

Item 13.2 - Draft New Policy Manual 2020



**2020**

**POLICY MANUAL**



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# GOVERNANCE

## G1 Meetings of Council

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### Policy Objective

To determine the schedule of Council Meetings and ensure appropriate accessibility to all members of the community.

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### Policy

The Council shall meet on a monthly basis (other than January), unless otherwise determined.

Formal Council meetings will held at 6pm on the third Tuesday of each month.

Standing Orders will apply to Council Meetings.

### Ordinary Council Meeting Location/Venue

The Corporate Discussion Forum and Ordinary Council Meetings will be either held in Hopetoun, Munglinup or Ravensthorpe with the frequency and venue to be set on an annual basis.

The Chief Executive Officer shall in consultation with Councillors set the date, location and time for Ordinary Council Meetings.

### Annual Electors' Meetings

The Chief Executive Officer shall in consultation with Councillors set the date, location and time for the Annual Electors' Meeting.

The process for Electors' Meetings shall be as follows:

A formal agenda will be prepared by the Chief Executive Officer and made available to ratepayers two weeks prior to the meeting. Electors' are to be invited to submit questions of a technical nature to the Chief Executive Officer prior to the meeting so that the necessary research can be undertaken.

Questions from the floor are to be via the Chair, the Chair may refer the question(s) to the Chief Executive Officer or relevant senior officer if it is of a technical nature.

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Document Control Box						
<b>Custodian:</b>	Chief Executive Officer					
<b>Decision Maker:</b>	Council					
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Delegated Authority – DA x – Ordinary Council Meeting Dates and Location						
Delegated Authority – DA x - Electors' General Meeting Date and Location						
Compliance Calendar (December)						
<b>Legislation:</b>	s5.3 and 5.4 [Calling Ordinary Council Meetings] of the <i>Local Government Act 1995</i> s5.27 [Electors' General Meetings] of the <i>Local Government Act 1995</i> Regulation 12 [Public Notice of Meetings] of the Local Government (Administration) Regulations 1996					
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1.	OCM XX/XX/XX Item X.xx	<b>Amended Policy</b>				
2.						

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### G2 Council Member Training and Development

#### Policy Objective

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision making ability.

#### Policy

#### Definition

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

#### 1. ELIGIBLE EVENTS

1.1 Events to which this policy applies shall generally be limited to those coordinated and/or run by either:

- (a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
- (b) The major professional bodies associated with local government.
- (c) Accredited organisations offering training relating to the role and responsibilities of Councillors.
- (d) Other local government specific events where the Chief Executive Officer is of the opinion attendance would benefit both the Councillor and the Shire.

#### 2. MANDATORY TRAINING

2.1 Councillors are required to complete the Council Member Essentials Training Modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.

2.2 The cost of completing the training modules will be funded by the Shire, as per clause 3 below.

2.3 Exemptions apply to mandatory training requirements in cases of recognised prior learning or being an existing sitting member when mandatory training was introduced, however regularly training is both supported and encouraged.

#### 3. FUNDING

To enable attendance by Councillors a budget will be prepared to cover costs associated with attendance at events relevant to the role and responsibilities of a Councillor that may include:

- (i) The annual WALGA Convention, inclusive of, where requested, the Councillor's partner's attendance at the convention dinner/events;
- (ii) Accredited training; or
- (iii) Events held in Australia.



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#### 4. REQUEST FOR ATTENDANCE

Councillors who wish to attend an event may make application to the Chief Executive Officer by detailing the following:

- (a) Title, location and dates;
- (b) Program;
- (c) Anticipated benefits to the Shire from attendance; and
- (d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded in a reasonable time to meet the event early registration deadline.

#### 5. ATTENDANCE APPROVAL

5.1 Conditions for granting approval include:

- (a) With the exception of WALGA Convention, no more than two (2) Councillors may attend a particular event at the same time, unless Council has resolved for additional Councillors to attend.
- (b) That approval of attendance at an event does not impede a quorum at any scheduled Ordinary Council Meetings.

5.2 Approval for Councillors to attend events may be granted by either the Chief Executive Officer or Council, in accordance with clause 5.2(a) and (b) below:

- (a) The Chief Executive Officer may approve Councillors attending events where the:
  - (i) Application complies with this policy; and
  - (ii) Event is to be held within Western Australia.
- (b) A resolution of Council is required to approve Councillors attending events where the:
  - (i) Application does not comply with this policy;
  - (ii) Estimated event expenses exceed the available balance of the budget allocation; or
  - (iii) Event is to be held outside of Western Australia.

#### 6. RESTRICTIONS

6.1 A Councillor who has failed to fulfil their obligations under this policy in attending a prior event, namely;

- (i) Acquittal of cash advance expenditure in accordance with Clause 10; or
- (ii) Provision of a report arising from attendance at an event, in accordance with Clause 11; shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

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### 7. EVENT REGISTRATIONS AND BOOKINGS

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Councillors shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

### 8. EXPENSES

Subject to approval being granted by the CEO or Council to attend an event, the following expenses will be met:

#### 8.1 Travel

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Councillor.

- (a) Travel should be by a Shire vehicle unless written authorisation is received from the Chief Executive Officer for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.
- (b) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.
- (c) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a Councillor is unable to travel.

#### 8.2 Registration

Registration may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

#### 8.3 Accommodation

Safety of our Employees and Elected Members is paramount, especially in remote locations where driver fatigue is a high risk.

Where an event is to be held at a venue less than 150kms from the Ravensthorpe GPO and the accumulated hours of travel, meeting time and ordinary hours worked would exceed 10 hours then the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

Where an event is to be held at a venue greater than 300kms from the Ravensthorpe GPO the Shire may meet the cost of accommodation on the night preceding or post the commencement of the event.

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If the event is to be held at a venue greater than 500kms from the Ravensthorpe GPO the Shire may meet the costs of two nights' accommodation on the night preceding and post the commencement of the event (No other expenses are to be provided).

Accommodation expenses for the Councillor for a room at or in close proximity to the event venue will be paid in accordance with the State Public Service Award conditions of service and allowances.

Should a Councillor wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Councillor.

### 8.4 Meals and Incidental Expenses

Funding for meals and incidental expenses are detailed below;

- (a) Meal expenses shall be interpreted as reasonable expenses' incurred for the purchase of breakfast, lunch and dinner where these are not provided within the event, travel or accommodation packages and will be paid in accordance with the State Public Service Award conditions of service and allowances.
- (b) The Shire will not be responsible for incidental expenses such as laundry, dry-cleaning, private telephone calls, in-house movies or alcohol from the mini bar.

Note: At the discretion of the Chief Executive Officer a cash advance to cover meals may be provided to the Councillor prior to departure for the event.

