire within 3 months; and (ii) the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and (iii) the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration or a COVID-19 declaration applying to the district, or part of the district, of the local government.

[5] "For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if — (a) the contract for the supply is entered into while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government; and (b) the local government considers that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates."

[6] Regulation 21 of the Local Government (Functions and General) Regulations 1996.

- Market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique, and why quotations or tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

A decision to approve a sole source of supply arrangement for a purchasing activity above the tender threshold must be made by Council resolution[7], unless this function has been delegated to the Chief Executive Officer.

4.1.5.8 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

4.1.6 Requests for Tender

4.1.6.1 Development of Requests for Tender

The key principles in developing Requests for Tender are openness and transparency of the supplier selection process. This involves consideration of the following:

- The Tender process and the associated selection criteria will be well established, clearly communicated and observed by all parties to the process.
- The governance of the Tender process will be documented in the Request for Tender documents. Governance areas to be covered include:
    - Scope, content and format of Tenders;
    - Skills or experience required;
    - Evaluation criteria; and
    - Tender submission details.
- The Tender process will be clearly communicated to tenderers.

The Request for Tender will provide potential tenderers with the information required to understand the Shire's needs and to submit their Tenders. The following information will be included in the Request for Tender:

- Conditions of Tendering, which will explain the rules governing the content and submission of Tenders, and the conduct of the Request for Tender process.
- Specification, which will provide the tenderer with a concise, logical and unambiguous description of the Shire's requirements.
- General Conditions of Contract, which will be relevant to the goods and services being requested.
- Special Conditions of Contract, which will be used to add to or amend the General Conditions of Contract, or to highlight any special or unusual circumstances that are particular to the contract.
- Tenderer's Offer, which will outline the terms and conditions agreed by the tenderer in submitting their offer.
- Selection criteria.

[7] Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996.

Officers may require the assistance of the Manager of Governance and Community Services (and in their absence, the Governance and Grants Officer) to prepare the Request for Tender documentation.

4.1.6.2 Evaluation of Tenders

Tenders must be opened with at least two authorised persons present. Furthermore, tenderers and members of the public must be permitted to attend.

Evaluation is a formal, documented stage of the procurement cycle. The evaluation process will enable responses to be compared and measured against the Tender criteria, so that the most advantageous tenderer can be identified. Evaluation will be a mechanism to make procurement decisions based on value for money, probity and fair dealing.

Tender Evaluation Panel Members must comply with the Code of Conduct for Tender Evaluation Panel Members (contained within the evaluation report), which requires Members to declare conflicts of interest and abide by their duty of confidentiality.

The Evaluation Panel shall include a Facilitator (usually the Manager of Governance and Community Services). The Facilitator is a non-voting Member of the Evaluation Panel, and their role is to:

- assist the Evaluation Panel in addressing any disagreements;
- provide the Evaluation Panel with advice and guidelines on procurement governance arrangements (legislation and policies);
- record all Evaluation Panel decisions in the relevant forms; and
- assist in the development of Contract Management Plans (where required).

The Evaluation Panel Members will be briefed on the evaluation process ahead of the Tender closing, and will receive training, if necessary. Copies of the tenders, scoring scale and any evaluation forms will be distributed to each Member.

Tenders will be checked to ensure conformance to all the requirements of the Tender, ensuring all mandatory criteria are met before the full evaluation is conducted. The Tender evaluation will be conducted using the Evaluation Report Template (Appendix 4).

4.1.6.3 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited Tender process, then regulation 21A of the Local Government (Functions and General) Regulation 1996[8] applies.

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

- Is necessary in order for the goods or services to be supplied, and does not change the scope of the contract; or
- Is a renewal or extension of the term of the contract, where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.

---

[8] "If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless — (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb)."

4.1.7 Panels of Pre-qualified Suppliers

4.1.7.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers (Panel)[9] when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Factors to consider in deciding to establish a Panel include the following:

- There are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of value for money.
- The Panel will streamline and improve procurement processes.
- The Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan (Appendix 5).

4.1.7.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Local Government (Functions and General) Regulations 1996.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation of procurement process advertised via a State-wide notice. Panels may be established for a maximum of three (3) years. The length of time of a local Panel is decided with the approval of the Chief Executive Officer.

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

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets or exceeds the requirements in the value for money assessment, subject to that supplier agreeing. The Shire will disclose this approach when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan that outlines the requirements for the Panel contract and how it will be managed should be established.

4.1.7.3 Distributing Work amongst Panel Members

To satisfy regulation 24AD(5) of the Local Government (Functions and General) Regulations 1996, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases;
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- Develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

---

[9] The processes for the establishment and management of Panels of Pre-qualified Suppliers are set out in Division 3 of Part 4 of the Local Government (Functions and General) Regulations 1996.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work, noting contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under regulation 24AD(5)(f) of the Local Government (Functions and General) Regulation 1996 when establishing the Panel.
  - The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - Should the offer be declined, an invitation to the next ranked Panel member is to be made, and so forth until a Panel member accepts a contract.
  - Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods or services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 4.1.5.3 of this policy.
  - When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

4.1.7.4 Purchasing from the Panel

The invitation to apply to be considered to join a Panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) for each purchasing requirement, or whether a ranking system is to be established.

4.1.7.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel to capture all communications between the Shire and Panel members.

4.1.8 Other Relevant Matters

4.1.8.1 Sustainable Procurement

The Shire is committed to implementing Sustainable Procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and Local Economic Benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that, wherever possible, our suppliers demonstrate outcomes that contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies, or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for suppliers to provide information regarding their sustainable practices, and/or demonstrate that their product or service offers enhanced sustainable benefits.

4.1.8.2 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- Ensure that procurement plans and analysis are undertaken prior to developing Requests for Quotation and Tenders to understand local business capability and local content availability, where components of goods or services may be sourced from within the District for inclusion in the selection criteria;
- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- Consider the adoption of Key Performance Indicators within contractual documentation that require successful contractors to increase the number of employees from the District first; and
- Provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy (allowing up to a 10% price difference), which will be applied when undertaking all purchasing activities.[10]

Where the price difference does not exceed 5%, the Shire will give preference to products made in Australia, and to Australian suppliers.

4.1.8.3 Socially Sustainable Procurement

The Shire will support the purchasing of goods and services from socially sustainable suppliers, such as Australian Disability Enterprises and Aboriginal businesses, wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quote and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

4.1.8.4 Aboriginal Businesses

Regulation 11(2)(h) of the Local Government (Functions and General) Regulation 1996 provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA, published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is $250,000 or less, or worth $250,000 or less.

---

[10] Selection criteria cannot include both weighted price and Local Economic Benefit clauses, as they are mutually exclusive.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in regulation 11(2)(h) of the Local Government (Functions and General) Regulations 1996) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.1.8.5 Australian Disability Enterprises

Regulation 11(2)(i) of the Local Government (Functions and General) Regulations 1996 provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australian Disability Enterprise. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

4.1.8.6 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers who:

- Demonstrate policies and practices that have been implemented by the business as part of its operations;
- Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used and disposed; and
- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

4.1.8.7 Contract Management

The contract management process will ensure that both parties to a contract fully meet their obligations, and the supplier delivers the goods and services required by the Shire.

The contract manager will be the Shire's representative responsible for the day-to-day management of the contract to ensure delivery. Contract managers will use all the tools at their disposal, scaling their management of the contract to the inherent risk and need of engagement, and will use the contract, relationship management, governance structures, performance monitoring, contract meetings, effective record keeping and contract administration in different ways to manage the supplier across the contract term.

For high risk and/or high value contracts, the contract manager will develop a Contract Management Plan using the template provided in Attachment 5. The Manager of Governance and Community Services (or in his/her absence, the Governance and Grants Officer) can assist in the development of Contract Management Plans.

4.1.8.8 Record Keeping

All of the Shire's purchasing activity, communications and transactions must be evidenced and retained as Local Government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and, where necessary, transferring to the Shire records that are relevant to the performance of the contract.

4.1.8.9 Purchasing Policy Non-Compliance

This Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996. As a result, the policy forms part of the legislative framework under which the Shire is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct is identified, it must be reported to the Chief Executive Officer or the Manager of Governance and Community Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct, when undertaking purchasing activities may be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- An opportunity for additional training to be provided;
- A disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- serious misconduct, which will be reported in accordance with the Corruption, Crime and Misconduct Act 2003.

4.2 Regional Price Preference

Statutory Context: Local Government (Functions and General) Regulations 1996
- Regulation 24B – Terms used
- Regulation 24C – Regional price preference may be given
- Regulation 24D – Discounts permitted for regional price preferences
- Regulation 24E – Regional price preference policies for local governments
- Regulation 24F – Adoption and notice of regional price preference policy
- Regulation 24G – Adopted regional price preference policy, effect of

Corporate Context: Council Policy Manual
- 4.1 Purchasing

Date Adopted: xx 2025

4.2.1 Introduction

This policy has been written and adopted to ensure that local businesses are given local contractors a price variation up to 10% during tenders.

4.2.2 Guidelines

The following guidelines are to be followed for tenders;

- That a Regional Price Preference will be provided to businesses operating within the boundary of the Shire of Bruce Rock for all goods and services in accordance with Regulation 24D of the Local Government (Function and General) Regulations 1996.
  - Up to 10% - where the contract is for goods and services, up to a maximum reduction of $50,000.
  - Up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of $50,000, or
  - Up to 10% - where the contract is for goods and services (including construction services), up to a maximum price reduction of $500,000 if the Local Government is seeking tenders for the first time, due to goods or services previously being undertaken by the Shire of Bruce Rock.
- A copy of this policy must be supplied with each tender document.
- The Regional Price Preference Policy will apply to all tenders unless otherwise resolved by Council and that decision is included in the advertising and specifications.

4.2.3 Process

This policy will be supplied with each tender. The Regional Price Preference will then be applied to each tender prior to awarding tender.

Version Control:

1	Policy adopted on XX 2025.

4.3 Financial Management

Statutory Context:	Local Government Act 1995 • Section 6.10 – Financial Management Regulations Local Government (Financial Management) Regulations 1996
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain one or more detailed Executive Instruction/s regarding financial management, which is/are to include, but is/are not limited to:

- Signatories on Shire accounts;
- The supply and use of corporate credit cards;
- Procedures for outstanding rates debtors;
- Procedures for outstanding debtors;
- Procedures to ensure the timely payment of creditors;
- Procedures regarding the investment of surplus funds;
- Procedures regarding petty cash; and
- Any other operational finance related matters, so long as they have been delegated through the Shire’s delegation register.

Version Control:

1	Policy adopted on XX 2025.

4.4 Signing Purchase Orders

Statutory Context: Local Government Act 1995
- Section 6.10 – Financial Management Regulations

Local Government (Financial Management) Regulations 1996

Corporate Context: None

Date Adopted: xx 2025

Purchase orders can only be signed by:

Position	Maximum (ex GST)	Authorising Manager for Expenditure over Limit
Chief Executive Officer	As per Budget	
Manager of Governance and Community Services	As per Budget to a maximum of $75,000	Chief Executive Officer
Manager of Finance	As per Budget to a maximum of $75,000	Chief Executive Officer
Manager of Works and Services	As per Budget to a maximum of $,75,000	Chief Executive Officer
Manager of Strategic Business Development	As per Budget to a maximum of $75,000	Chief Executive Officer
Assets and Property Coordinator	$5,000	Manager of Strategic Business Development
Senior Finance Officer	$5,000	Manager of Finance
Technical Services Coordinator	$5,000	Manager of Works and Services
Workshop Manager	$5,000	Manager of Works and Services
Supervisor Civil Operations	$5,000	Manager of Works and Services
Town Supervisor	$5,000	Manager of Works and Services
Aquatic Centre Manager	$5,000	Manager of Governance and Community Services
Recreation Centre Manager	$5,000	Manager of Works and Services
Administration and Community Services Coordinator	$5,000	Manager of Governance and Community Services

Position	Maximum (ex GST)	Authorising Manager for Expenditure over Limit
Practice Manager at Health Centre	$2,000	Manager of Governance and Community Services
Building Maintenance – Leading Hand	$1,500	Assets and Property Coordinator

Purchase orders can only be issued for items that have been specified in the adopted budget for that financial year. Any orders issued for amounts exceeding items listed in the budget must be authorised by the Chief Executive Officer in consultation with the Manager of Finance.

Version Control:

1	Policy adopted on XX 2025.

4.5 Pandemic and Natural Disaster Financial Hardship

Statutory Context:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Corporate Context:	None
Date Adopted:	xx 2025

4.5.1 Introduction

This policy is intended to ensure that the Shire offers fair, equitable, consistent and dignified support to ratepayers suffering hardship due to a pandemic or natural disaster.

4.5.2 Scope

This policy applies to all ratepayers suffering from financial hardship due to a pandemic or natural disaster.

This policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship due to a pandemic or natural disaster. The statutory provisions of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 will apply in this circumstance.

4.5.3 Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay rates or a service charge debt without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

The Shire recognises the likelihood that pandemics and natural disasters will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant or business owner.

4.5.4 Financial Hardship Criteria

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment due to a pandemic or natural disaster;
- Sickness or recovery from sickness due to a pandemic;
- Low income or loss of income due to a natural disaster or pandemic; or
- Unanticipated circumstances, such as caring for and supporting extended family, due to a pandemic or natural disaster.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment arrangement. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying with statutory responsibilities.

4.5.5 Payment Arrangements

Payment arrangements, facilitated in accordance with section 6.49 of the Local Government Act 1995, are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of any change in circumstance that may jeopardise the agreed payment schedule.

In the case of severe financial hardship, the Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

4.5.6 Interest Charges

A ratepayer that meets the financial hardship criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

4.5.7 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card or Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner, or if the property is sold, or if the pensioner ceases to reside in the property;
- May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

4.5.8 Debt Recovery

The Shire will suspend its debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan, the debtor advises the Shire of this situation and makes an alternative plan before defaulting on the 3rd due payment, then the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan (i.e. defaulting on three (3) or more due payments), rates and service charge debts that remain will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

The Shire retains the right to make the final decision regarding whether or not a ratepayer has reasonably adhered to their agreed payment plan in all circumstances.

4.5.9 Review

The Shire will advise ratepayers and debtors of all decisions made under this policy, and their right to seek a review by the full Council.

4.5.10 Communication and Confidentiality

The Shire will maintain confidential communications at all times and agree to communicate with a nominated support person or other third party at the ratepayer's or debtor's request.

The Shire will advise ratepayers and debtors of this policy and its application when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that, during times of pandemics and other natural disasters, applicants are experiencing additional stressors and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats, where appropriate. All communication with applicants will be clear and respectful.

4.5.11 Conflict of Interest

Where a ratepayer or debtor has a close relationship with any employee or Councillor, that employee or Councillor must remove themselves from any decision-making process in relation to this policy.

Version Control:

1	Policy adopted on XX 2025.

4.6 Waiving of Fees

Statistical Context:

Statutory Context: Local Government Act 1995
- Section 6.16 – Imposition of Fees & Charges
- Section 6.12 – Power to defer, grant discounts, waive or write off debts

Corporate Context: Schedule of Fees and Charges

Date Adopted: xx 2025

4.6.1 Setting of Fees and Charges

The Schedule of Fees and Charges is set annually by Council during the Annual Budget process.

4.6.1 Waiving of Fees and Charges

In accordance with the Local Government Act 1995, employees cannot waive fees and charges, unless this is delegated by Council.

4.6.3 Conditions to Waive Fees and Charges

For a fee waiver request to be considered, the following conditions must first be satisfied:

- The request must be received in writing at the Shire Office two weeks prior to the next Council meeting. This allows time for it to be reviewed and placed on the Agenda, should this be required.
- No requests for fee waivers will be considered retrospectively (i.e. for events that have already taken place, or for which there was not sufficient time to prepare for Council's consideration).
- In the fee waiver request, applicants should outline any other funding received for the event, and any implications of this. If the event is part of a larger initiative to which Council has already made a contribution, Council will not consider another request for a fee waiver.
- Where the fee request is made by a commercial/profit making entity, the request will not be considered.
- If the request is for an individual or non-profit group that is holding a charitable or non-profit event for the benefit of the community, the request can be considered.
- For the purposes of this policy, a "non-profit event" is considered to be an event where all of the proceeds raised go to local fundraising initiatives for sporting or other activities of a broad or specific community benefit.
- Waivers will only be considered where the request relates to an activity open to the whole community.
- Where the matter involves both direct revenue and expense for Council, for example, a fee waiver at the Caravan Park Chalets, where waiving the accommodation fee would result in a loss of revenue for the Shire, but cleaning and laundry expenses would still be required, then the net benefit to Council with regard to the purpose of the waiver would need to be evident.

Furthermore, as the Shire receives multiple applications for fee waivers throughout the year, and it is inappropriate for Council to accept requests without a transparent framework within which to make a decision, when granting a fee waiver one of following criteria must also apply:

- The activity strengthens the community or complements Council activities.
- The purpose of the activity supports a service or activity that Council believes is beneficial to the community.

- The purpose of the activity supports the development of infrastructure or services that align with the goals of Council.

Version Control:

1	Policy adopted on XX 2025.

4.7 Donations and Sponsorship

Statutory Context: Local Government Act 1995
- Section 3.58 – Disposing of Property

Local Government (Functions and General) Regulations 1996
- Regulation 30 – Dispositions of property excluded from Act section 3.58

Corporate Context: Council Policy Manual
- 2.6 Related Party Disclosures

Date Adopted: xx 2025

4.7.1 Purpose of Policy

The purpose of this policy is to allow the Chief Executive Officer to make small donations to various recipients within the community.

4.7.2 Financial Donations

The Chief Executive Officer is permitted to make financial donations or provide sponsorships to a recipient. These donations must be within the budget adopted by Council for this purpose.

Additionally, financial donations or sponsorships awarded by the Chief Executive must:
- Not exceed $500 per donation (excluding GST) in any financial year;
- Be to a recipient who is based locally, or the purpose has particular benefit or application to the district;
- Be to a recipient who is a community group, sporting club or other non-profit organisation;
- Be to a recipient who applies for a donation or sponsorship in writing; and
- Be reported to, and received by, Council via an agenda item at the next Ordinary Meeting of Council.

Furthermore, the Chief Executive Officer is not permitted to award donations or sponsorships without Council approval where they have a conflict of interest (actual or perceived). Donations made in spite of a conflict of interest are to be considered a Related Party Transaction for the purposes of Policy 2.6 Related Party Disclosures.

4.7.3 In-Kind Works and Services

The Chief Executive Officer is permitted to donate in-kind works and services to a recipient. These donations must be within a specified amount of the adopted budget. The Chief Executive Officer is not permitted to provide any sponsorships or donations where Council has not specified an amount in the budget.

Additionally, in-kind works and services donations or sponsorships awarded by the Chief Executive Officer must:
- Not exceed $500 per donation (excluding GST) in any financial year;
- Be to a recipient who is based locally, or the purpose has particular benefit or application to the district;
- Be to a recipient who is a community group, sporting club or other non-profit organisation;
- Be to a recipient who applies for a sponsorship or donation in writing;
- Be reported to, and received by, Council via an agenda item at the next Ordinary Meeting of Council; and

- Comply with the requirements of Regulation 30 of the Local Government (Functions and General) Regulations 1996.

Furthermore, the Chief Executive Officer is not permitted to donate in-kind works and services without Council approval where they have a conflict of interest (actual or perceived). Donations made in spite of a conflict of interest are to be considered a Related Party Transaction for the purposes of Policy 2.6 Related Party Disclosures.

4.7.4 Authority to Approve Limited

The Chief Executive Officer is not permitted to delegate this power to any other employee.

4.7.5 No Obligation To Spend

Nothing in this policy should be read as an obligation or requirement on:

- The Council to set aside any portion of the budget for the purpose of providing donations or sponsorships; or
- The Chief Executive Officer to award any sponsorships or donations because there is a specified amount in the budget allocated for this purpose.

Version Control:

1	Policy adopted on XX 2025.

4.8 Asset Management

Statutory Context:	None
Corporate Context:	Long-Tern Financial Plan Corporate Business Plan
Date Adopted:	xx 2025

4.8.1 Policy Objective

The purpose of this policy is to support the continuity of service delivery by the Shire. This will be achieved by ensuring that the infrastructure assets used to support the service delivery continue to function to the level of service determined by Council.

This policy also provides clear direction as to how Council, as custodians of community assets, will direct employees to manage those assets within an Asset Management Framework.

4.8.2 Definitions

The following definitions apply:

Asset means: a physical item that is owned or controlled by the Shire and provides or contributes to the provision of services to the community (in this context, financial, intellectual and non-tangible assets are excluded).

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 an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes, for each Asset Category:

- Levels of service (performance, construction, maintenance and operational standards);
- Future demand (rational basis for demand forecasting and selection of options for proposed new assets);
- Life Cycle Management Plan (including operations and maintenance, renewals and replacements, and expansion and upgrades);
- Financial projections;
- Asset management practices; and
- Performance monitoring and improvement.

Infrastructure Assets: includes roads (including bridges and pathways), drainage, parks, nature reserves, buildings and in-situ plant.

Level of Service means: meeting community expectations in relation to the quality and quantity of services delivered by the Shire.

Life Cycle means: the cycle of activities that an asset goes through while it retains an identity as a particular asset.

Life Cycle Cost means: the total cost of an asset throughout its life, including planning, design, construction, acquisition, operation, maintenance, disposal and rehabilitation costs.

New means: creation of a new asset to meet additional service level requirements.

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

Risk means: probability and consequence of an event that could impact on the Shire's ability to meet its corporate objectives.

Upgrade means: enhancing an existing asset to provide a significant higher level of service.

Useful Life means: the period over which a depreciable asset is expected to be used.

4.8.3 Introduction

To achieve the policy objective, the Shire is committed to ensuring that asset management is recognised as a major corporate function within the Shire, and that employees are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare Asset Management Strategies that will guide the implementation of Asset Management Plans for major classes of infrastructure assets.

In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- A preference for renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
    - The need for the facility (short and long term);
    - Legislative requirements;
    - Opportunities for rationalisation;
    - Future liability including ultimate retention and disposal; and
    - Opportunities for multiple use.
- All capital projects will be evaluated in accordance with a capital evaluation model, and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" assessment).
- The commitment to involve and consult with the community and key stakeholders when determining service levels.

4.8.4 Responsibility and Reporting

Council is responsible for approving the following documents (Asset Management Framework):

- Asset Management Policy;
- Asset Management Strategies; and
- Asset Management Plans.

Council is also responsible for ensuring (upon recommendation of the Chief Executive Officer) that resources are allocated to achieve the objectives of the framework. In adopting the Asset Management Plan, Council is also determining the level of service for each asset class.

The Chief Executive Officer is responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Strategy and Plan are prepared and kept up to date. This includes ensuring that they are reviewed, and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the overall objectives of the framework. The Chief Executive Officer is to report to Council on all matters relating to Asset Management.

The Asset Management Working Group (Working Group) is responsible for ensuring that Council's Asset Management Strategy is achieved, and that the Asset Management Plan is prepared and maintained in line with Council's policy on asset management. Where changes to Council's Asset Management Policy, Strategy or Plan are identified, the Working Group is responsible for reporting this for consideration. Where aspects of Council's Policy, Strategy or Plan are not being achieved or adhered to, the Working Group is responsible for reporting non-compliance for corrective action. The Working Group reports to the Chief Executive Officer on all matters relating to asset management and its membership consists of:

- The Manager of Finance;
- The Manager of Works and Services;
- The Manager of Strategic Business Development; and
- The Manager of Governance and Community Services.

Version Control:

1	Policy adopted on XX 2025.

5. Law, Order and Public Safety

5.1 Bush Fires Advisory Committee

Statutory Context:	Bush Fires Act 1954 Bush Fire Regulations 1954
Corporate Context:	None
Date Adopted:	xx 2025

5.1.1 Purpose of Policy

This policy has been adopted to establish and regulate a Bush Fire Advisory Committee (BFAC) within the Shire.

5.1.2 Annual Meeting of Bush Fire Brigades

The BFAC is to meet in September and March each year, or more frequently if deemed necessary by BFAC.

5.1.3 Membership of the Committee

Council may appoint, by an absolute majority, as many members as deemed necessary to the BFAC. Members retain their membership until:

- They provide a written resignation to Council or the Chief Executive Officer; or
- They are removed by Council.

5.1.4 Quorum

The quorum for a BFAC meeting shall be at least a majority of members. The Chief Executive Officer or their representative must be present for a quorum to be achieved.

5.1.5 Chairperson of the Committee

The BFAC shall elect the chairperson of the committee, in accordance with section 67 of the Bush Fires Act 1954.

5.1.6 Appointment of Bush Fire Control Officers and Fire Weather Officers

The BFAC may provide advice to the Chief Executive Officer regarding the appointment of Bush Fire Control Officers (including the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer) and Fire Weather Officers. However, the Chief Executive Officer may appoint persons to these positions in accordance with their delegated authority.

5.1.7 Agenda

The Chief Executive Officer, in coordination with the Chairperson of BFAC, shall decide on the agenda and business of the committee.

Version Control:

1	Policy Adopted August 2025.

5.2 Emergency Management

Statutory Context:	Bush Fires Act 1954 Bush Fires Regulations 1954
Corporate Context:	None
Date Adopted:	xx 2025

5.2.1 Fire Permit Executive Instructions

The Chief Executive Officer is to prepare and maintain an Executive Instruction regarding fire permits, which is to include, but is not limited to:

- Procedures regarding the approval and rejection of Fire Permits;
- Procedures the form of permit applications, approvals and rejections;
- Measures to ensure the highest levels of community safety;
- A requirement that information regarding permits is published on the Shire's website;
- A requirement that all prescribed forms are both published on the website and downloadable; and
- An acknowledgement of the relevant legislation.

5.2.2 Fire Break Executive Instructions

The Chief Executive Officer is to prepare and maintain an Executive Instruction regarding fire breaks, which is to include, but is not limited to:

- Procedures for making an annual declaration regarding clearing firebreaks;
- A requirement that the declaration is circulated in a manner consistent with legislation;
- Procedures for notifying individual owner occupiers of firebreak requirements;
- Procedures for dealing with non-compliant owner-occupiers;
- Separate rules for townsites and rural areas;
- A method where employees and/or authorised persons inspect the firebreaks in the district;
- A requirement that the annual declaration is published on the Shire's website;
- A requirement that relevant fire break information, including penalties, are published on the Shire's website; and
- An acknowledgement of the relevant legislation.

5.3.3 Burning on Sundays and Public Holidays

The Chief Executive Officer is to prepare and maintain an Executive Instruction regarding burning on Sundays and public holidays, which is to include, but is not limited to:

- Procedures for making an annual declaration that prohibits burning on Sundays and public holidays during the restricted burning period;
- A requirement for the declaration to be circulated in a manner consistent with legislation;
- Procedures for dealing with non-compliance;
- A requirement for the declaration and all relevant information to be published on the Shire's website; and

- An acknowledgement of the relevant legislation.

5.3.4 Harvest Ban Executive Instructions

The Chief Executive Officer is to prepare and maintain an Executive Instruction regarding harvest bans, which is to include, but is not limited to:

- A requirement for harvest bans to be declared by authorised persons when the Fire Behaviour Index (FBI) reaches 40;
- A procedure on how weather readings are to occur;
- A determination of who should make weather readings and when this should occur;
- A description of how the FBI should be calculated;
- A description of how declarations of harvest bans are communicated;
- Procedures for dealing with non-compliance;
- A requirement that information regarding harvest bans be published on the Shire's website;
- A description of exemptions for tendering and watering livestock that is consistent with the legislation; and
- A description of exemptions for the dropping of lime. However, these exemptions must:
  - Not allow lime to spread throughout a paddock while a ban is in place;
  - Prescribe locations suitable for the dropping of lime;
  - Prescribe the location and volume of water units required while lime is being dropped;
  - Prescribe the minimum number of people to be present;
  - Prescribe additional safety requirements, such as adequate turning circles; and
  - Not pose an unacceptable risk to community safety; and
  - Be consistent with legislative requirements.

The Chief Executive Officer must seek input from the Chief Bush Fire Control Officer in drafting and implementing this Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

6. Environmental Health and Food

6.1 Health Policy for Shire Events

Statutory Context:	Public Health Act 2016 • Section 16 – Functions of local governments
Corporate Context:	None
Date Adopted:	xx 2025

6.1.1 Purpose of Policy

The Shire is committed to supporting the health and well-being of its Councillors, employees and the community by supporting the provision of healthy environments.

6.1.2 Scope

This policy applies to all events organised by the Shire.

6.1.3 Tobacco Policy

The Shire recognises that smoke free environments protect non-smokers from harmful effects of environmental tobacco smoke (passive smoke) and contribute to reducing tobacco consumption levels.

All Shire events and functions held at a Shire location will be smoke free. This includes all indoor areas and nominated outdoor areas. Priority for the hosting of Shire events and activities will be given to venues and organisations that have a smoke free policy in place.