## 9. ACCOMPANYING PERSONS/ENTERTAINMENT COSTS

9.1 Where a Councillor chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at any official partner event or conference dinner only.

9.2 The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

## 10. ACQUITTAL OF EXPENSES

10.1 Receipts are required to support acquittal of expenses and claims for reimbursement. Should a receipt not be provided a statutory declaration can be provided in replacement of a receipt.

10.2 Councillors shall, within ten (10) working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance, itemising individual purchases, and supported by receipts, with Councillors providing their acquittal to the Chief Executive Officer. Any surplus funds from the cash advance shall be returned at the same time.

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### 11. SHARING OF KNOWLEDGE

A report on issues, outcomes, etc., of the conferences attended (except the WALGA Convention) is to be provided to the Chief Executive Officer within ten (10) working days of return from the event.

The Chief Executive Officer is to cause a copy of that report to be distributed to all other Councillors via the Monthly Report.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
s5.126(1) [Mandatory Council Member Training] of the <i>Local Government Act 1995</i> s5.127 (1) and (2) [Prepare and Publish Report] of the <i>Local Government Act 1995</i> 5.128(5)(a) [Mandatory review of the policy after each ordinary election] of the <i>Local Government Act 1995</i> Appropriate Annual Budget Allocations Compliance Calendar (October)							
<b>Legislation:</b>	5.126 [Training for Council Members] of the <i>Local Government Act 1995</i> 5.127 [Report on Training] of the <i>Local Government Act 1995</i> 5.128 [Policy for continuing professional development] of the <i>Local Government Act 1995</i> r35 [Training for Council Members] Local Government Administration Regulations 1996						
<b>Industry:</b>	Mandatory Training Information <a href="https://www.dlgsc.wa.gov.au/local-government/local-governments/training">https://www.dlgsc.wa.gov.au/local-government/local-governments/training</a>  Public Service Award 1992 – Refer Schedules <a href="https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx">https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx</a>  Australian Taxation Office – Cents per kilometre method <a href="https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/">https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/</a>						
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### G3 Code of Conduct for Council Members & Committee Members

#### Policy Objective

To provide a guide that identifies minimum standards of ethical and professional behaviour for Councillors.

#### Policy

The Code of Conduct provides Councillors and Committee Members in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors and Committee Members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

#### Statutory Environment

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

#### Rules of Conduct

Councillors acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

#### 1. Roles

##### 1.1 Role of Council Member

The primary role of Councillors is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

The Role of Council Members as set out in s2.10 of the *Local Government Act 1995* follows:

“A Councillor —

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- (a) *Represents the interests of electors, ratepayers and residents of the district;*
- (b) *provides leadership and guidance to the community in the district;*
- (c) *facilitates communication between the community and the council;*
- (d) *participates in the local government's decision-making processes at council and committee meetings; and*
- (e) *performs such other functions as are given to a Councillor by this Act or any other written law."*

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Councillors activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level; and
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

### **1.2 Role of Employees**

The role of employees is determined by the functions of the Chief Executive Officer as set out in s5.41 of the *Local Government Act 1995*:

*"The Chief Executive Officer's functions are to —*

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to s.5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

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### 1.3 Role of Council

The role of the Council is in accordance with s2.7 of the *Local Government Act 1995*:

*“(1) The council —*

- (a) directs and controls the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

*(2) without limiting subsection (1), the council is to —*

- (a) oversee the allocation of the local government’s finances and resources; and*
- (b) determine the local government’s policies.”*

### 2. Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire’s employees:

- “(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.”*

### 3. Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions; and
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

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### 4. Conflict and Disclosure of Interest

#### 4.1 Conflict of Interest

- (a) Councillors and Committee Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Councillors and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (c) Councillors and Committee Members who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

#### 4.2 Financial Interest

Councillors and Committee Members will adopt the principles of disclosure of financial interest as contained within the *Local Government Act 1995*.

#### 4.3 Disclosure of Interest

**Definition :**  
*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –*

**“interest”** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is Councillor or Committee Member and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –
  - (i) in a written notice given to the Chief Executive Officer before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A requirement described under item (a) exclude an interest referred to in s5.60 of the *Local Government Act 1995*.
- (c) A person is excused from a requirement made under item (a) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or



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- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (d) If a person who is a Councillor or Committee Member makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of item (a), then -
  - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (e) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (c)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (d)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

## 5. Personal Benefit

### 5.1 Use of Confidential Information

Councillors and Committee Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

### 5.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Ravensthorpe upon its creation unless otherwise agreed by separate contract.

### 5.3 Improper or Undue Influence

Councillors and Committee Members will not take advantage of their position to improperly influence other Councillors or Committee Members in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

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### 5.4 Gifts

#### *Definitions :*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity -*

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -*

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“*

*prohibited gift”, in relation to a person who is an employee, means -*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an elected member is to refrain from accepting a prohibited gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an elected member and who accepts a notifiable gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include;
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

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- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
  - (i) a description; and
  - (ii) the estimated value; and
  - (iii) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the Shire of Ravensthorpe.

## 6. Conduct of Councillors and Committee Members

### 6.1 Personal Behaviour

- (a) Councillors and Committee Members will:
  - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Ravensthorpe and the community;
  - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) always act in accordance with their obligation of fidelity to the Shire of Ravensthorpe.
- (b) Councillors will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 6.2 Honesty and Integrity

Council Members and Committee Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer; and
- (c) be frank and honest in their official dealing with each other.

### 6.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media that relate to the Shire of Ravensthorpe, its Staff or Council and Committee Members, have the potential to be made public, whether intended or not.
- (b) Council Member comments which become public and breach the Local Government (Rules of Conduct) Regulations 2007 may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

### 6.4 Performance of Duties

Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

### 6.5 Compliance with Lawful Orders

- (a) Councillors and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up and if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Councillors and Committee Members will give effect to the lawful policies of the Shire, whether or not they agree with or approve of them.

### 6.6 Administrative and Management Practices

Councillors and Committee Members will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 6.7 Corporate Obligations

- (a) Standard of Dress - Councillors and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly:
- (i) Councillors and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
  - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individuals.
- (b) Communication and Public Relations
- (i) All aspects of communication by employees (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
  - (ii) As a representative of the community, Councillors and Committee Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors and Committee Members should acknowledge that:
    - as a member of the Council or Committee there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
    - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
    - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council; and
    - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
  - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

### 6.8 Appointments to Committees

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 7. Dealing with Shire Property

#### 7.1 Use of Local Government Resources

Councillors and Committee Members will:

- (a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire's resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire's resources (including the services of Shire employees) for private purposes unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

#### 7.2 Travelling and Sustenance Expenses

Councillors and Committee Members will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire in accordance with Shire's policy and the provisions of the *Local Government Act 1995*.

#### 7.3 Access to Information

- (a) Employees will ensure that Councillors and Committee Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Councillors and Committee Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

### 8. Review and Acknowledgement of the Code of Conduct

The Shire of Ravensthorpe Code of Conduct is to be reviewed at least annually by the Chief Executive Officer and prior to the biennial Shire elections. It is during the review process that Councillors and Committee Members will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all Councillors acknowledging the amendments.

I, \_\_\_\_\_ have read and understood the content of this document as being the Shire of Ravensthorpe Code of Conduct for all Councillors and Committee Members to adhere and promote.

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

# SHIRE OF RAVENSTHORPE

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Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Compliance Calendar (July) [Review of Policy] Compliance Calendar (Monthly) [Public Registers]							
<b>Legislation:</b>	s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i> r34B. [Codes of conduct about gifts] of the Local Government (Administration) Regulations 1996 r34C. [Codes of conduct about disclosing interests affecting impartiality] of the Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
<b>Industry:</b>	Department of Local Government: Sport and Cultural Industries Guideline No. 12 Elected Member Relationships with Developers  WA Local Government Association – Model Code of Conduct						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 19/11/19 – Item 13.4	Amended policy to separate Council Members from Employees					
2.	OCM XX/XX/XX – Item X.xx	Amended Policy					

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G4 Legal Representation for Council Members and Employees

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#### Policy Objective

To provide guidelines for the seeking of legal advice on behalf of Councillors or Employees.

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#### Policy

#### Definitions

'Approved lawyer' is to be –

1. a certified practitioner; under the *Legal Professions Act 2008*;
2. from a law firm on the WALGA panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. approved in writing by the council or the CEO under delegated authority.

'Council member' or 'employee' means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Ravensthorpe.

'Legal proceedings' may be civil, criminal or investigative.

'Legal representation' is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

1. A matter or matters arising from the performance of the functions of the council member or employee; and
2. Legal proceedings involving the council member or employee that have been, or may be commenced.

'Legal representation costs' are the costs, including fees and disbursements, properly incurred in providing legal representation.

'Legal services' includes advice, representation or documentation that is provided by an approved lawyer.

- Payment by the Shire of legal representation costs may be either by a direct payment to the approved lawyer (or the relevant firm); or
- A reimbursement to the council member or employee.

#### 1. Payment Criteria

1. There are four (4) major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- 1.1. The legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- 1.2. The legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- 1.3. In performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- 1.4. The legal representation costs do not relate to a matter that is of a personal or private nature.

## 2. Examples of legal representation costs that may be approved

- 2.1. If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
  - 2.1.1. Where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
  - 2.1.2. To enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example where a council member or employee seeks to commence defamation action or to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
  - 2.1.3. Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Shire by publicly making adverse personal comments about council members or employees.

## 3. Application for payment

- 3.1. A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the Chief Executive Officer.
- 3.2. The written application for payment of legal representation costs is to give details of –
  - 3.2.1. The matter for which legal representation is sought;
  - 3.2.2. How that matter relates to the functions of the council member or employee making the application;
  - 3.2.3. The lawyer (or law firm) who is to be asked to provide the legal representation;
  - 3.2.4. The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
  - 3.2.5. An estimated cost of the legal representation; and
  - 3.2.6. Why it is in the interests of the Shire for payment to be made.
- 3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- 3.4. As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 3.5. The application is to be accompanied by a signed written statement by the applicant that he or she –
  - 3.5.1. Has read, and understands, the terms of this Policy;
  - 3.5.2. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - 3.5.3. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- 3.6. In relation to clause 3.5.3, when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7. An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by an appropriate employee.

#### **4. Legal Representation Costs – Limit**

- 4.1. Unless otherwise determined by Council, payment of legal representation costs in respect to a particular application is not to exceed \$10,000.
- 4.2. A council member or employee may make a further application to the council in respect of the same matter.

#### **5. Council Powers**

- 5.1. The council may -
  - 5.1.1. Refuse;
  - 5.1.2. Grant; or
  - 5.1.3. Grant subject to conditions.
- 5.2. Conditions under clause 5.1 may include, but are not restricted to a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3. In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members or employees insurance policy or its equivalent.
- 5.4. The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5. The council may, subject to clause 5.6 determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
  - 5.5.1. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - 5.5.2. Given false or misleading information in respect of the application.

# SHIRE OF RAVENSTHORPE

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- 5.6. A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7. Where the council makes a determination under clause 5.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

### **6. Delegation to Chief Executive Officer**

- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the council, any of the powers of the council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application with the exception of defamation applications which must be considered by Council.
- 6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this Policy, including its powers under clause 5.4.

### **7. Repayment of Legal Representation Costs**

- 7.1 A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
  - 7.1.1 all or part of those costs – in accordance with a determination by the Council under clause 5.7;
  - 7.1.2 As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Delegated Authority – DA <b>x</b> – Legal Representation for Council Members and Employees Appropriate Annual Budget Allocations							
<b>Legislation:</b>	s9.56 [Certain persons protected from liability for wrongdoing] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>	Local Government Operational Guidelines Number 14 – Legal Representation for Council Members and Employees <a href="https://www.dlgsc.wa.gov.au/department/publications/publication/legal-representation-for-council-members-and-employees">https://www.dlgsc.wa.gov.au/department/publications/publication/legal-representation-for-council-members-and-employees</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G5 Community Development Fund

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#### Policy Objective

To provide financial assistance for organisations and/or projects, which benefit the community.

To assist community based (not for profit) organisations to develop and maintain facilities.

To provide community based (not for profit) organisations with relief from Council adopted fees and charges.

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#### Policy

Definitions:

*Community Organisation* means any organisation which has as its members, members of the Shire of Ravensthorpe community and which operates on a "not for profit" basis.

*Not for Profit* means that the proceeds of the organisation are used for the benefit of the organisation and are not available for disbursement to the members of the organisation.

*Minor Community Development Grant* means any financial assistance up to \$5,000. Usually provided for minor building construction, maintenance or repair, minor projects, equipment purchase, relief from Shire fees and charges etc. A minimum grant of \$250 applies.

*Community Donation* means a donation up to \$250 provided to any community organisation or person. Approved by the Chief Executive Officer under delegated authority of Council.

*GST* means the Federal Government's Goods and Services Tax. Provision of grant funds will be exclusive of GST unless the recipient organisation is registered for GST, in which case the grant amount will be grossed up by 10%.