Tobacco products will not be sold in conjunction with any Shire events or functions, and venues that allow the sale of tobacco products will not be chosen to host Shire activities, if possible. Furthermore, any person, either employed by or representing the Shire will limit smoking whilst acting in an official capacity.

6.1.4 Food and Catering Policy

The Shire understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health. With this in mind, where food is available at Shire functions and activities, healthy alternatives will be offered. This includes the provision of foods low in fat, high in fibre, and with substantial fruit and vegetable content.

6.1.5 Alcohol and Other Drugs Policy

In the interest of the health and safety of employees and the community, the Shire will support strategies to minimise harm from alcohol and other drug use. On occasions, where the Shire serves alcohol in a function or event, the event coordinator will:

- Ensure that alcohol is not served to persons under the age of 18 years, or to intoxicated patrons;
- Provide alternatives, such as lower strength and non-alcoholic beverages;
- Ensure that food is available when alcohol is served; and

- Provide water for consumption at no or minimum cost.

The use of illicit drugs will not be allowed at any activities or events under the control of the Shire.

6.1.6 Sun Protection Policy

The Shire recognises that exposure to ultraviolet radiation has negative health effects, and will therefore introduce the following measures to minimise exposure:

- Employees and Councillors representing the Shire will always be actively encouraged to act as positive role models by adopting sun smart behaviours (e.g. wearing long sleeved shirts, hats and sunscreen);
- Where practicable, activities and events will be held outside of the hours of 10.30am to 3.00pm;
- Sunscreen may be made available to participants and spectators by the Shire; and
- Participants and spectators will be encouraged to make optimum use of natural shade or other shade structures where provided.

Version Control:

1	Policy adopted on XX 2025.

7. Personnel and Work Health and Safety

7.1 Disciplinary Action

Statutory Context:	Fair Work Act 2009 (Commonwealth) Fair Work Regulations 2009 (Commonwealth) Corruption and Crime Commission Act 2003 (WA) Public Interest Disclosure Act 2003 (WA)
Corporate Context:	Council Policy Manual • 7,3 Employee Performance and Development • 7.4 Grievance
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction disciplinary action, which is to include, but is not limited to:

- General disciplinary principles;
- Serious misconduct;
- Other disciplinary action;
- Reporting obligations and processes; and
- Possible management actions.

Version Control:

1	Policy adopted on XX 2025.

7.2 Discrimination, Harassment and Bullying

Statutory Context: Work Health and Safety Act 2020 (WA)
Work Health and Safety (General) Regulations 2022 (WA)
Sex Discrimination Act 1984 (Commonwealth)
Equal Opportunity Act 1984 (WA)
Fair Work Act 2009 (Commonwealth)

Corporate Context: Council Policy Manual

- 2.1 Councillor Code of Conduct
- 7.1 Disciplinary Action
- 7.4 Grievance
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding discrimination, harassment and bullying, which is to include, but is not limited to:

- Application of legislation to the Shire;
- Description of unlawful discrimination;
- Description of harassment;
- Description of sexual harassment;
- Description of bullying;
- Reporting obligations and investigation processes; and
- Possible management actions.

Version Control:

1	Policy adopted on XX 2025.

7.3 Employee Performance and Development

Statutory Context: Local Government Act 1995

Corporate Context: Council Policy Manual

- 7.1 Disciplinary Action
- 7.4 Grievance

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding employee performance and development, which is to include, but is not limited to:

- Employees to which the Executive Instruction applies;
- Commitment to development of employee skills and capabilities;
- Induction of employees to cover performance management and development;
- Performance reviews, including types of review, purpose and conduct;
- Other mechanisms for feedback to employees;
- Training and development; and
- Management of underperformance.

Version Control:

1	Policy adopted on XX 2025.

7.4 Grievance

Statutory Context: Local Government Act 1995

Corporate Context: Council Policy Manual
- 7.1 Disciplinary Action
- 7.3 Employee Performance and Development

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding grievance, which is to include, but is not limited to:

- Employees to which the Executive Instruction applies;
- Process for the making of a complaint;
- Principles for resolution of a complaint;
- Possible outcomes of complaints;
- Treatment of vexatious or malicious complaints; and
- Prohibition of victimisation of anyone involved in the complaints process.

Any grievances lodged against the Chief Executive Officer are to be dealt with by the Shire President via the process that applies to other employees as outlined by the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.5 Higher Duties

Statutory Context:	Minimum Conditions of Employment Act 1993 Industrial Relations Act 1979 Local Government Award Officers (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021
Corporate Context:	Council Policy Manual • 3.1 Appointment of Acting Chief Executive Officer
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding higher duties, which is to include but is not limited to:

- Employees to which the Executive Instruction applies; and
- Circumstances in which higher duties will apply.

The Executive Instruction is to apply to all employees (excluding the Chief Executive Officer), who are required to act in a position of a higher classification than that which the employee occupies, or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

Version Control:

1	Policy adopted on XX 2025.

7.6 Leave – Award Entitlements

Statutory Context:	Local Government Officers (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021 National Employment Standards
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding employees leave, which is to include, but is not limited to:

- Acknowledgement of the application of the Local Government Officers (Western Australia) Award 2021 and the Municipal Employees (Western Australia) Award 2021 respectively, as well as the National Employment Standards, to the management of employees leave;
- Annual leave processes, including:
  - Maximum accrual of annual leave to be eight (8) weeks;
  - Arrangements to require an employee to take excessive annual leave;
  - Annual leave over the Shire's or a specific crew's close down;
  - The taking of annual leave in advance; and
  - Purchased leave arrangements;
- Personal/carer's leave processes including:
  - Requirements to notify the supervisor or manager; and
  - Circumstances in which evidence of illness or injury may be required;
- Unpaid leave processes; and
- The potential consequences for breaches of the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.7 Leave – Community Service

Statutory Context:	Industrial Relations Act 1979 Juries Act 1957
Corporate Context:	None
Date Adopted:	xx 2025

7.7.1 Introduction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding community services leave, which is to include, but is not limited to:

- Acknowledgement of the application of the provisions of the Industrial Relations Act 1979;
- Acknowledgement of the application of the provisions of the Juries Act 1957;
- Application to all employees of the Shire;
- Obligations of employees to notify the appropriate persons of membership of any relevant organisation that may result in community service leave being applied for;
- In exceptional circumstances, the Chief Executive Officer is to have discretion to approve paid leave or negotiate an alternative work schedule.

7.7.2 Definitions

The following definitions are to be used in the Executive Instruction and this Policy:

Voluntary Activity – an employee is considered to have or be engaging in a voluntary activity if all of the following criteria are met:

- The activity is either a voluntary community activity, or a voluntary emergency management activity;
- The employee engages in the activity on a voluntary basis; and
- The employee was requested by, or on behalf of, the community organisation they are associated with to engage in the activity or, if no such request was made, but it was reasonable to expect that if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

Voluntary Community Activity – an employee is considered to be engaged in a voluntary community activity if all of the following criteria are met:

- The employee engages in an activity that involves the community generally, or a significant portion of the community; and
- The employee is a member of, or has a member-like association with, a recognised community organisation.

Voluntary Emergency Management Activity – an employee is considered to be engaged in a voluntary emergency management activity if all of the following criteria are met:

- The employee engages in an activity that involves dealing with an emergency or natural disaster; and
- The employee is a member of, or has a member-like association with, a recognised emergency management body.

Version Control:

1	Policy adopted on XX 2025.

7.8 Leave – Long Service

Statutory Context:	Local Government (Long Service Leave) Regulations 2024
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding long service leave, which is to include, but is not limited to:

- Acknowledgement of the application of the Local Government (Long Service Leave) Regulations 2024 to long service leave;
- Taking of pro-rata long service leave prior to the due date in exceptional circumstances, and subject to completion of a minimum seven years' service in Local Government;
- Long service leave taken later than six (6) months after the due date at the employee's request is not to be paid at a rate higher than that specified by the regulations;
- Long service leave taken later than six (6) months after due date at the Chief Executive Officer's request, to be paid at the rate applicable when taking the long service leave;
- Long service leave may not be deferred by the employee for more than two years, without the specific written approval of the Chief Executive Officer, which may only be given in exceptional circumstances; and
- The process by which an employee may cash out long service leave, as prescribed in the legislation.

Version Control:

1	Policy adopted on XX 2025.

7.9 Probationary Periods of Employment

Statutory Context:	Local Government Act 1995 Local Government (Long Service Leave) Regulations
Corporate Context:	Council Policy Manual • 7.1 Disciplinary Action • 7.3 Employee Performance and Development
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the probationary period of employment, which is to include, but is not limited to:

- Acknowledgement of the application of the Local Government (Long Service Leave) Regulations to probationary periods of employment;
- Disclosure requirements for the probationary period;
- Process for the completion or extension of the probationary period; and
- Termination during a probationary period.

Version Control:

1	Policy adopted on XX 2025.

7.10 Recruitment and Selection

Statutory Context:	Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Work Health and Safety Act 2020
Corporate Context:	Council Policy Manual • 2.13 Standards for CEO Recruitment, Performance and Termination
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the recruitment and selection of employees, which is to include, but is not limited to:

- Acknowledgement of the requirement of the Local Government Act 1995 and associated Regulations for the selection of the Chief Executive Officer and designated senior employees positions to be on the basis of merit;
- Acknowledgement of the application of the Equal Opportunity Act;
- Procedural requirements to review recruitment requirements, and to commence, manage and document the recruitment and selection processes;
- Filling of positions;
- Application of probationary periods to all positions with tenure greater than six (6) months; and
- Internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for employees.

Furthermore, it is to be noted that the Chief Executive Officer and senior employees designated in accordance with the Local Government Act 1995 have separate or additional recruitment requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.11 Rostered Days Off

Statutory Context:	Local Government Act 1995
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding Rostered Days Off, which is to include, but is not limited to:

- Outside workers' eligibility for Rostered Days Off on the basis of a nine-day fortnight;
- Inside employees' eligibility for Rostered Days Off on the basis of a nineteen-day four-week period;
- Accrual principles while on leave or on public holidays; and
- Accumulation of Rostered Days Off may be permitted by the relevant manager but are not to exceed a maximum of five (5) days.

Version Control:

1	Policy adopted on XX 2025.

7.12 Secondary Employment

Statutory Context:	Local Government Act 1995
Corporate Context:	Council Policy Manual • 7.1 Disciplinary Action • 7.27 Employee Code of Conduct
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding secondary employment, which is to include, but is not limited to:

- Acknowledging the application of the Local Government Act 1995 to secondary employment;
- Secondary employment to include substantial commitments to community organisations;
- Ensuring there is no conflict of interest between the secondary employment and the employment with the Shire, including the:
    - Use of Shire resources, both physical and electronic;
    - Potential for increased load on other employees; and
    - Community perception and preservation of the Shire’s reputation;
- Employee responsibilities when managing the requirements of a secondary employment; and
- Chief Executive Officer responsibilities (such as managing potential conflicts of interest and outlining expectations).

Version Control:

1	Policy Adopted August 2025.

7.13 Training, Study and Education

Statutory Context:	Local Government Act 1995 Building Regulations 2012 Food Act 2008 Work Health and Safety Act 2020 Public Health Act 2016
Corporate Context:	Council Policy Manual • 7.3 Employee Performance and Development
Date Adopted:	xx 2025

7.13.1 Introduction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding training, studying and education, which is to include, but is not limited to:

- Mandatory qualification requirements for specific positions, in particular environmental health, food and building matters;
- Mandatory training requirements, in particular for plant operation and Work Health and Safety;
- Professional development training directly associated with the employee's position;
- Professional development not related to the employee's position, but of potential benefit to the Shire;
- Circumstances in which expenses may be met in full or in part;
- Travel arrangements; and
- Professional association membership.

7.13.2 Permitted Rates of Reimbursement

Permitted rates for breakfast, lunch and dinner, if not included in the training/conference cost, are to be in accordance with the Australia Taxation Office Reasonable Travel Allowances Determination applicable to Perth (excluding incidentals), as issued for each financial year.

Nothing in this policy prevents the Chief Executive Officer from approving accommodation at an expense greater than those determined by the Australia Taxation Office Reasonable Travel Allowances Determination, if considered appropriate if the accommodation is at or near the conference or training venue, and other relevant matters are taken into account, such as transport costs and time, and employee safety and security after hours.

Notes: Australian Taxation Office Determination Reasonable Travel Allowance
https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/

Version Control:

1	Policy adopted on XX 2025.

7.14 Uniforms, PPE, and Personal Presentation

Statutory Context:	Work Health and Safety Act 2020
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding uniforms, personal protective equipment (PPE) and personal presentation, which is to include, but is not limited to:

- For indoor employees:
    - The standard of dress if not wearing uniform;
    - The uniform allowance (subject to budget parameters and probation requirements), whether private purchase or corporate supplier; and
    - That the wearing and use of PPE is mandatory for relevant tasks.
- For outdoor employees:
    - That the wearing and use of PPE is mandatory at all times;
    - The requirements of specific PPE (such as reflective strips for night work); and
    - The uniform allowance (subject to budget parameters and probation requirements).
- Which PPE and clothing are to be provided by the Shire.
- The conditions of use of PPE and uniforms.
- Regulating the wearing of PPE or clothing displaying the Shire logo out of work hours, including a provision that inappropriate behaviour that has the potential to reflect poorly on the Shire or damage its reputation may result in disciplinary action.

Version Control:

1	Policy adopted on XX 2025.

7.15 Fleet Vehicles – Work and Private Usage

Statutory Context: Work Health and Safety Act 2020

Corporate Context: Council Policy Manual
- 7.1 Disciplinary Action
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the work and private use of fleet vehicles, which is to include, but is not limited to:

- That the Executive Instruction is subject to any contractual arrangement with the employee;
- The principles of obtaining a vehicle;
- Arrangements for vehicles when employees take leave;
- The scope of authority and responsibility of the Chief Executive Officer;
- If deemed appropriate, the Chief Executive Officer may require Fringe Benefit Tax expenses to be recovered from employees;
- Maintenance, responsibilities and requirements for vehicles for both the employee and the Shire;
- The garaging requirements for vehicles;
- Regulation of fuel expenses and fuel cards;
- That smoking in Shire vehicles is prohibited at all times;
- Who may operate the vehicle and under what conditions;
- The notification requirements surrounding accidents and near misses; and
- The possible consequences of breaching the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.16 Use of Private Vehicles for Work Purposes

Statutory Context:	Work Health and Safety Act 2020
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the use of private vehicles for work purposes, which is to include, but is not limited to:

- When employees are required to use their private vehicle for work purposes;
- Which trips are eligible for reimbursement and how to calculate the kilometres travelled;
- The approval process for the use of private vehicles for work purposes; and
- The rate of reimbursement.