#### Community Development Fund

##### Funding Round

The Community Development Fund will be allocated from within Council's budget with applications being called from in March of each year. An amount up to \$35,000 per annum will be allocated in the Council annual budget.

##### Advertising

Each year, during March, the Shire shall advertise its intention to consider applications for financial assistance under the Community Development Fund.

# SHIRE OF RAVENSTHORPE

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### Applications

All applications shall be made on the form available from the Council. Applicants must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration unless they are of an urgent or emergency nature. Unsuccessful applicants will be advised and will need to reapply in the next year if the funding assistance is still required at that time.

### Minor Community Grants (Up to \$5,000)

Minor Community Grants may be used for any purpose located within the Shire, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, relief from Council fees and charges etc. A minimum grant of \$250 applies. Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (e.g. sport and recreation, community based, general interest, health and welfare, artistic, religious etc.);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant;
- Provision of a detailed project budget including GST breakdown;
- Provision of a quote for all items greater than \$1000 in value; and
- Details of applications to other possible funding sources. (E.g. Dept. of Local Government, Sport and Cultural Industries, Healthway, Lotteries, etc.)

### Community Donations:

Applications for Community Donations, to a maximum of \$250, may be submitted at any time throughout the year for any purpose. Applications will be received from Shire based organisations, or individuals, where an individual can demonstrate sufficient justification for the provision of financial assistance. Such justification may include selection as a representative on a state or national team, with associated costs.

Community Donations shall be referred to the Chief Executive Officer for consideration under Delegated Authority of Council.

### Administration of Financial Assistance and Acquittal:

All approved grant funds will be released in the new financial year and must be claimed and acquitted by 30 April in that financial year it is provided.

# SHIRE OF RAVENSTHORPE

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Acquittal of grant funds shall be to the satisfaction of the Chief Executive Officer and generally requires the production of documentation or receipts sufficient to substantiate that the project funds have been spent in accordance with the grant application. Should the project not be completed by the 30 April the organisation can;

- Apply for a minor extension should the project be planned for completion prior to the 30 June of that year. The Chief Executive Officer will have Delegated Authority to approve such a minor extension.
- Apply to Council for an extension for the funds to be carried over to the next financial year (An application must be made prior to consideration of the next years funding round).

If no request is made the funds will not be carried forward and any funds already provided are to be returned to the Shire of Ravensthorpe.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
Appropriate Annual Budget Allocations							
Delegated Authority – DA <input checked="" type="checkbox"/> – Determination of Community Donations							
Delegated Authority – DA <input checked="" type="checkbox"/> – Approval to extend acquittal of Minor Community Grant by up to one year.							
Compliance Calendar (March)							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		Amended Policy				
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G6 Senior Employees

#### Policy Objective

To designate the employee positions which are determined by the Shire as 'Senior Employees' for the purposes of section 5.37 of the *Local Government Act 1995*.

#### Policy

The following are designated senior employees for the purpose and compliance with section 5.37 of the *Local Government Act 1995*:

- Director Technical Services
- Director Corporate and Community Services

In accordance with the provisions of Section 5.37(4) of the *Local Government Act 1995*, the Chief Executive Officer will exercise the right to renew employment contracts for senior employees.

Document Control Box							
<b>Custodian:</b>	Chief Executive Office						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Requirement for Senior Employees to complete Primary Return [s5.75] and Annual Returns [s5.76] of the <i>Local Government Act 1995</i> . AASB 124 Related Party Disclosures							
<b>Legislation:</b>	s5.37 [Senior Employees] and s5.39 [Contracts for Senior Employees] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G7 – Organisational Structure						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							



# SHIRE OF RAVENSTHORPE

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### G7 Organisational Structure

#### Policy Objective

To establish the Chief Executive Officer's role and responsibilities in relation to the Shire's organisational structure.

#### Policy

#### Organisational Structure

The Chief Executive Officer shall be responsible for the preparation of an appropriate organisational structure for administering and operating the Shire.

The Chief Executive Officer shall keep the Council informed of the organisational structure by way of the Shire of Ravensthorpe Workforce Plan.

If the Council is not satisfied that an appropriate organisational structure exists, the Council shall, by resolution direct the Chief Executive Officer to establish a structure in accordance with any advice provided by the Council.

<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s.5.2. [Administration of local governments] <i>Local Government Act 1995</i> r.19DA(3)(c). [Requirements for Corporate business plans] <i>Local Government (Administration) Regulations 1996</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G6 – Senior Employees						
<b>Document Management:</b> Shire of Ravensthorpe Workforce Plan							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G8 Recognition of Volunteers

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#### Policy Objective

The policy aims to assist the Shire to strengthen community wellbeing by inspiring, valuing and celebrating volunteering.

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#### Policy

The Shire of Ravensthorpe recognises that volunteering provides a number of wellbeing benefits to both the volunteers and the community including:

- Connectedness and reduced isolation through participation and engagement with others;
- Personal development of skills and self-esteem;
- Greater life meaning and purpose;
- Increase positive perceptions around community safety;
- Access to community resources and information; and
- Improvement to the quality of life for the community at large.

The Shire will provide support for volunteers to enhance and underpin their valuable role.

The Shire recognises volunteers within the district by way of a function held annually, generally between the months of March to May and where possible coordinated with any State or Federal supported activities and funding.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



<b>Document Control Box</b>							
<b>Custodian:</b>	Director Corporate & Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
Delegated Authority – DA <b>x</b> – Waiving of Fees for Not For Profit / Community / Sporting Organisations. Appropriate Annual Budget Allocations Compliance Calendar (March)							
<b>Legislation:</b>							
<b>Industry:</b>	National Standards for Involving Volunteers in Not-for-Profit Organisations <a href="https://volunteeringaustralia.org/wp-content/uploads/VA-National-Standards-for-involving-volunteers-in-not-for-profit-organisations.pdf">https://volunteeringaustralia.org/wp-content/uploads/VA-National-Standards-for-involving-volunteers-in-not-for-profit-organisations.pdf</a>  National Volunteer Week <a href="https://www.volunteeringwa.org.au/training-and-events/events/national-volunteer-week">https://www.volunteeringwa.org.au/training-and-events/events/national-volunteer-week</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G9 Recognition of Service - Elected Members

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#### Policy Objective

To formally recognise Councillors for their services to the community throughout the period during which they have held office as well as maintaining a historical record.

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#### Policy

##### Council Photograph

A group and individual photograph of Councillors is to be arranged within three (3) months after each Ordinary Election and a group photograph is to be displayed in the reception of both the Ravensthorpe and Hopetoun Administration Office receptions. Individual photographs are to be maintained on the Shire website.

In the event of an extraordinary election an individual photograph of the new Councillor is to be taken to maintain a current composite on the Shire website. A group photograph is to be arranged as soon as possible.

To assist in the early compilation of this composite photograph, once the proofs of individual photographs are received they are to be forwarded to Councillors for selection of the preferred photograph.

Should Councillors not forward advice of their preferred photograph within seven (7) days of receipt of the proofs, the Chief Executive Officer will select photographs of those that have not responded, for inclusion in the composite photograph.

##### Presentation on Recognition of Service

Upon retirement, resignation or being unsuccessful in securing a further term, A Councillor who has served at least one full four (4) year term of office will be entitled to an official presentation reception with the consent of the former Councillor. The reception is to include current and former Councillors and their partners.

The Chief Executive Officer is to consult with the Shire President to determine a suitable gift which shall be presented to the Councillor.

Note: The value of the gift is prescribed in regulations as being an amount of up to \$100 for each year served as a council member to a maximum of \$1,000.

##### Honour Board

The Shire of Ravensthorpe will maintain Honour Boards at the Ravensthorpe administration office recognising the following;

- Current/Former Shire Presidents.
- Current/Former Shire Clerks/Chief Executive Officers.
- Freeman of the Shire.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations Compliance Calendar (October)							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G10 Civic Receptions and Ceremonial Functions

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#### Policy Objective

To fulfil its civic objectives the Shire will deliver a range of civic and ceremonial functions, as well as other functions and events as the need arises.

These events and functions foster positive relationships between the community and the Shire, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community spirit.

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#### Policy

The Shire supports events that mark significant days of celebration or commemoration including Australia Day, WA Day, ANZAC Day and Remembrance Day.

#### 1. CIVIC RECEPTIONS

- 1.1 The Shire may host Civic Receptions to celebrate local milestone events, recognise an achievement of substantial significance or to recognise notable visitors to the District.
- 1.2 The Shire President in accordance with clause 1.1 of this policy is to determine the guest list within the Annual Budget allocation. Invitations to such events are to be extended to:
  - (a) Representatives of stakeholders and contributors relevant to the purpose of the Civic Reception;
  - (b) Honorary Freemen of the Shire;
  - (c) Sitting Councillors and partners where appropriate;
  - (d) Chief Executive Officer, Directors and partners where appropriate; and
  - (e) where determined by the Chief Executive Officer as appropriate, employees who are active in contributing to relevant strategic objectives.

#### 2. VOLUNTEER RECOGNITION EVENTS

- 2.1 The Shire hosts periodic events to recognise the valuable contribution that volunteers make in delivering service and support within our community.
- 2.2 Volunteer recognition events shall be designed within the parameters of characteristics specific to the volunteering group and appropriate budget allocations.

#### 3. CITIZENSHIP CEREMONIES

- 3.1 The Shire hosts Citizenship Ceremonies to fulfil the local government obligations established under the *Australian Citizenship Act 2007*.
- 3.2 The Shire will schedule to host Citizenship Ceremonies on an as required basis.

# SHIRE OF RAVENSTHORPE

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3.3 The official guest list is to be determined by the Shire President and the Chief Executive Officer.

3.4 Catering is to be appropriate to the timing and size of the ceremony.

#### **4. AUSTRALIA DAY CELEBRATIONS**

The Shire is committed to celebrating Australia Day each year and will do so in an inclusive and respectful manner.

#### **5. ANZAC DAY**

The Shire will support the Ravensthorpe Returned and Services Leagues (RSL) annual ANZAC Day Service by way of an annual \$500 donation to cover costs of coordinating catering and refreshments for this community event.

#### **6. REMEMBRANCE DAY**

The Shire recognises this national day of commemoration and supports the Ravensthorpe Returned and Services Leagues (RSL) in any Remembrance Day Ceremonies conducted.

#### **7. WA DAY**

The Shire acknowledges WA Day as a day to reflect and celebrate all things great about Western Australia people, lifestyle, culture and potential.

#### **8. MINISTERIAL VISITS**

The Shire may host visits to the District by State and Federal Government Ministers to ensure that the Shire's profile is enhanced and that appropriate focus is provided to the Shire's strategic objectives. Invitations to these functions to be authorised by the Shire President in consultation with Councillors and the Chief Executive Officer.

#### **9. SCHOOL VISITS**

9.1 The Shire may facilitate and host tours of the Ravensthorpe Administration Office by school groups or other interested parties to increase knowledge and understanding of the role of local government.

9.2 Such tours/visits should not negatively impact on the operations of the Shire.

#### **10. STAFF CHRISTMAS RECOGNITION EVENT**

10.1 The Shire will host a Staff Christmas Recognition Event to celebrate Christmas and recognise the efforts and contributions of staff throughout the preceding 12 months.

10.2 The Chief Executive Officer shall determine an appropriate format for the annual Staff Christmas Recognition Event within the annual budget allocation.

# SHIRE OF RAVENSTHORPE

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- 10.3 The guest list for the Staff Christmas Recognition Event is restricted to members of staff directly employed by the Shire and sitting Councillors. Immediate family members of employees and Councillors are welcome to attend this function.

### 11. FLORAL TRIBUTES

- 11.1 The Shire acknowledges that memorial ceremonies are an important part of our culture and contribute to our national identity.
- 11.2 The Shire may lay floral tributes at any memorial ceremonies at the discretion of the Shire President.
- 11.3 Floral tributes should be placed by the Shire President or the Shire President's representative at the commemoration on behalf of the Shire's community.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	Commonwealth - <i>Australian Citizenship Act 2007</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G8 – Recognition of Volunteers Council Policy – G11 – Honorary Freeman of the Shire						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Four Yearly	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							



# SHIRE OF RAVENSTHORPE

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### G11 Honorary Freeman of the Shire

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#### Policy Objective

To provide a process by which Council may formally recognise outstanding and meritorious service to the community of the Shire of Ravensthorpe

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#### Policy

Council may bestow the honorary title of Freeman of the Shire upon a person who has served the community on a continuous basis for greater than 15 years in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the Shire of Ravensthorpe and the provision of benefits for the greater community.

#### 1. ENTITLEMENTS

- 1.1. Any person upon whom the title Honorary Freeman of the Shire has been conferred may designate himself/herself "Honorary Freeman of the Shire of Ravensthorpe".
- 1.2. The recipient shall be presented with a name badge which identifies them as Freeman of the Shire along with an engraved award.
- 1.3. The recipient shall be recognised on the Shire of Ravensthorpe Honour Board.
- 1.4. Any Honorary Freeman of the Shire shall be invited to all subsequent formal Civic Reception conducted by the Shire.

#### 2. LIMITATIONS ON HOLDERS OF AWARD

The title of "Honorary Freeman of the Shire of Ravensthorpe" shall not be bestowed on any person currently employed or holding the office of Councillor at the Shire.