Version Control:

1	Policy adopted on XX 2025.

7.17 Workplace Surveillance

Statutory Context: Surveillance Devices Act 1998

Corporate Context: None

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding workplace surveillance, which is to include, but is not limited to:

- Acknowledging that the purpose of workplace surveillance is:
  - To ensure a safe environment for employees.
  - After hours security for protection of assets and equipment; and
  - Is not intended for the surveillance of employees.
- The approved and prohibited placement of surveillance devices.
- That the only employees permitted to access images and recordings are:
  - The Chief Executive Officer;
  - The senior management team; and
  - The Aquatic Centre Manager.
- The confidentiality of images and recordings.
- The possible consequences of breaching this Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.18 Salary Sacrifice

Statutory Context:	Australian Taxation Office Goods and Services Tax – Legislation, rulings, and guidelines Fringe Benefit Tax – Legislation, rulings, and guidelines Superannuation – Legislation and limits
Corporate Context:	None
Date Adopted:	xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding salary sacrifice, which is to include, but is not limited to:

- Ensuring compliance with all the requirements of the Australian Taxation Office;
- Being cost neutral to the Shire; and
- The limits on the amounts that me be sacrificed, the duration and the purposes.

Version Control:

1	Policy adopted on XX 2025.

7.19 Employee Recognition of Service (Gratuity)

Statutory Context:	Local Government Act 1995 • Section 5.50 – Payments to employees in addition to Award or contract Local Government (Administration) Regulations 1996 • Regulation 19A – Payments in addition to contract or award, limits of
Corporate Context:	None
Date Adopted:	xx 2025

7.19.1 Gratuity

The Chief Executive Officer, in consultation with the relevant senior management team member, may:

- Provide a gratuity to a qualifying employee in the form of a gift card or voucher (preferably from a local business within the Shire).

7.19.2 Eligibility

Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

An employee, whose employment is finishing, may be paid a gratuity when their employment is ceasing due to:

- Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
- Retirement; or
- Redundancy.

7.19.3 Prescribed amounts for Gratuity Payments

Gratuity payments should be calculated based on the following prescribed amounts:

- For continuous service less than two years, payment is to be to the value of $30 per year of service; and
- For continuous service greater than two years, payment is to be to the value of $50 per year of service.

There shall be a maximum payment of $1,000.

7.19.4 Exceeding prescribed amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy, in which case local public notice is required to be given in relation to the proposed gratuity in accordance with section 5.50(2) of the Local Government Act. The payment is to not exceed the amount set in regulation 19A of the Local Government (Administration) Regulations 1996.

7.19.5 Determining Service

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

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of, or injury to, the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; and
- Any period of absence that has been supported by an approved worker's compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, and unless the Chief Executive Officer determines otherwise, continuous service shall exclude:

- Any period of unauthorised absence from duty;
- Any period of unpaid leave; and
- any period of absence from duty on parental leave.

7.19.6 Financial Liability for Taxation

The employee has full responsibility for any taxation payable on a gratuity payment.

Notes: Please note it is a statutory requirement that this policy be published on the Shire's website. Furthermore, gratuity payments in excess of this policy may only be made if local public notice is given prior to payment being made. The maximum payment set out in regulation 19A of the Local Government (Administration) Regulations 1996 is $5,000.

Version Control:

1	Policy adopted on XX 2025.

7.20 Employee Recognition of Service (Other than Gratuity)

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

7.20.1 Employee Recognition of Service (Other than Gratuity)

The Chief Executive Officer, in consultation with the relevant senior management team member, may provide a gift, gift card or voucher (preferably from a local business within the Shire) to an employee to recognise the employee's:

- Service and contributions during the financial or calendar year;
- Performance rated above expectations during a Performance Review process;
- Contributions to improving processes and systems to facilitate the efficient and effective operation of the Shire; and
- Service milestones:
    - 5 years $50;
    - 10 years $100;
    - 15 years $150; and
    - 20 year $200.

7.20.2 Gift, Gift Card or Voucher Value

The value of any gift, gift card or voucher given by the Chief Executive Officer to an employee under this policy must not exceed $200 per individual.

Version Control:

1	Policy adopted on XX 2025.

7.21 Councillor and Employee Superannuation

Statutory Context:	Superannuation Guarantee (Administration) Act 1992
Corporate Context:	None
Date Adopted:	xx 2025

7.21.1 Scope

This policy applies to Councillors who opt to receive superannuation payments, and all employees, whether they are full-time, part-time or casual.

7.21.2 Designation of Superannuation Fund

Councillors and employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge is paid into. The superannuation default fund shall be Aware Super.

7.21.3 Additional Contributions

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax). The Shire will match additional contributions. The threshold for contribution matches is determined by Council and is subject to variation at Council's discretion.

Once an employee chooses to make additional superannuation contributions, the Shire's contribution match threshold for that employee will be maintained and will not be subject to any reductions, so long as the additional contributions are not discontinued by the employee.

Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire. The additional contribution and the voluntary contribution can be deposited into the employee's fund of choice.

7.21.4 Variation to This Policy

This policy may be cancelled or varied from time to time. All Councillors and employees will be notified of any variation to this policy.

Version Control:

1	Policy adopted on XX 2025.

7.22 Equal Employment Opportunity, Diversity and Inclusion

Statutory Context: Equal Opportunity Act 1984 (WA)
Racial Discrimination Act 1975 (Commonwealth)
Sex Discrimination Act 1984 (Commonwealth)
Disability Discrimination Act 1992 (Commonwealth)
Local Government Act 1995 (WA)

Corporate Context: Council Policy Manual

- 7.1 Disciplinary Action
- 7.2 Discrimination, Harassment and Bullying
- 7.4 Grievance
- 7.10 Recruitment and Selection
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

7.22.1 Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to seek actively and flexibly to appoint and accommodate the unique needs of many different employees.

The Shire believes that a diverse workforce leads to innovation, collaboration and enhanced service delivery. The Shire is dedicated to promoting equality, eliminating discrimination, and ensuring that all employees, clients, residents and ratepayers are treated with fairness, dignity and respect.

7.22.2 Scope

This policy is to apply to employees, volunteers, contractors and consultants.

7.22.3 Environment

The Shire recognises that, when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is a primary objective of the Shire.

7.22.4 Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors, such as origin, age, gender, gender identity, sexual orientation, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

7.22.5 Non-Discrimination

The Shire strictly prohibits any form of discrimination (both direct or indirect) or harassment based on an individual's protected characteristics. All employees, clients, residents and ratepayers will be treated with fairness, impartiality and respect in all aspects of their engagement with the Shire.

7.22.6 Inclusive Language

To ensure inclusivity in our communications, the Shire encourages the use of the appropriate pronouns, prefixes and titles, as provided by individuals.

7.22.7 Recruitment and Selection

The Shire is committed to fair and inclusive recruitment and selection processes. The Shire strives to attract a diverse pool of candidates by ensuring job advertisements are inclusive, and by reaching out to diverse communities when recruiting. All recruitment and selection decisions will be based on merit, qualifications, skills and experience relevant to the position.

7.22.8 Professional Development and Training

To promote a culture of diversity and inclusion, the Shire will provide ongoing professional development and training opportunities for employees. These programs will aim to raise awareness, enhance understanding, and develop skills in relation to diversity, cultural competency, unconscious bias and respectful communication.

7.22.9 Facilities and Accessibility

The Shire is committed to providing reasonable facilities to individuals with disabilities to ensure equal access to employment opportunities, services, facilities and information. Employees, clients, residents and ratepayers requiring facilities or equipment should notify the appropriate Department, and the Shire will make reasonable efforts to provide suitable accommodations.

7.22.10 Reporting and Complaints

Any instances of discrimination, harassment, or other forms of inappropriate conduct in violation of this policy should be reported immediately. The Shire will investigate all complaints in a fair and timely manner and take appropriate action to address any confirmed violations. Whistleblower protections will be provided to individuals who report in good faith.

7.22.11 Continuous Improvement

The Shire is committed to regularly reviewing and improving its diversity and inclusion practices. Feedback and suggestions from employees, clients, residents and ratepayers are encouraged and will be considered in the ongoing development of policies and procedures.

7.22.12 Implementation

The Shire will communicate this policy to all employees, clients, residents and ratepayers. It will be made readily available on the organisation's website and intranet. The senior management team will oversee the implementation, monitoring and review of this policy, and provide support and guidance to employees.

Version Control:

1	Policy adopted on XX 2025.

7.23 Work Health and Safety

Statutory Context: Work Health and Safety Act 2020

Corporate Context: Council Policy Manual

- 7.1 Disciplinary Action
- 7.4 Grievance
- 7.25 Workplace Visitors
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

7.23.1 Introduction

The Shire will plan and conduct its work in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:

- Any members of the community, or other persons, who may be affected by works undertaken;
- All workers, whilst engaged in the performance of works; and
- All visitors to our workplaces.

7.23.2 Commitment

The Shire understands and accepts responsibilities imposed under Work Health and Safety legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work-related injuries or ill health. Consistent with this, the Shire will:

- Provide and maintain a healthy and safe work environment through the proactive identification of work-related hazards and elimination of these, where possible, or reduction of the associated risk level through the application of the hierarchy of risk controls, where hazards cannot be completely eliminated;
- Strive to achieve high standards and continuous improvement in Work Health and Safety performance by utilising best practice procedures, and considering current levels of technical knowledge and development;
- Comply with all applicable legislation and requirements;
- Establish, implement and maintain and Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work-related injury and illness.
- Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision, as applicable;
- Effectively communicate and consult with all Work Health and Safety duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace;
- Ensure that all workers are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work, and to avoid adversely affecting the health or safety of others through any act or omission at work, and to report hazards, accidents, incidents and near misses to their supervisor
- Make copies of this policy readily available to all workers and any other interested parties, including through display within the workplace.

7.23.3 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding Work Health and Safety, which is to include, but is not limited to:

- Acknowledgement of the requirements of the Work Health and Safety Act 2020;
- The establishment and operation of an employee-based Work Health and Safety Committee, in accordance with the Act;
- The requirement to develop, maintain and review Work Health and Safety manuals, requirements, standards, procedures, guidelines, and other relevant documents, as required;
- The requirement the develop, maintain and review a Work Health and Safety Handbook for contractors; and
- The possible consequences for breach of the Executive Instruction.

Version Control:

1	Policy adopted on XX 2025.

7.24 Drugs and Alcohol

Statutory Context: Work Health and Safety Act 2020

Corporate Context: Council Policy Manual
- 7.1 Disciplinary Action
- 7.23 Work Health and Safety
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding drug and alcohol use, which is to include, but is not limited to:

- Ensuring that employees are not under the influence of drugs and alcohol while at work;
- Mechanisms to ensure the safety and wellbeing of all employees;
- Reporting obligations of employees who suspect that another employee is under the influence of drugs and/or alcohol; and
- A clear investigation and disciplinary process.

Version Control:

1	Policy adopted on XX 2025.

7.25 Workplace Visitors

Statutory Context:	Work Health and Safety Act 2020
Corporate Context:	Council Policy Manual • 7.23 Work Health and Safety
Date Adopted:	xx 2025

7.25.1 Introduction

The Shire is committed to ensuring that visitors to Shire workplaces are not exposed to hazards, as far as reasonably practicable. The Shire understands that severe penalties apply under the Work Health and Safety Act 2020 if visitors to workplaces are injured through not being appropriately cared for. For these reasons, all visitors to Shire workplaces are required to comply with the directions of employees, in accordance with the Act.

7.25.2 At All Locations

Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors and subcontractors.

Employees are to ensure that all walkways and access and exit points remain clear of obstacles at all times.

Prior to being authorised to enter a workplace or worksite that has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location, and must be instructed in any emergency evacuation procedures.

7.25.3 Offices and Similar Locations

All visitors are to report to the front counter, where applicable, or to the appropriate Manager or Supervisor before entering a Shire office or similar location.

7.25.4 Depot Workshop and Yard

Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.

The use of high visibility workwear and appropriate footwear and PPE is mandatory for the depot and yard.

7.25.5 Construction and Maintenance Sites and Similar Locations

Prior to entry to a construction or maintenance site, all visitors, contractors and subcontractors are to report to the site Manager or Supervisor.

The use of high visibility workwear and appropriate footwear and PPE are mandatory for construction and maintenance sites.

Version Control:

1	Policy adopted on XX 2025.

7.26 Mental Health

Statutory Context:	Public Health Act 2016 Work Health and Safety Act 2020
Corporate Context:	Council Policy Manual • 7.2 Discrimination, Harassment and Bullying • 7.23 Work Health and Safety • 7.24 Drugs and Alcohol
Date Adopted:	xx 2025

7.26.1 Introduction

Good mental health can be defined as the capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face. Mental health problems have causes that include both stressors within the workplace and the outside world. The most common mental health problems in the workplace are stress, anxiety and depression. These can result in poor working relationships, errors and accidents, absenteeism and high employee turnover.

Recent trends indicate that mental ill health in the workplace is increasing. It has been suggested that mental health problems are an increasing because of injury, illness and absences across Australian workplaces.

The potential benefits of mental health promotion include increased productivity and loyalty, reduced absenteeism and employee turnover. The employee experiences enhanced wellbeing, which also impacts on physical wellness and family life.

7.26.2 Purpose

The purpose of this policy is for the Shire promote and maintain the mental health and wellbeing of all employees through workplace practices, and to encourage employees to take responsibility for their own mental health and wellbeing.

7.26.3 Objectives

A mentally healthy workplace is one that takes a proactive and preventative approach to mental health, where risk factors are identified and action is taken to minimise their potential negative impact on an individual's mental health, as reasonably practicable. It is also one where protective and resilience factors are fostered and maximised, and there is a focus on ensuring good workplace outcomes for employees at risk of mental health problems and illness.

To achieve this, the Shire will aim to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment);
- Provide leadership and support that engages employees to build organisational and individual resilience in the workplace, particularly to change, stress and work demands;
- Increase employee knowledge and awareness of good mental health and wellbeing, and empower workers to take responsibility for their own mental health and wellbeing;
- Reduce stigma around depression, anxiety and all forms of mental health illness in the workplace;

- Facilitate employees' active participation in a range of initiatives that support mental health and wellbeing; and
- Encourage work life balance and support flexible work arrangements where reasonably practical.

7.26.4 Scope

This policy will:

- Comply with all relevant Work Health and Safety legislation;
- Be implemented in accordance with existing organisational policies and practices, such as the Work Health and Safety and the Equal Employment Opportunity, Diversity and Inclusion Policy;
- Be owned at all levels of the organisation, and implemented across all departments;
- Be evaluated and reviewed, as appropriate; and
- Applies to all employees of the Shire, including casual employees.

7.26.5 Roles and Responsibilities

The Chief Executive Officer and the senior management team are responsible for providing the overall direction and commitment for this policy. Specifically, they are responsible for:

- Facilitating the development and delivery of tools, information, training and education, as necessary, to support the effective implementation of this policy;
- Monitoring the effectiveness of mental health strategies, and reporting outcomes to the Work Health and Safety Committee;
- Providing independent and confidential advice and support to managers and employees;
- Raising awareness and improving the organisation's literacy of, and capability with, mental health and wellbeing; and
- Referring employees for assistance and support, as necessary.

Employees in supervisory roles have a responsibility to:

- Ensure that all employees are made aware of this policy;
- Actively support and contribute to the implementation of this policy, including its goals;
- Manage the implementation and review of this policy;
- Refer employees for assistance and support, as appropriate; and
- Seek advice from the senior management team, when required.

All employees have a responsibility to:

- Understand this policy and seek clarification from management, where required;
- Support fellow employees in their awareness of this policy;
- Support and contribute to the organisation's aim of providing a mentally healthy and supportive environment for all employees;
- Take reasonable care of their own mental health and wellbeing, including physical health; and
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

7.26.6 Communication

The Shire will ensure that:

- This policy is easily accessible by all employees of the organisation;
- Employees are informed when a particular activity aligns with this policy;

- Employees are empowered to actively contribute and provide feedback to this policy; and
- Employees are notified of all changes to this policy.

7.26.7 Monitoring and Review

This policy will be audited, monitored and reviewed in line with existing policies and procedures. Evaluation will be conducted by personnel with overall responsibility for this policy.

Version Control:

1	Policy adopted on XX 2025.

7.27 Working from Home

Statutory Context: Work Health and Safety Act 2020
Local Government Officers (Western Australia) Award 2021
Municipal Employees (Western Australia) Award 2021

Corporate Context: Council Policy Manual
- 7.3 Employee Performance and Development
- 7.27 Employee Code of Conduct

Date Adopted: xx 2025

7.27.1 Working from Home Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding working from home, which is to include, but is not limited to:

- Which employees are eligible to work from home;
- Which circumstances affect eligibility to work from home;
- A definition of a working from home arrangement;
- How employees can apply to work from home;
- The responsibilities of line managers in relation to working from home;
- The responsibilities of employees in relation to working from home;
- The process to approve working from home arrangements, including any trial periods;
- The use of any Shire equipment during a work from home arrangement;
- Work Health and Safety considerations;
- Record Keeping and confidentiality considerations;
- Insurance matters related to this matter;
- Termination of a working from home arrangement; and
- Disciplinary action relating to breaches.

7.27.2 The Chief Executive Officer and Working From Home

Where possible, the Chief Executive Officer is to follow the same process as any other employee with respect to any matters related to working from home. Where the Chief Executive Officer would be responsible for authorising an action related to working from home for another employee, the Shire President shall authorise that action for the Chief Executive Officer. Such an authorisation must not be inconsistent with any legislative requirements (i.e. relating to termination) or contractual obligations. Any dispute between the Chief Executive Officer and the Shire President regarding any working from home matters are to be resolved by a simple majority of Council.

Version Control:

1	Policy adopted on XX 2025.

7.28 Employee Code of Conduct

Statutory Context: Local Government Act 1995

- Section 5.51A – Code of conduct for employees

Corporate Context: None

Date Adopted: xx 2025

The Chief Executive Officer is to develop and maintain an Employee Code of Conduct. This code of conduct must be compliant with section 5.51A of the Local Government Act 1995 and any further statutory requirements imposed by regulations. The code of conduct must be published on the Shire's website and reviewed at least on an annual basis.

Version Control:

1	Policy adopted on XX 2025.

7.29 Domestic Violence

Statutory Context:	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Industrial Relations Act 1979 Minimum Conditions of Employment Act 1993
Corporate Context:	Council Policy Manual • 7.22 Work Health and Safety
Date Adopted:	xx 2025

7.29.1 Purpose of Policy

The Shire is committed to creating a supportive work environment where workers are comfortable seeking support for domestic violence issues.

This policy outlines the Shire's approach to supporting workers impacted by domestic violence, and provides guidance for managers and workers seeking to support a colleague who may be experiencing domestic violence.

7.29.2 Scope

This policy applies to all Shire workers, contractors and volunteers (collectively referred to as workers).

Domestic violence impacts lives at home, in the community and in the workplace.

The effects of domestic violence can overflow into the workplace, compromising the safety and wellbeing of both victims and work colleagues. The often-masked effects of domestic violence not only lead to physical and emotional harm to the victim, but can also result in safety concerns, lost productivity, increased absenteeism, and increased staff turnover.

Working from home and self-isolating may also increase workers' exposure to family and domestic violence. Financial pressures, increased stress and disconnection from support networks also increase the risk. Domestic violence can occur in various contexts and is not limited to spousal relationships, and may also incorporate non-intimate partner relationships, siblings, parents or children.

7.29.3 Management Approach

The Shire:

- Is committed to creating a supportive work environment where workers are comfortable seeking support for domestic violence issues;
- Promotes a workplace that is free of threats, fear and violence by identifying, evaluating and supporting the safe status of all persons who may be victims of domestic violence;
- Will treat all workers with dignity, respect and compassion, while recognising domestic violence is unacceptable in any relationship;
- Has implemented responsive policies and procedures to assist workers impacted by domestic violence, including the provision of training on this policy; and

- Recognises and respects workers' right to privacy and the need for confidentiality and, as such, will maintain the confidentiality of a worker's disclosure regarding domestic violence, unless to do so would result in harm to a person or put at risk safety within the workplace.

7.29.4 Manager Responsibilities

Managers and supervisors are responsible for:

- Remaining sensitive to, and respectful of, the needs, expectations and choices of victims of domestic violence;
- Maintaining and reviewing the domestic violence Policy as required;
- Ensuring all workers understand and are familiar with the domestic violence Policy and related procedures;
- Assisting relevant workers in domestic violence matters;
- Informing and consulting with applicable management regarding any reported domestic violence matters or concerns, as necessary;
- Taking all necessary actions to protect workers from harm;
- Ensuring prompt referral to support/mediation; and
- Overseeing controls and follow-up as required.

7.29.5 Worker Responsibilities

Workers are responsible for:

- Raising their concerns with an appropriate supervisor or manager and/or contacting www.1800respect.org.au or DV Assist for advice, if they suspect or are aware that another worker has been subject to domestic violence; and
- Cooperating with follow-ups regarding domestic violence issues and/or complaints, as required.

7.29.6 Workplace Support

The Shire will seek to ensure that workers are aware of the options and resources available for those affected by domestic violence, and support will be offered to workers who are victims.

This support includes:

- Confidential means for help, resources and referral assistance to advocacy groups;
- Provision of additional security at the workplace, if required;
- Adjustments of work schedules or necessary leave to obtain medical, counselling or legal assistance; and
- Other appropriate assistance will be provided on an individual need basis.

The Shire will comply with the enforcement of all valid Court orders of protection relating to domestic violence. Furthermore, if requested by the victim or legal officials, the Shire will provide all available information regarding alleged violations of an order of protection.

7.29.7 Confidentiality

The Shire will keep information related to a worker being a victim of domestic violence confidential.

Information regarding domestic violence incidents will not be divulged without the written consent of the affected worker, unless disclosure is necessary to protect the worker's or another person's safety. Wherever practicable, notice will be given to the affected worker before disclosure.

Clear guidance regarding confidentiality will be explained to all victims of domestic violence and support staff relating to an incident.

7.29.8 Non-discrimination

The Shire will not discriminate against any worker who is, or appears to be, a victim of domestic violence. No discrimination will occur when hiring new staff promotions, staffing placements or other conditions of employment.

No staff member will take any adverse actions against a worker who submits a complaint or discloses concerns about domestic violence to a supervisor or co-worker.

If a worker is experiencing work performance difficulties as a result of domestic violence, all proactive support measures outlined in this policy will be undertaken, and the worker will be provided clear information about performance expectations and work priorities.

If a disciplinary process is required, care will be taken to consider the worker's situation when resolving performance problems.

7.29.9 Suspected Abuse Guidelines for Managers and Supervisors

All staff should be aware of possible signs of DV. This can include:

- Decreased job performance;
- Untidy appearance;
- Signs of fear, anxiety, depression;
- Strong startle reactions;
- Recurrent muscle aches;
- Increased use of sick time;
- Frequent unexplained absences;
- Increased use of drugs and alcohol;
- Excessively late for work;
- Partner calls into the workplace frequently;
- Harassing phone calls;
- Changes in behaviour and work performance; and/or
- Preoccupation and lack of concentration.

The manager or supervisor should demonstrate their concerns to the worker in a closed, confidential meeting space.

Always remain respectful of the issues, and never try to diagnose the worker's problem. It must be made clear that the choice to confide in the issue is completely up to the worker.

Always respect the worker's rights if they choose not to talk. They may be embarrassed or scared, or you may not be the right person to offer support.

Some examples of phrasing can be found below, but each person should find the words they are most comfortable with.

- Let the worker know what you or others have observed:
  e.g. "I noticed you are bruised, and you seem upset today…"

- Express concern:
  e.g. "I was worried someone may be hurting you?"
- Make a statement that shows your support:
  e.g. "I don't think anyone deserves to be abused."
- Do not press the issue if the worker does not wish to talk about it. Reaffirm that the organisation is there for support, if required.
  e.g." I'm glad you are ok, but I was worried about you, so I felt I shouldn't ignore my concerns."

7.29.10 If a Worker Discloses Abuse

- Communicate your concern:
  e.g. "Do you think you are in danger?"
- Acknowledge that it is not their fault:
  e.g. "There is no excuse for DV, they are responsible for their behaviour, not you."
- Encourage the worker to seek help through support services.
- Let the worker know that all discussed information will be kept confidential, unless there is a threat of harm, in which case there is an obligation to seek help.
- Assist the worker in making a Domestic Violence Workplace Safety Plan for the workplace, if required.
- Encourage the worker to document serious domestic violence events with their health care provider, support services, or police.
- Communicate the availability of support such as paid or unpaid family and domestic violence leave, flexible work arrangements or other entitlements.
- Follow up to see how the worker is doing.
- It is important that supervisors and managers maintain their professional roles, and do not adopt the role of a counsellor. Discussions on a performance-related issue due to domestic violence should remain balanced and supportive.
- Remember that the worker has the right to privacy, and professional boundaries should be kept. The worker has the right to make their own decisions regarding their personal life, even if you do not agree with their decision.

7.29.11 Support Services

Support Service	Details
1800RESPECT Phone: 1800 737 732 Websitewww.1800respect.org.au	24-hour national sexual assault, family and domestic violence counselling line for people at risk of, family and domestic violence and/or sexual assault.
DV Assist Phone: 1800 080 083 Website: Dvassist.org,au	Regional Western Australia domestic violence support, training and resources. Online web chat or counselling phone line support available.
Lifeline Phone: 13 11 14 Website: www.lifeline.org.au	Anyone across Australia experiencing a personal crisis or thinking about suicide.

Version Control:

1	Policy adopted on XX 2025.

7.30 Psychosocial Hazards

Statutory Context:	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Corporate Context:	Council Policy Manual • 7.2 Discrimination, Harassment and Bullying • 7.23 Work Health and Safety • 7.26 Mental Health • 7.27 Employee Code of Conduct
Date Adopted:	xx 2025

7.30.1 Objective

The Shire recognises that a mentally healthy workplace is a key driver for success and sustainability.

Psychosocial hazards refer to any hazards that can cause stress, strain, or interpersonal problems for workers. These risks can affect employees' physical or mental health, and impact their ability to perform effectively.

Common psychosocial hazards at work include:

- Job demands;
- Low job control;
- Poor support;
- Lack of role clarity;
- Poor organisational change management;
- Inadequate reward and recognition;
- Poor organisational justice;
- Traumatic events or material;
- Remote or isolated work;
- Poor physical environment;
- Violence and aggression;
- Bullying;
- Harassment, including sexual and gender-based harassment; and
- Conflict or poor workplace relationships and interactions.

Common external and individual (worker related) psychosocial hazards that can impact work include, but are not limited to:

- A person being at work under the influence of drugs, alcohol or other substances;
- Relationship issues (break-up, domestic violence, arguments at home);
- Fatigue or lack of sleep; and
- Medical concerns impacting stress levels or personal abilities.

7.30.2 Shire's Commitment

The Shire is committed to:

- Eliminating or minimising risks to psychological health and safety with integrated systems, policies and processes that are monitored regularly. This includes the consideration of psychosocial risks as part of risk management processes, safety documentation and induction processes;
- Building and maintaining a positive and supportive environment and culture that protects from psychological injury, encouraging positive and open communication;
- Increasing workers' knowledge, skills and capabilities to be resilient and thrive at work through training, resources and provision of services (such as the Employee Assistance Program);
- Reducing stigma and discrimination in the workplace;
- Facilitating workers' participation in a range of initiatives that contribute to a mentally healthy and safe workplace;
- Providing Critical Incident Debriefing support for work-related incidents, which may have a negative psychosocial impact; and
- Supporting the mental health recovery of all workers following any injury or illness.

7.30.3 Role of Workers

All workers are encouraged to:

- Be mindful of how their actions may impact the mental health and psychosocial wellbeing of other workers;
- Encourage open, positive and friendly communication within the workplace;
- Actively participate and contribute to a range of initiatives that contribute to a mentally healthy and safe workplace;
- Identify and report hazards and factors that may impact workers' psychological health and safety, and consider psychosocial risk in the development of any safety document; and
- Report psychosocial concerns to their supervisor or manager.

Version Control:

1	Policy adopted on XX 2025.

8. Building and Development

Statutory Context:	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 The Shire of Bruce Rock Scheme No. 3
Corporate Context:	None
Date Adopted:	20 June 2024

8.1.1 Statutory Authority

This local planning policy has been prepared and adopted under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations). This policy may be cited as the Local Planning Policy No. 8.1 Outbuildings, Shipping Containers and Lean-Tos (this Policy). If there are any inconsistencies between the provisions of this Policy and other Shire local planning policies, the provisions of this Policy prevail.

8.1.2 Purpose

The Shire seeks to reduce the administrative burden and cost associated with the assessment and determination of minor development, and specific rural development that presently requires development approval under the Shire of Bruce Rock Local Planning Scheme No.3 (Scheme).

Apart from the development types that already do not require development approval (are exempted development) under the Scheme, this Policy details additional exempted development, and the Shire requirements in respect of authorising temporary development, as provided for under Schedule 2 clause 61 of the Regulations.