#### 3. NOMINATION PROCEDURE

To preserve the integrity and importance of bestowing the honour of "Honorary Freeman of the Shire of Ravensthorpe" upon any individual, the following procedure applies:

- 3.1. Nominations for an "Honorary Freeman of the Shire of Ravensthorpe" are to outline the history of community service of the person being nominated and must be made in writing to the Chief Executive Officer in the strictest confidence without the nominee's knowledge.
- 3.2. Any resident or elector of the Shire may make a nomination but it must be countersigned by at least one third of the number of Members of Council.
- 3.3. On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Councillors for consideration on a confidential basis.
- 3.4. Councillors will have two weeks, to consider the proposal.

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- 3.5. If a Councillor wants to express an objection to the nomination, Councillor must give their reasons for the objection in writing to the Chief Executive Officer within the two week time frame.
- 3.6. Councillors who do not formally respond in writing will be presumed not to object to the proposal.
- 3.7. The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council. Any decision to support the nomination shall be resolved by an Absolute Majority of Council.
- 3.8. In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer or Shire President shall make personal contact with the nominee to confirm their acceptance of the honour.
- 3.9. Should the nomination be supported and accepted the award shall be presented to the recipient at the next available Civic Reception.

Document Control Box						
<b>Custodian:</b>	Chief Executive Officer					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>						
<b>Industry:</b>						
<b>Organisational:</b>	Council Policy – G10 – Civic Receptions and Ceremonial Functions					
<b>Document Management:</b>						
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>				
1.	OCM XX/XX/XX Item X.xx	<b>Amended Policy</b>				
2.						

# SHIRE OF RAVENSTHORPE

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### G12 Political / Electoral Campaign Advertising

#### Policy Objective

Restrictions on the placement of political/electoral campaign materials.

#### Policy

Placement of political / electoral campaign advertising on Shire of Ravensthorpe owned or controlled land or structures is not permitted.

Temporary electoral signage may be erected on private property (subject to owners consent) up to four (4) weeks before an election or referendum.

Advertising signage needs to be removed within a week of the election date.

The Chief Executive Officer is authorised to remove signage not in compliance with this policy and for cost applied to be applied for its removal as determined by the Shire of Ravensthorpe Fees and Charges.

Note: Contents of electoral material may be referred to the relevant authorised Returning Officer.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Shire of Ravensthorpe Local Planning Policy No 2 – “Requirements”							
<b>Legislation:</b>	s.187 [Authorisation of Election Campaign Material] <i>Electoral Act 1907</i> .						
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Fees and Charges.						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

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### G13 Common Seal and Document Signing Authority

#### Policy Objective

To establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995 (Act)*:

1. Protocols for affixing and administration of the Shire of Ravensthorpe Common Seal; and
2. Authority for the Chief Executive Officer (CEO) and other nominated officers to sign (execute) documents on behalf of the Shire of Ravensthorpe.

#### Policy

##### 1. DEFINITION OF DOCUMENT

For the purposes of this policy, document means any paper or electronic document, including communications such as letters and emails, which:

- (a) conveys a decision; or
- (b) establishes an obligation on the Shire; or
- (c) is ceremonial.

##### 2. COMMON SEAL

###### 2.1 Affixing the Common Seal

- (1) The Common Seal may be applied to documents that:
  - (a) give effect to decisions of Council; or
  - (b) as detailed in clause 3.2.2 of this policy.
- (2) The Common Seal is to be applied in the presence of both:
  - (a) the Shire President (or in the Shire President's absence the Deputy Shire President); and
  - (b) the CEO (or an Acting CEO or senior employee authorised by the CEO).

Note: For most documents, there is no legal requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document [s.9.49(1)(b); s.9.49A(4)]. Exceptions include local laws and planning schemes.

###### 2.2 Administration of the Common Seal

The CEO is to:

- (a) be responsible for the safe custody and proper use of the Common Seal;
- (b) maintain a register of each time the Common Seal is used; and

# SHIRE OF RAVENSTHORPE

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- (c) provide a report to Elected Members via the Monthly Report listing the documents that the Common Seal has been applied to.

### 3. AUTHORITY TO SIGN (EXECUTE) DOCUMENTS ON BEHALF OF THE SHIRE

#### 3.1 General Document Signing (Execution) Authorities

- (1) Where a person has the written authority to make a decision (“written decision-making authority”) that person also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

- (a) Delegated Authority;
- (b) Statutory Authority; or
- (c) Operational Authorisation.

- (2) Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co-signatory with the CEO.

#### 3.2 Specific Document Signing (Execution) Authorities in Accordance with Section 9.49A of the Act.

##### 3.2.1 Document Categories

The following document categories have been established to assist in determining appropriate signing authorities, detailed in clause 3.2.2 of this policy:

Category	Description
1.	<ul style="list-style-type: none"> <li>• The matter is specifically resolved by Council, inclusive of a resolution to execute the resulting document under the Common Seal; or</li> <li>• is identified under this policy as a matter requiring the Common Seal, commonly due to an internal or external historical practice.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• The matter is specifically or generally resolved by Council; and</li> <li>• is strategic and / or carries a major or lesser level of financial risk, legal complexity or political sensitivity.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• The matter may be specifically or generally resolved by Council or may be subject of a Council policy or day-to-day operations at the determination of the CEO only; and</li> <li>• is strategic and / or carries a moderate or lesser level of financial risk, legal complexity or political sensitivity.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• The matter is mandated in the Corporate Business Plan or relates to the day-to-day operations of the Shire under the direction of the CEO / Directors; and</li> <li>• carries a minor or insignificant level of financial risk, legal complexity or political sensitivity.</li> </ul>
NOTE:	<ul style="list-style-type: none"> <li>• Documents and communications which relate to day-to-day routine communications or transactions do not require specific authorisation through this policy as they are the subject of Section 5.41(d) of the Act prescribing the CEO’s duty to manage the day to day operations of the Shire. Such duties are undertaken by “acting through” Officers.</li> </ul>