8.1.3 Objectives

a) To permit outbuildings, shipping containers and lean-tos (as defined by this Policy) that meet the needs and lifestyles of residents, and broadacre farming activities, whilst being appropriate for the land’s zoning and the use of the land.
b) To ensure development outcomes will provide for a high standard of built form and visual appearance.

8.1.4 Definitions of Terms

The terms used in this policy have the following meanings:

Term	Definition
Lean-to	An open frame single slope roofed structure attached to an outbuilding, shipping container or a building that is used for a permitted or approved land use.
Outbuilding	An enclosed, or partly enclosed, non-habitable structure that is detached from any dwelling or is a structure/building that is used for a permitted or approved land use and includes sheds, farm sheds and similar enclosed, or partly enclosed, buildings/structures, but does not include a shipping container.

Term	Definition
Partly Enclosed Outbuilding	An Outbuilding bounded by no less than two permanently fully walled sides.
Shipping Container (also known as a sea or cargo container)	A re-sealable, re-usable, modular enclosed box constructed of steel panels, with flat roof, which can be transported and adopted for storage use and other non-habitable uses.

8.1.5 Exempted Development

The following development types do not require development approval, provided the requirements listed below are satisfied.

	Exempted Development Type	Requirements
1.	The erection of additions or alterations to an enclosed, or partly enclosed Outbuilding on a lot	**1.** The lot is zoned either Residential or Townsite, and less than 4,000m^2 in area. **2.** There is a dwelling on the lot and conditions of Schedule 2 clause 61(1) Item 7 of the Regulations are met, as varied by a) and b) below in respect of the large and multiple outbuildings deemed-to-comply provisions of the R-Codes: **a)** individually or collectively does not exceed 180m^2 in area or 18% in aggregate of the (lot) site area, whichever is the lesser area; and **b)** wall and/or ridge height (measured from finished ground level) does not exceed 4.5m. **3.** Where there is no dwelling on the lot, the outbuilding complies with all of the following: **a)** Is used for purposes that are permitted or approved under the Scheme; **b)** Is not used for habitable purposes; **c)** Is constructed of materials and of appearance to complement and be sympathetic with any structure/building on the lot or the locality; **d)** Individually or collectively does not exceed 180m^2 in area or 18% in aggregate of the (lot) site area, whichever is the lesser area; **e)** Wall and/or ridge height (measured from finished ground level) does not exceed 4.5m; **f)** Complies with all other relevant development standards and requirements set out in the Scheme; and **g)** Not located in a heritage-protected place.
2.	The erection of additions or alterations to an enclosed, or partly enclosed Outbuilding on a lot	**1.** The lot is zoned either Residential or Townsite, and is equal to or greater than 4,000m^2 in area and located within the gazetted towns boundary. **2.** Where associated with a dwelling and conditions of Schedule 2 clause 61(1) Item 7 of the Regulations are met, as varied by a) and b) below in respect of the large and multiple outbuildings deemed-to-comply provisions of the R-Codes: **a)** individually or collectively does not exceed 500m^2 in area or 12.5% in aggregate of the (lot) site area, whichever is the lesser area; and

	Exempted Development Type	Requirements
		b) wall and/or ridge height (measured from finished ground level) does not exceed 6m. **3.** Where there is no dwelling on the lot, the outbuilding complies with all of the following: **a)** Is used for purposes that are permitted or approved under the Scheme; **b)** Is not used for habitable purposes; **c)** Is constructed of materials and of appearance to complement and be sympathetic with any structure/building on the lot or the locality; **d)** Individually or collectively does not exceed 500m^2 in area or 12.5% in aggregate of the (lot) site area, whichever is the lesser area; **e)** The wall and/or ridge height (measured from finished ground level) does not exceed 6m; **f)** Complies with all other relevant development standards and requirements set out in the Scheme; and **g)** Not located in a heritage-protected place.
3.	**The erection of additions or alterations to an enclosed, or partly enclosed Outbuilding on a lot**	**1.** The lot is zoned Rural and is *outside* of the gazetted towns boundary. **2.** Is associated with a dwelling on the lot, or is used for purposes that are permitted or approved under the Scheme. **3.** Is not used for habitable purposes. **4.** Is constructed of materials and of appearance to complement and be sympathetic with the dwelling, or locality. **5.** Complies with setback requirements not less than 30m from a primary road, and 20m from a secondary road, rear road, or other road. **6.** Complies with all other relevant development standards and requirements set out in the Scheme. **7.** Not located in a heritage-protected place.
4.	**The erection of additions or alterations to an enclosed, or partly enclosed Outbuilding on a lot**	**1.** The lot is zoned Rural and is *within* the gazetted towns boundary. **2.** Individually or collectively do not exceed 350m^2 in area or 10% in aggregate of the (lot) site area, whichever is the lesser area. **3.** Is associated with a dwelling on the lot or is used for purposes that are permitted or approved under the Scheme. **4.** Is not used for habitable purposes. **5.** Is constructed of materials and of appearance to complement and be sympathetic with the dwelling or in locality. **6.** The wall and/or ridge height (measured from finished ground level) does not exceed 6m. **7.** Complies with setback requirements not less than 20m from a primary road, and 10m from a secondary road, rear road, or other road. **8.** Complies with all other relevant development standards and requirements set out in the Scheme. **9.** Not located in a heritage-protected place.
5.	**Shipping Container**	Shipping Containers are a portable, durable and secure type of outbuildings which can be purposed for specialised storage functions. Due to a history of

<table>
<tr><th></th><th>Exempted Development Type</th><th>Requirements</th></tr>
<tr><td></td><td></td><td>development concerns, shipping containers require development control to ameliorate their effect on the local amenity. Therefore, a shipping container development shall require development approval, except where the following are met:
1. It is wholly located within an existing enclosed building; or
2. It is authorised by the Shire Delegate as temporary development; or
3. All of the following criteria are satisfied:
a) It is on a lot in the following zones and does not exceed the number and size below:
<table>
<tr><td>Residential zone</td><td>One 20-foot container.</td></tr>
<tr><td>Townsite zone</td><td>One 20-foot container.</td></tr>
<tr><td>Rural zone within the gazetted towns boundaries</td><td>Two 20-foot containers or one 40-foot container.</td></tr>
<tr><td>Rural zone outside the gazetted towns boundaries</td><td>No limit, and in full accordance with this clause sub clauses being b), d), e), and f).</td></tr>
<tr><td>Commercial zone</td><td>Two 20-foot container or one 40-foot container.</td></tr>
</table>
b) It is not stacked on top of each other, where more than one is permitted.
c) It is in new or good condition and of muted colours(s).
d) It is set back from the street and lot boundaries in accordance with Scheme requirements.
e) It is used for purposes that are permitted or approved under the Scheme.
f) It is not located in a heritage-protected place.</td></tr>
<tr><td>6.</td><td>Lean-to structure</td><td>1. Is associated with an outbuilding or shipping container and is used for purposes that are permitted or approved under the Scheme.
2. Is unenclosed, other than the one side attached to an outbuilding or shipping container.
3. Has an area no more than 30% of the area of the outbuilding that it is attached to or has an area no more than 100% of the area of the shipping container to which it is attached.
4. Is constructed of materials and of appearance to complement and be sympathetic with the outbuilding or shipping container or within the locality.
5. Is set back from the street and lot boundaries in accordance with Scheme requirements.
6. Not located in a heritage-protected place.</td></tr>
</table>

8.1.6 Temporary Development

The Shire may authorise for a period longer than 48 hours in any 12-month period the temporary erection, extension or placement and use of an outbuilding(s), shipping container(s) and lean-to(s), provided the following requirements are satisfied as applicable:

a) Is erected or placed for the purpose of providing a service, works or use due to a disruption of an essential service, a public health emergency, a state of emergency, or any combination of the aforementioned disruption and/or emergency, as determined by the exercise of reasonable and practicable deliberation by the Shire Delegate.

b) Is for the temporary storage of building materials, equipment, plant and/or machinery to be used for the construction of a dwelling or additions to a dwelling that have a current development approval and/or for which a building permit has been issued pursuant to the Building Act 2011 and is (to be) located on the same land (lot) as the dwelling.

c) The construction works are actively being undertaken on the site (lot), and do not lapse for any period greater than 30 days.

d) Otherwise for a use that is permitted or approved under the Scheme.

e) There is no obstruction to pedestrian or vehicle movements or obstruction to vehicle sight lines.

f) Is suitably located on, and of a reasonable size for, the site.

g) Is in new or good condition and of muted colour(s), unless otherwise approved by the Shire Delegate.

h) The structure/building is removed, and the site made good upon the completion of the construction works for the dwelling, being lock-up stage or as determined by the Shire Delegate or at the expiry of the authorised period unless a further period is authorised.

i) The structure/building is removed, and the site made good upon the formal cessation of the essential service or use caused by a disruption of an essential service, a public health emergency, a state of emergency or any combination of the aforementioned disruption and/or emergency, as determined by the Shire Delegate or at the expiry of the authorised period unless a further period is authorised.

Furthermore, the Shire may impose conditions for the temporary structure/building to be of acceptable materials, colour and construction standard and dealing with any visual amenity considerations.

8.1.7 Application Requirements

The applicant is to provide to the Shire the following, unless the Shire elects to waive or vary:

1. A site plan or plans depicting:	**a)** The location of the site (lot). **b)** Existing and, if relevant, proposed natural ground levels. **c)** Boundary setbacks. **d)** Natural features, inclusive of trees and vegetation. **e)** Existing structures/buildings. **f)** Existing/proposed means of access. **g)** Location, dimensions and elevations of the proposed structure/building.
2. Additional plans and or written information depicting or describing:	**a)** The construction materials and finishes, intentions for screening and landscaping to address any visual amenity considerations. **b)** Details of the proposed or intended use of the structure/building. **c)** The period that the temporary development will be situated on the site (lot).
3. Payment of the relevant application fee.	**a)** As per the Shire's annual Schedule of Fees and Charges.

8.1.8 Confirmation and Authorisation

After receiving a valid application, the Shire shall review it as quickly as is reasonably practicable. If the applicant is successful, the Shire shall issue written confirmation that the proposed development is exempted development, or issue written authorisation for the temporary development for a specified period inclusive of any conditions.

Unless otherwise stated in the written confirmation, the following shall apply:

a) Within the gazetted towns boundary of the Bruce Rock district, a building permit is required to be obtained from the Shire prior to construction of an Outbuilding, Shipping Container or Lean-to over $10m^3$ in building footprint area and when determined to be a building classification of Class 10A.

b) Outside the gazetted towns boundary of the Bruce Rock district, building work of an Outbuilding, Lean–To, or Shipping Container could be exempted building work, therefore not requiring a building permit when determined to be a building classification of Class 10A.

For the avoidance of doubt, Council determines a Class 10A Outbuilding, Lean – To, or Shipping Container as the applicable Class of building work when used for storage of broadacre farming operation items, and/or parking up of farming vehicles to meet the operational needs of broadacre farming activities. Furthermore, the Class 10A Outbuilding, Lean – To, or Shipping Container is conditional for being used for purposes approved or permitted under the Scheme and meeting the objectives of this Policy.

Furthermore, an Outbuilding or Lean-to, or Partly enclosed Outbuilding are, for the purpose of this Policy, not buildings used for the display of goods or produce for sale by wholesale, and are also not buildings for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce for sales to take place. Should this be the building's purpose, then Planning Approval is required as these 'uses' fall outside the exempted development considerations of this Policy.

8.1.9 Administration of This Policy

The Chief Executive Officer is authorised to:

a) Waiver or vary the application requirements other than the application fee;

b) Under the policy provisions, determine whether the proposal is exempted development or is temporary development;

c) Issue written confirmation of exempted development or written authorisation of temporary development for a specified period inclusive of any conditions; and

d) Notwithstanding compliance with the provisions of this Policy, if the Chief Executive Officer determines that a proposal is contentious or of a contentious nature, the applicant is to provide evidence of consultation in respect of the proposal to be submitted for the consideration of Council. This consultation must include comments from neighbouring landowners (and/or tenants).

Upon assessment, should a proposed Outbuilding be determined to not be consistent with the definition of a Class 10A Outbuilding, after consultation with the applicant, the proposal may be referred to Council for planning approval with the usual fees to apply.

8.1.10 Adoption

Action	Date
Public Consultation/Advertising	25 May 2022 to 15 June 2022.
Adoption	23 June 2022
Public Notification of Adoption	21 July 2022 to 4 August 2022

Amended	**TBD**
Next Review Date	March 2026

Notes: This policy requires both public consultation prior to adopting and public notification of adoption. The same notification requirements apply for amendments, unless the Local Government considers them to be minor amendments.

Version Control:

1	Policy adopted on XX 2025.

8.2 Local Planning Policy for Heritage Places

Statutory Context:	Heritage Act 2018 Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 The Shire of Bruce Rock Scheme No. 3
Corporate Context:	None
Date Adopted:	xx 2025

8.2.1 Statutory Background

This policy has been adopted in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015. These regulations enable the Shire to prepare local planning policies for any matter related to the planning and development of the scheme area. The local planning policy can only have effect where consistent with regulations and the local planning scheme.

8.2.2 Purpose

To provide guidance on the assessment of development proposals that affect heritage protected places.

8.2.3 Definitions

Unless otherwise defined, terms used in this policy have common meanings and include those defined in the Planning and Development Act 2005, the Planning and Development (Local Planning Schemes) Regulations 2015, and the Heritage Act 2018.

Term	Definition
Deemed Provisions	Provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Heritage Agreement	A contract under Part 7 of the Heritage Act 2018 undertaken on a voluntary basis by owners of a heritage place.
Heritage Area	An area designated as a Heritage Area under clause 9 of the Deemed Provisions.
Heritage Assessment	An assessment that describes a place and its setting and states its significant heritage value as per criteria adopted by the Heritage Council of Western Australia.
Heritage Impact Statement	Describes and evaluates any potential impact of a proposed development to the significance of a heritage place or area.
Heritage List	A list of heritage places adopted under the Local Planning Scheme, included within the Local Heritage Survey, and assessed as being worthy of conservation.
Heritage Place	A site, area, space, building, structure, precinct, landscape or garden that has been assessed to have natural or cultural heritage value.
Local Heritage Survey	A document adopted by Local Government that identifies and records places that are, or might become, of cultural heritage significance.

Term	Definition
Local Planning Scheme	A document adopted by Local Government that sets out the way land is to be used and developed, classifies areas for land use and includes provisions to coordinate infrastructure and development within the Local Government area.