3.2.2 Specific Authorities in Accordance with Section 9.49A(4) of the *Local Government Act 1995*

Document Type (√) Common Seal only to be applied where specified in the relevant document	Category	Common Seal	EXECUTION BY SIGNATURE ONLY		
			SHIRE PRESIDENT	CEO	DIRECTOR
(1) <b>Local Laws</b> – made and amended	1	√	X	X	X
(2) <b>Planning Schemes</b> – adopted and amended	1	√	X	X	X
(3) <b>Land Transaction documents</b> , including: <ul style="list-style-type: none"> <li>• sale;</li> <li>• purchase;</li> <li>• vesting;</li> <li>• contributed assets;</li> <li>• Notifications of factors affecting land under 70A of the Land Transfer Act 1893 – lodge or withdraw;</li> <li>• Easements – <u>by land transfer</u> <ul style="list-style-type: none"> <li>o Rights of carriage way;</li> <li>o Rights of support to land burdened by buildings;</li> <li>o Rights to erect a party wall;</li> <li>o Rights to light and air (Property Law Act 1969);</li> <li>o Rights to take water from wells or bores;</li> <li>o Rights to install and operate drains and drainage works;</li> <li>o Rights to install, maintain and operate oil, gas or other pipelines;</li> <li>o Rights to install, maintain and operate electric power lines; telephone and other cables and supporting pylons.</li> </ul> </li> </ul>	1	√	√	√	X

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<ul style="list-style-type: none"> <li>• Restrictive Covenants –by land transfer;</li> <li>• Deeds – land transfer for public purposes.</li> </ul>					
<b>(4) Mortgages, Loans and Debentures</b>	1	√	X	X	X
<b>(5) Power of Attorney</b> to act for the City	1 or 2	X	√	√	X
<b>(6) Land Transaction documents</b> , including: <ul style="list-style-type: none"> <li>• Caveats - registering or removing</li> <li>• Leases</li> </ul> <u>Easements – by deed, deposited plan or other legal instrument</u> <ul style="list-style-type: none"> <li>o Rights of carriage way;</li> <li>o Rights of support to land burdened by buildings;</li> <li>o Rights to erect a party wall;</li> <li>o Rights to light and air (Property Law Act 1969);</li> <li>o Rights to take water from wells or bores;</li> <li>o Rights to install and operate drains and drainage works;</li> <li>o Rights to install, maintain and operate oil, gas or other pipelines;</li> <li>o Rights to install, maintain and operate electric power lines; telephone and other cables and supporting pylons.</li> </ul> <ul style="list-style-type: none"> <li>• Restrictive Covenants – lodge, modify or withdraw (other than by land transfer).</li> <li>• Deeds.</li> <li>• Legal agreements.</li> </ul>	2	(√)	X	√	X
<b>(7) State or Commonwealth Government Funding Agreements</b>	2	(√)	X	√	X

# SHIRE OF RAVENSTHORPE

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(8) <b>Grants and Funding Agreements</b> with private agencies (incoming and outgoing)	2	(√)	X	√	X
	3	(√)	X	√	√
(9) <b>Memorandum of Understanding</b>	2	(√)	X	√	√
(10) <b>Contracts and legal instruments, including contract variations</b> , related to:  <ul style="list-style-type: none"> <li>• Procurement Contracts</li> <li>• Service Agreements (incoming or outgoing services)</li> <li>• Heritage Agreements</li> <li>• Acquittal of planning conditions</li> <li>• Maintenance of the public realm</li> </ul>	2	(√)	X	√	√
(11) <b>Development, building, occupancy, subdivision and strata-title approvals for City Land</b>	3	(√)	X	√	√
(12) <b>Memorial</b>  Deed Poll Registration: A document lodged under the <i>Registration of Deeds Act 1856</i> , notifying the change of name of a person.  <ul style="list-style-type: none"> <li>• <u>Memorial of Advertisement</u>: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to.</li> <li>• <u>Prohibiting dealings in land</u>: A document lodged at the Office of Titles under one of a number of statutes, which when noted on a Certificate of Title acts as a caveat.</li> </ul>	3	X	X	√	√



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(13) Documents that fulfil a <b>statutory local government duty or power</b> , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the City.		4	X	X	√	√
(14) <b>Communications</b> on behalf of the City, with: • Commonwealth or State Ministers • Sister City counterpart political or government leaders	Note: Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the City of Perth Officer.	2 or 3	X	√	√	X
(15) <b>Communications</b> on behalf of the City, with CEO's of: • Commonwealth or State Government Departments • Industry representative bodies		3 or 4	X	X	√	√
16) <b>Communications</b> on behalf of the City, relevant to the day-to-day operations of the City and which are subject of a level of political sensitivity or potential risk to the City.		3 or 4	X	X	√	√
(17) <b>Ceremonial Certificates</b> - Common Seal may be affixed at the Lord Mayor's discretion: • Honorary Freeman		3 or 4	√	√	√	X
(18) <b>Deeds of Settlement</b> – Employee matters		4	X	X	√	X
(19) <b>Enterprise Bargaining Agreements</b>		4	X	X	√	X

### 3.3 CONTRACTS OF EMPLOYMENT AND VARIATIONS TO CONTRACTS

Contracts of Employment and variation documents relating to an officer's employment with the Shire of Ravensthorpe may be signed on behalf of the Shire by the following signatories according to the level of position concerned:

Level of Position	Signatory
CEO	Shire President
Director	CEO
Any position below Director	Relevant Director or CEO

### 3.4 EXECUTION OF DOCUMENTS BY LAWYERS ON BEHALF OF SHIRE

(1) Lawyers appointed by the Shire to act on its behalf for a matter may, where so instructed:

- (a) correspond with third parties on behalf of the Shire;
- (b) sign and lodge court documents on behalf of the Shire;
- (c) electronically sign documents identified in category 3.2.2(6) in accordance with the Property Exchange Australia (PEXA) process;
- (d) only electronically sign land transaction documents identified in category 3.2.2(3) in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the *Transfer of Land Act 1893*, and restrictive covenants;
- (e) only electronically sign other land transaction documents identified in category 3.2.2(3) in accordance the PEXA process where Council has specifically resolved to provide authority; and
- (f) sign such other documents as instructed by the Shire from time to time.

(2) Officers are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.

### 3.5 SIGNING DOCUMENTS (OTHER THAN BY COMMON SEAL) DURING TEMPORARY ABSENCE OF THE CEO

Where the CEO;

- (a) is temporarily unavailable for executing documents requiring the CEO's signature;
- (b) no Acting CEO has been appointed; and
- (c) the CEO has advised the Director Corporate and Community Services in writing of the temporary unavailability,

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then the Director Corporate and Community Services is authorised to sign documents that the CEO is authorised to sign by signature (under this policy or a Council resolution), except where the Director believes the execution should await the CEO's availability.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Sections 9.49A, 9.49B, 9.49 and 5.43 [Execution of Documents] of the <i>Local Government Act 1995</i> [record keeping requirements] <i>State Records Act 2000</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Authorised PEXA Service Provider – McLeods Barristers and Solicitors						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM 17/03/20 – Item 13.4	PEXA authorisation and solicitor verification of identity.					
2.							