8.2.4 Objectives

The objectives of the policy are to:

a) Conserve and protect places of cultural heritage significance that are identified on the Heritage List;

b) Ensure that developments do not adversely impact the significance of heritage places identified on the Heritage List;

c) Ensure that heritage significance is given due weight in local planning decision making; and

d) Provide certainty to landowners and community about the planning processes for identification and protection of places identified in the Heritage List.

8.2.5 Application

a) The policy applies to any places in Categories 1 and 2 (A and B) as identified in the Heritage List in the Local Heritage Survey.

b) The Deemed Provisions apply to the property, or portion thereof, as defined in the Heritage List in the Local Heritage Survey.

c) The Deemed Provisions do not apply specifically to the interior of the buildings identified in the Heritage List in the Local Heritage Survey.

8.2.6 Development Control Principles

When considering any planning applications in relation to a place identified in the Heritage List, the Shire will apply, and have regard to, the development control principles listed in sections 6.5 and 6.6 of The State Planning Policy 3.5 Historic Heritage Conservation (2000), and in particular:

a) Whether any proposed development will adversely affect the significance of any heritage place or area, including any adverse effect resulting from the locations, bulk, form or appearance of the proposed development;

b) Measures proposed to conserve the heritage significance of the place and its setting; and

c) The structural condition of a place, and whether a place is reasonably capable of conservation.

8.2.7 Levels of Significance

The level of heritage significance of a place is one of the matters considered in determining an application. One of the following levels of significance is applied to each place identified in the Local Heritage Survey and the Heritage List. This policy is relevant to places of Exceptional Significance (Category 1 – State Register) and Considerable Significance (Category 2), as identified in the Heritage List in the Local Heritage Survey.

Level of Significance	Description	Desired Outcome
Exceptional Significance HERITAGE LIST Category 1 (LHS)	Essential to the heritage of the locality. Rare or outstanding example.	The place should be retained and conserved, unless there is no feasible and prudent alternative to doing otherwise. Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists).
Considerable Significance HERITAGE LIST Category 2 (LHS)	Very important to the heritage of the locality. High degree of integrity/authenticity.	Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.

8.2.8 Applications for Planning Approval – Accompanying Material

Minor works may need to demonstrate that the development will not have an adverse effect on the cultural heritage significance of the place, but may not require submission of all accompanying material, at the discretion of the Shire.

An applicant may be required to provide one or more of the following reports to assist in the determination of a development application. This is additional to the requirement for accompanying material set out in the Local Planning Scheme and the Model Scheme Text.

a) Heritage Impact Statement

If a proposal will have a substantial impact on the exterior fabric or form of a place in the Heritage List, a Heritage Impact Statement may be required. It should address three main questions:

- **i)** How will the proposed development affect the significance of the place?
- **ii)** What alternatives have been considered to minimise any adverse impacts?
- **iii)** Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

b) A schedule identifying existing relevant heritage fabric of the place, and how the proposed development responds to the heritage values of the place.

c) Street elevations, where works include a new development within a heritage place, or that otherwise propose changes that will be substantially visible from the public domain.

A determination of the proposed development will be a Shire of Bruce Rock decision with regard to the impact on the cultural heritage significance of the place.

8.2.9 Register of Heritage Places

If a proposal affects a place that is entered in the Register of Heritage Places (State Heritage listed), the Shire will refer the development application to the Heritage Council of Western Australia. A Heritage Impact Statement may be required at the applicant's expense.

8.2.10 Proposed Demolition

A structural condition assessment can be requested in the case of proposed demolition, if structural failure is cited as a justification for the demolition of a place in the Heritage List. The structural evidence should be provided by a registered structural engineer to substantiate that the structural integrity of the building has failed and cannot be rectified without removal of a majority of its original fabric that would impact the significance of the place.

8.2.11 Archival Recording in the Case of Demolition

If the proposed demolition application of a place in the Heritage List or Local Heritage Survey is approved, a condition of approval may require the applicant to submit an archival record of the place, prior to the commencement of development. The archival record is to be in accordance with the Heritage Council's standard for archival recording.

8.2.12 Conditions of Approval

The procedures for adding, deleting, or amending entries to the Heritage List are set out in the Local Planning Scheme. The Heritage List should include, as a minimum, all those places identified in the Local Heritage Survey as being of Exceptional Significance: Category 1 (Register of Heritage Places) or Considerable Significance: Category 2.

The Shire may amend the Heritage List in the following situations:

a) Consider inclusion of a place in the Heritage List, if the findings of a reviewed Local Heritage Survey support it.

b) A place is nominated for inclusion by the owner or a member of the public, if assessment documentation to the required standard is provided by the nominator. If not, consideration will be deferred until a review of the Heritage List is scheduled.

c) The inclusion of a place may be considered if a heritage assessment is prepared as part of a Heritage Impact Statement submitted by an applicant.

d) Consider removing a place from the Heritage List, if it is demolished or is damaged or destroyed, to the extent that its significance is significantly impacted or lost.

e) The Shire will retain a record of all places destroyed, demolished and/or removed from the Heritage List, to monitor the rate of losses over time.

8.2.13 Shire Owned Property

The Shire will seek to lead by example by conserving and managing its own property in accordance with this policy.

Version Control:

1	Policy adopted on XX 2025.

9. Community Facilities and Engagement

9.1 Hire of Community Bus

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

9.1.1 Introduction

The purpose of the community bus is to provide transport for local community groups and residents. The community bus has a carrying capacity of 21 passengers without wheelchairs, or 17 passengers and 1 wheelchair. Disabled access is via the rear of the bus.

9.1.2 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the use of the community bus, which is to include, but is not limited to:

- The booking procedure, including:
  - Use of the correct hire form; and
  - Requirements to obtain certain information from the driver of the vehicle;
- Conditions of use, including:
  - A requirement to sign a condition of use form;
  - A requirement that the hirer completes a vehicle logbook;
  - A ban on smoking on the bus;
  - A requirement for the driver to have a blood alcohol content of 0.00%;
  - A requirement to check tyres, oil and water daily within periods of extended use; and
  - An obligation to report all damage to the Shire as soon as possible;
- A bond requirement;
- A cancellation policy; and
- Instructions for key storage and collection.

9.1.3 Fees and Charges

Fees and charges are reviewed annually as part of the Shire's budget process and can be found in the Shire's Schedule of Fees and Charges. In accordance with Policy 4.12 Waiving of Fees, Shire employees do not have the authority to waive, discount or amend any fees or charges.

9.1.4 Arrangement for Bruce Rock Seniors Association Bookings

Each financial year, the Bruce Rock Seniors Association is entitled to:

- three (3) free bookings; plus
- three short-distance trips per year (each not exceeding 150 km round-trip).

Beyond these trips, normal rates for hire will apply as per the Schedule of Fees and Charges.

9.1.5 Arrangement for Shire Employees

Each financial year, the Chief Executive Officer is entitled to four (4) free bookings of the community bus for the purpose of transporting staff to professional and team development events.

Version Control:

1	Policy adopted on XX 2025.

9.2 Hire of Buick

Statutory Context: None

Corporate Context: None

Date Adopted: xx 2025

9.2.1 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the hiring of the Shire Buick, which is to include, but is not limited to, the guidelines and conditions of use.

9.2.2 Fees and Charges

The hire fees are as determined by the Schedule of Fees and Charges

Version Control:

1	Policy adopted on XX 2025.

9.3 Lease of Community Crop

Statutory Context:	Local Government Act 1995 • Section 3.58 – Disposing of Property Local Government (Functions and General) Regulations 1996 • Regulation 30 – Dispositions of property excluded from Act s.3.58
Corporate Context:	Strategic Community Plan
Date Adopted:	xx 2025

9.3.1 Introduction

The Shire leases the cropping rights to the Community Crop located on the land immediately surrounding the Bruce Rock Airstrip. The intention of this is to assist local community and sporting groups to raise funds for their activities, and thus provide benefit to the wider community.

9.3.2 Conditions to Consider

The following list details the rules that apply, and the conditions that must be considered when awarding the Community Crop Lease:

- The lease will be initially offered by a Register of Interest (ROI) six (6) months prior to the expiry date of the previous lease.
- ROIs will only be considered from Bruce Rock sporting clubs and community groups.
- The lease will be offered for three (3) years' duration;
- The ROI must contain the following information:
  - A cropping plan for the duration of the lease; and
  - An indication of what the proceeds from the sale of the crop will be used for. This must be of benefit to the Shire, either through the direct investment in the community group or club, or towards activities of wider benefit to the Bruce Rock community. If it is the former, then the ROI should be specific about what the sporting club or community group intends to use the proceeds for.
- The sporting club or community group that holds the existing lease may submit a ROI to extend the lease, but if there is at least one other eligible ROI, then an extension will not be granted. The aim of the Community Crop Lease is to spread the benefit around the community and engage different sporting clubs and community groups, where possible.
- Consideration will be given to the prior knowledge and expertise of the applicants, evidenced by the thoroughness of their ROI. This will be explained to all applicants when the ROI process is announced and advertised.
- Periodic inspection of the Community Crop land may be undertaken by Shire employees to ensure that the requirements of the lease are being fulfilled. Measures up to and including termination of the lease could result, if activities are not deemed to be sufficient to meet the lease conditions.
- At the cessation of the lease the land must be clear of all (summer) weeds.
- All soil tests, crop rotations and chemical records must be provided to the Shire when requested.

9.3.3 Statutory Compliance

The disposition of this land is exempt from the requirements of section 3.58 of the Local Government Act 1995, in accordance with regulation 30 of the Local Government (Functions and General) Regulations 1996. In order to meet the requirements of this exemption:

- the lessee must be a body (whether incorporated or not) with one of the following objects:
  - Charitable;
  - Benevolent;
  - Religious;
  - Cultural;
  - Educational;
  - Recreational; or
  - Sporting or other like nature; and
- the members of the body must not be entitled to, or permitted to, receive any pecuniary profit from the body's transactions.

Version Control:

1	Policy adopted on XX 2025.

9.4 Community Engagement

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

9.4.1 Introduction

The Shire is committed to ensuring that its community engagement processes are of the highest calibre. The Shire is a proactive local government that not only has a willingness to listen to and value what community members have to say about an issue, but actively seeks out their perspectives. The Shire seeks to use the ideas, knowledge and skills of members of the community to enhance its decision making.

This policy does not negate the requirement of the Shire to comply with certain statutory obligations, rather it provides the principles in which the Shire seeks to uphold when engaging the community.

9.4.2 Definitions

Community – Those who live, work or recreate within the Shire of Bruce Rock.

Community Engagement - is any process that involves the public in problem solving or decision-making and uses public input to make decisions.

With this definition in mind, community engagement may refer to a range of interactions between the Shire and the community, including:

- Information sharing processes that keep the community informed and promote understanding;
- Consultation processes;
- Involving community members consistently throughout a process to ensure community concerns and aspirations are understood and considered; and
- Collaborating with community members in each aspect of a decision-making process.

9.4.3 Principles for Community Engagement

The following principles apply to all community engagement activities undertaken by the Shire:

Focus and Commitment	• The purpose of each community engagement activity will be identified and outlined in a way that makes it clear how the engagement activity will add value to the Shire's decision-making process. • Each community engagement activity will be planned in a way that participants who are invited to comment on, or participate in, a decision- making process are aware of the level of influence they have over the decision. Participants are to be informed of the person or body ultimately responsible for the decision. • The Shire shall, at all times, remain genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.

Transparency and Openness	• All community engagement processes will be open and transparent. • Comments will be documented and analysed. • The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
Responsiveness and Feedback	• The Shire will advise participants of progress on issues of concern, provide feedback in a timely manner on the decision made, and communicate the rationale for the decision, where necessary. • The best interest of the community will prevail over individual or vested interests.
Inclusiveness, Accessibility and Diversity	• Persons or organisations affected by, or who have an interest in, a decision will have an opportunity to participate in community engagement processes. • Community engagement processes will be open to all those who wish to participate. • The Shire will endeavour to engage the community in an inclusive manner and provide accommodations (where appropriate) to assist members of the community so that they may fully participate in the engagement process.
Accountability	• The Shire will seek community engagement to enhance its decision-making. However, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	• Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	• Community engagement will be undertaken early enough in any given process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback. • All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Resources	• The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	• The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

Version Control:

1	Policy adopted on XX 2025.

9.5 Aquatic Centre

Statutory Context: None

Corporate Context: Council Policy Manual
- 2.14 Child Safe Awareness
- 7.23 Work, Health and Safety

Date Adopted: xx 2025

9.5.1 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding the rules applying to patrons visiting the Bruce Rock Aquatic Centre. The Executive Instruction is to cover, but is not limited to, the following matters:

- Dress code;
- The use of the slide and play equipment;
- The use of barbecue, picnic and recreation areas;
- Photography and filming;
- Supervision of children;
- Safety, health and hygiene; and
- Enforcement of rules.

Version Control:

1	Policy adopted on XX 2025.

10. Works and Services

10.1 Employees' Private Use of Plant and Equipment

Statutory Context: None

Corporate Context: None

Date Adopted: xx 2025

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding employees' private use of the Shire's plant and equipment, which is to include, but is not limited to, the guidelines and conditions of use.

Version Control:

1	Policy adopted on XX 2025.

10.2 Dust Suppression Treatment of Unsealed Roads

Statutory Context:	None
Corporate Context:	None
Date Adopted:	xx 2025

10.2.1 Introduction

The purpose of this policy is to provide guidelines regarding the process to handle requests for suppressing dust on unsealed roads that are adjacent to dwellings.

10.2.2 Aim

The aim of this policy is to improve public health by allowing applications to be received for the suppression of dust on unsealed roads.

10.2.3 Eligibility

To be eligible for consideration, a dwelling is required to be within 50 metres of an unsealed road, and the landowner to contribute 50% of the costs towards the solution.

Council needs to approve the application as part of the Annual Budget Process and will only approve one request per financial year.

10.2.4 Guidelines

- Depending on the availability of finance and Council's road upgrade priorities, if approved by Council, the Shire will contribute 50% of the cost of construction, an appropriate length of seal, between 300 metres to 500 metres, if that landowner contributes the other 50% of the cost of the works to be carried out. A similar 50/50 cost splitting can also apply to drainage and road works including a second coat seal, which is not related to a landowner's residence, and where the Shire's asset will be improved by such sealing. If the landowner is not prepared to contribute 50% of the cost, then the requested works will only be considered along with other priorities in the Shire's Annual Works Programme.
- Requests for sealing roads on a shared basis are to be referred to Council. If approved, they will be placed on record and funded in order of merit, if this is economically efficient or when funds are available.
- The total payment of the Shire's calculated contribution towards the upgrade must be received from the landowner before any works are carried out.
- Council, at its discretion, may allow the landowner to pay the full amount up front and agree to refund 50% of the cost in the next year's budget, should the owner wish to carry out the works to the Shire's specifications.
- The landowner must submit a written application to the Council by November each year requesting consideration of dust suppression treatment, for inclusion on the Shire's annual Works Program.
- Council will only approve one request per financial year.

- If more than one application is received in a financial year, applications will be assessed in order of merit, as determined by Council.

Version Control:

1	Policy adopted on XX 2025.

10.3 Crossovers

Statutory Context:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996
Corporate Context:	None
Date Adopted:	xx 2025

10.3.1 Aims

The purpose of this policy is to provide specifications regarding crossovers for both rural and urban properties. Specifically, this policy aims to:

- Provide design criteria that is uniform and practical;
- Provide safe access for vehicle and pedestrian traffic, with minimal impact to road infrastructure assets and streetscape aesthetics;
- Ensure best practice for storm water management; and
- Outline compliance requirements for subsidy eligibility.

10.3.2 Scope

This policy applies to the construction of all new crossovers, and modifications to an existing crossover for the purpose of accessing a property within the Shire.

10.3.3 Introduction

The Shire will provide a subsidy towards the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to:

- Prior approval of the proposal and estimated cost of construction of a crossover;
- Written agreement of the landowner or occupier prior to commencement of works;
- Payment of the actual contribution cost to the landowner or occupier on completion, or cost recovery by the Shire from the landowner or occupier; and
- Any variation to a standard crossover is to be at full cost to the landowner.

The design and construction requirements outlined in this policy have been developed in reference to the WALGA Guidelines and Specifications for Residential Crossovers, with minor variations made to suit local conditions.

10.3.4 Crossover Subsidy

The property owner shall be eligible for a 50% subsidy *(to a maximum value of $1,500 for a new crossover without culvert, or to a maximum of $2,000 for a new crossover with new culvert and headwall)* for the construction cost of a **Standard Crossover (*)** provided the following compliance criteria has been met:

- The crossover has been constructed in accordance with Shire's requirements and has received approval prior to construction.
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

(*) The Shire defines a standard crossover as that detailed on Standard Drawings (to be obtained)
The crossover subsidy will not be available for gravel crossovers without a culvert.

10.3.5 Number of Crossovers

One crossover per single title property is permitted with the following exceptions, subject to Manager of Works and Services approval:

- Properties located on street corners;
- Rural properties, such as farms;
- Group dwellings and non-residential areas; where additional crossovers have been approved as part of a planning application; and
- Properties that require a second access for off street parking on private property.

In these cases, assessment of a second crossover request will consider the following:

- A second crossover does not obstruct sight distance of the primary crossover;
- A second crossover does not have obstructed sight distance by verge vegetation, structures or road geometry;
- Footpath pedestrian users are not at any additional safety risk; and
- The property is not group rated where single titles apply.

In the case where a second crossover is approved, no crossover subsidy will be provided.

Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area, may be required to be removed at the discretion of the Manager of Works and Services and at the cost of the property owner.

10.3.6 Footpaths

All crossovers proposed to be built on a verge that is identified to have a footpath constructed by the Shire must be constructed in a material that is approved by the Shire. When the Shire constructs new footpaths that intersect with existing crossovers, the footpath will not be constructed through the crossover unless:

- The crossover is not built to the Shire’s specification;
- The crossover will inhibit the footpath being constructed to relevant standards and guidelines; or
- In the opinion of the Shire, the crossover is unsafe or does not provide a fit for purpose use.

10.3.7 Street Trees

Crossovers should not be constructed closer than 1.5 metres from the base of a tree when fully mature. Any damage caused to crossovers by street trees shall be rectified by the Shire at its own cost, unless:

- The crossover has been built closer than 1.5 metres to the tree;
- The tree has been planted without permission from the Shire; or
- The damage caused by the tree is not considered by the Shire to be a safety hazard or affect the structural integrity of the crossover (where applicable).

In these cases, the cost to rectify will be borne by the property owner.

10.3.8 Crossover Maintenance

The property owner is responsible for the maintenance of crossovers. Any footpath that intersects the crossover will be maintained by the Shire.

10.3.9 Conflict with Asset Infrastructure

Any relocation or amendment cost to Shire owned assets and underground services resulting from the construction of the proposed crossover will be borne by the property owner.

10.3.10 SPECIFICATIONS

Rural Access

Acceptable Material:

- Compacted Gravel – minimum 150mm

  Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter.

- Two coat bituminous seal – 14/7mm or 10/5mm

  Width: 3 metres (minimum)
  11 metres (maximum)

  Drainage: A culvert including headwalls must be provided if the vehicle crossover prevents stormwater flow within table drains. Reinforced concrete drainage pipes shall be minimum Class "2" unless otherwise required by the Shire with a minimum diameter of 375mm or HDPE pipes. Minimum cover over the pipes must be 300mm.

  Taper: 2m at 45 degrees both sides from road edge (optional)

Urban Access

Acceptable Material:

- Concrete – 100mm (Residential) 25Mpa minimum concrete strength, steel reinforcing may be used to reduce cracking or increase strength for crossovers that will have heavy vehicles on them.
- Concrete – 150mm reinforced (Industrial and Commercial) 25Mpa minimum concrete strength.
- Brick paved – Trafficable 50mm (Residential)
- Asphalt – 30mm
- Two coat bituminous seal – 14/7mm or 10/5mm

  Width: 3 metres (minimum)
  6 metres (maximum)

  Drainage: 375 diameter minimum concrete reinforced pipe with (if applicable) precast concrete headwall.

  Kerbing: Mountable kerb type (if possible)

  Taper: 2m at 45 degrees both sides from road edge (optional)

10.3.11 General Conditions

- All variations to be approved by the Manager of Works and Services and paid in full by owner/applicant.
- Maximum dimensions of access apply.
- Crossovers are to be constructed perpendicular to the property boundary with a minimum clearance of 0.75 metres from a side boundary.
- Any alteration to the verge, path or crossover that encroaches onto the land of a neighbouring property will be carried out at the proponent's cost. The applicant must notify the neighbour of the proposed works prior to applying to Council for approval. Council must be provided with a copy of the written agreement from the neighbour with the application for the crossover.
- Approved multiple access to be separated by a minimum of 10 metres at the roadside.
- On corner locations, no crossover, or any portion of the crossover including splays is to be constructed closer than 6 metres from the line of the intersection of the road reserve boundary alignments.
- Crossovers shall be located at a minimum distance to obstructions as follows:
  - Side-entry pits: 1 metre
  - Street trees: 1.5 metre
  - Utility boxes: 1 metre
  - Streetlights: 1metre
- If crossovers must be constructed within this distance, the obstruction shall be relocated wherever possible. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from the relevant state authority on the future size of the tree and the advisability of it being retained. The written approval of the Shire is required for all street tree removals.
- Sufficient storage length must be provided (crossover length) for a vehicle to stand clear of the carriageway. Where the entrance has a gate, the set back from the edge of the carriageway to the gate shall be a minimum of 6m to allow for this.
- Path construction guidelines dictate a maximum crossfall of 2.5% to cater for people who have a disability (Austroads Guide to Road Design 6A, Clause 7.6). To allow the path to shed water and to avoid ponding, a crossfall of 2-2.5% is recommended.
- To provide smooth transition from the road edge to the crossover and particularly to the pedestrian path in the most highly constrained situation, the kerb profile must provide 160mm vertical rise from the invert of the kerb, over a 500mm distance. Alternatively, a standard mountable kerb profile shall be used.
- Cross fall of the crossover to be such that any storm water falling onto surface will drain offsides into crossover margin, which is to be directed to road table drains. No storm water is to flow from crossover directly onto the road surface.
- Narrow lots shall be constructed with paired crossovers to minimise conflict and retain verge space for street trees, lighting, overhead power and on-street parking.
- Where the combined width of residential crossover exceeds 6 metres, the two (2) crossovers shall be separated by a minimum 2 metres in width, unless specifically approved by the Manager of Works and Services.
- Applicant is responsible for the cost of any traffic management that may be required to ensure the safety of road users, contractors and pedestrians during the construction of the crossover. Only qualified traffic management personnel shall be used, and all traffic management shall be in accordance with Main Roads Western Australia's Code of Practice "Traffic Management for Roadworks" and Australian Standard AS 1742.3 – 2002.

10.3.12 Specifications and Guidelines

For further information, contact the Manager of Works and Service for design and construction standards for crossovers, as well as information on how to apply for the crossover subsidy.

10.3.13 Application Form

The Chief Executive Officer is to prescribe the form and content of the application form.

Version Control:

1	Policy adopted on XX 2025.

10.4 Light Vehicle Fleet Replacement

Statutory Context:	Local Government (Functions and General) Regulations 1996
Corporate Context:	Council Policy Manual • 4.1 Purchasing
Date Adopted:	xx 2025

10.4.1 Introduction

This policy has been drafted to provide guidelines for all determinations regarding the changeover of a light fleet vehicle. This policy should be read in conjunction with Policy 4.1 – Purchasing Policy.

10.4.6 Objective

The overall objective of this policy is to ensure that the Shire maintains a suitable light vehicle fleet that contributes positively and effectively to the performance of the Shire. The policy gives employees and Council guidance when planning, reviewing and undertaking the replacement and purchase of the Shire's light vehicle fleet, and assists in maintaining the Shire's plant replacement program and annual budget.

10.4.6 Overarching Guidance

Light vehicle fleet cycle costs vary regularly due to a variety of factors, including fuel costs, vehicle usage, and market demands and trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost-effective outcome at all times as part of the development of annual budgets, plant replacement plans and long-term financial plans.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle to minimise the whole of life costs to the Shire. This information will provide the basis of decision-making as to when the optimum replacement of light fleet vehicles is deemed appropriate as market trends vary.

10.4.4 Process

All vehicle replacements will be listed in the adopted annual budget and undertaken in accordance with Council's Policy 4.1 Purchasing.

10.4.5 Vehicle Selection Criteria

The following criteria is a guide to assist in the selection of light vehicle fleet:

- The vehicle must be fit for purpose;
- Service support and warranty periods are to be considered;
- The economic benefit is to be considered;
- Safety is to be considered (e.g. all new vehicles to have automatic headlights as standard);
- Environmental considerations are to be taken into account; and
- Public image is to be considered.

10.4.6 Preferred Replacement Guide

Below is a guideline for the purpose of light fleet replacement to assist in ensuring that vehicles:

- Meet safe operational needs;
- Minimise the cost of maintenance and repairs; and
- Are replaced at appropriate intervals to minimise cost to the Shire.

Category	Description	Preferred Replacement Period
Light Vehicle – Administration Employees	Chief Executive Officer *Large SUV – Diesel, petrol, hybrid or electric** *Colour – White preferred, or colour to suit*	40,000km – 60,000km or 1 year *(unless it is more cost-effective, as per the current market, to replace vehicles more frequently. In cases where a more frequent replacement is more cost effective, the minimum replacement period shall be 15,000kms.)*
	Manager of Governance and Community Services and Manager of Strategic Business Development *Small to medium SUV – Diesel, petrol, hybrid or electric** *Colour – White preferred, or colour to suit*	60,000km – 80,000km or 2 years *(unless it is more cost-effective to adopt arrangements for more frequent changeovers, being a minimum of every 15,000kms, depending on the market)*
	Doctor *Large sedan or small SUV – Diesel, petrol, hybrid or electric** *Colour – White preferred, or colour to suit*	60,000km – 80,000km or 2 years
Light Vehicle – Depot Employees	Manager of Works and Services *4 x 4 dual cab or small/medium SUV – Diesel, petrol, hybrid or electric** *Colour – White preferred, or colour to suit*	60,000km – 80,000km or 2 years
	Town Supervisor, Recreation Centre Manager, Construction Supervisor, Workshop Manager *Dual cab 4 x 2 – Diesel, petrol, hybrid or electric** *Colour – White*	60,000km – 80,000km or 2 years

	Operational employees *Space cab tray back utilities – Diesel, petrol, hybrid or electric** *Colour – White*	120,000km or 3 years

*Dependent on best option for usage and availability. In most cases, the first option will be diesel.

Version Control:

1	Policy adopted on XX 2025.

10.5 Acquisition of Road Building and Other Commodities

Statutory Context: Local Government Act 1995

- Section 3.27 – Particular things local governments can do on land that is not local government property
- Schedule 3.2 – Particular things local governments can do on land that is not local government property

Corporate Context: Council Policy Manual

- 4.1 Purchasing

Date Adopted: xx 2025

10.5.1 Introduction

The purpose of this policy is to ensure that the Shire's royalty payment to landowners considers the value of the materials acquired, the "opportunity loss" for the purposes of production during the period of extraction, and the estimated impact on the production income of the landowners.

10.5.2 Guidelines

The following guidelines are to be followed when acquiring road building and other commodities from non-Shire controlled land:

- Where the required quantity, quality or type of material is not available from Shire controlled areas and the material may be available from private property, the following procedure is to be followed:
  - Request permission to search for materials from the owner. Entry and extraction powers under the law are to be used only as a last resort.
  - Calculate the approximate requirement for the project (or yearly requirement of material from the proposed pit) and the expected life of the pit.
  - If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
  - Priority must be given at all times to reasonable negotiation to reach an amicable written agreement that is mutually acceptable to the Shire and the landowner.
  - Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.
- Compensation, taking the form of works, is not to exceed the calculated value of the royalty eligible to be paid.
- Rehabilitation and reinstatement are separate to compensation and have the aim of returning the land to its prior purpose and use.
- All matters are to be agreed in writing and signed by the Chief Executive Officer or Manager of Works and Services on behalf of the Shire, prior to removal of any materials.
- Compensation shall be agreed in writing prior to excavation, and may take the form of:
  - payment;

    - works on the owner's property, such as grading, gravel sheeting, drainage works and additional crossovers;
    - resumption of the portion of land on which the materials are located will be at a mutually acceptable rate; and
    - compensation, which must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.
- The rate of compensation:
    - Is to be on the basis of volume or tonnage, as set by Council from time to time; and
    - may be increased by not more than 10% on the rate set by Council, should the next nearest suitable source add a significant cost or time of the Shire works.
- Works to rehabilitate the pit, once materials have been removed, may take place, and will be such works as agreed on in writing before excavation commences. These works may include:
    - minor levelling;
    - over burden imports and spreading; and
    - stockpiling of original topsoil and spreading after extraction is completed.
- Council reserves the right to enforce its rights to extract gravel by legal means, if arrangements cannot be made with landholders.
- The principles of this policy are to apply to taking of sand or other material to the extent relevant.
- The gravel royalty to be paid is 44 cents to 55 cents per m^3.

Version Control:

1	Policy adopted on XX 2025.