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### G14 Customer Service Charter

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#### Policy Objective

The Shire's Customer Service Charter reflects our organisations commitment to providing quality service and outlines what customers can expect from us.

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#### Policy

##### **The Shire of Ravensthorpe's commitment to you**

We will provide you with quality services and commit to standards by which to measure our performance. It also provides employees with clear standards for which to aim.

The charter will be reviewed and adapted to meet the changing needs of our customers.

Our Customers include;

- Residents, electors, members of the business community, investors and community groups as well as future residents, electors and generations who will be affected by today's decisions.
- Government departments, non-government agencies and adjoining local governments.
- Councillors and fellow staff members within the Shire.
- Visitors to the Shire.

##### **How will we achieve our commitment to you?**

By including in all staff recruitment processes selection criteria requiring a positive attitude towards customer service.

By conducting customer service training programs.

By making the development of positive customer service attitudes part of the performance review program of all employees.

By progressively reviewing and improving forms, systems and procedures from a customer's perspective.

# SHIRE OF RAVENSTHORPE

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By progressively improving access to our services for people with disabilities.

By improving access to Shire information by producing regular information pages in the local press, website, official social media pages and by making Council agenda's and minute's readily available in the Public Libraries and website.

By Council and the Executive Team reinforcing the importance of achieving excellence in customer service.

### **Service Standards That You Can Expect**

#### **Face to Face**

We will welcome you to our customer service desk in a professional, polite and attentive manner. (Office hours: 9.00a.m. to 4.00p.m. Monday to Friday).

Customer service staff will wear a name badge showing only their first name for ease of communication.

We will listen to you and discuss fully your requirements.

We will endeavor to satisfy your request at the time of your visit.

When enquiries of a technical nature are made at the service desk, a technical officer if available will be called to the desk within five (5) minutes, where possible, and they will introduce themselves by name and position. If the officer is out, or otherwise unavailable, the appropriate officer will contact you within two (2) working days.

Our aim is to assist you in a positive outcome.

#### **On the Telephone**

We will endeavour to answer your call within seven rings during opening hours of the Shire Office. (Office hours: 9.00a.m. to 4.00p.m. Monday to Friday).

We will introduce ourselves using first names.

We will provide you with an e-mail or contact number, for further communication where needed.

We will return your telephone enquiry within two (2) working days, or if the appropriate officer is not available, redirect the enquiry to another officer who may be able to assist you.

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### In Writing

We will write to you in clear, concise language that is easily understood.

We will endeavour to respond to your letter within seven (7) working days.

If your general correspondence enquiry proves to be more technical and requires research or consideration by the Shire that will take longer than seven (7) working days, we will acknowledge your letter and provide you with an expected reply date.

### By email

We will respond to you in clear, concise language that is easily understood.

We will endeavour to respond to your email within seven (7) working days.

If your general enquiry proves to be more technical and requires research or consideration by Council that will take longer than seven (7) working days, we will acknowledge your email and provide you with an expected reply date.

### For Building and Planning Applications

We will process standard building applications that can be dealt with under delegated authority within twenty (20) working days (subject to the provision of all required information).

We will acknowledge in writing, receipt of a complete planning application and provided the planning application is received by the cutoff date for the agenda present your planning application to Council for consideration at the next Ordinary Council Meeting.

We will acknowledge complex building and planning applications within seven (7) working days and keep you informed at each stage as the application progresses.

### Complaints

If you are not satisfied with our service.

Raise your concern with the staff member you have been dealing with to give him/her a chance to resolve the problem.

If you are not satisfied or feel unable to talk to that staff member please ask for that person's superior to call you back.

If you feel your problem is still unresolved please write to the Chief Executive Officer at PO Box 43, Ravensthorpe WA 6346 or by email: [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)

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If you are not satisfied with the Chief Executive Officer's response, you may raise your concerns with the Shire President, Deputy Shire President, or the WA State Ombudsman.

### Helping us to help you

You can help us to meet these commitments.

By providing accurate and complete details when writing or phoning with any queries.

By ensuring that applications for building and planning approvals are complete and include all required details.

By phoning to make an appointment if you have a complex enquiry of need to see a specific officer.

If phoning as a result of correspondence from Council, by phoning directly to the officer nominated on the correspondence and quoting the reference number of the letter.

By treating our staff with courtesy and respect.

Please note that offensive language or threatening/intimidating behaviour will not be tolerated and may result in the communication exchange ceasing by staff.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	5.94. [Public can inspect certain local government information] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
Attachment: "Contact details and feedback about the Charter and our services"							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	2023	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G15 Attendance by Councillors and the Chief Executive Officer at Events

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#### Policy Objective

To ensure compliance with Section 5.90A(2) of the *Local Government Act 1995* which requires local governments to adopt a policy in relation to the attendance of Councillors and Chief Executive Officers at events.

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#### Policy

This policy deals with the attendance of Councillors and the Chief Executive Officer at events including:

- (a) the provision of tickets to events;
  - (b) payments in respect of event attendance; and
  - (c) approval of attendance by the local government and criteria for approval.
1. Councillors and the Chief Executive Officer may receive tickets or invitations to attend events to represent the Shire. Attendance at events covered by this policy are "excluded gifts" as defined in section 5.62(1B) of the *Local Government Act 1995*.
  2. Councillors and the Chief Executive Officer may accept an invitation to attend any of the following events:
    - (a) Events sponsored by the Shire.
    - (b) Events held at any facility owned by the Shire (including facilities on land vested in the Shire).
    - (c) Events hosted by the Shire.
    - (d) Events hosted by any incorporated associations or not-for-profit organisations.
    - (e) Events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.
  3. Councillors may be reimbursed for travel associated with their attendance at an event in accordance with Council Policy – G2 – Council Member Training and Development.
  4. Attendance by Councillors at conferences shall be in accordance with Council Policy – G2 – Council Member Training and Development.
  5. Attendance by the Chief Executive Officer at conferences shall be in accordance with the Chief Executive Officer's employment contract and Council Policy – A10 – Staff Training and Development.



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	5.87A [Council members to disclose gifts] & 5.87B [CEO's to disclose gifts], and S5.90A [Policy for attendance at events], <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G2 – Council Member Training and Development Council Policy – A10 – Staff Training and Development						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennially	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	New Policy - To comply with new requirements of the <i>Local Government Act 1995</i> [s5.90A(2)].					
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G16 Community Consultation

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#### Policy Objective

To state the Shire of Ravensthorpe's commitment to effective, transparent and accessible community consultation to inform decision-making.

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#### Policy

Consultation shall be an integral part of the Shire of Ravensthorpe's decision making process.

Emphasis will be on advising stakeholders of projects that are to be undertaken, as well as inviting participation/comment, when appropriate.

Whilst committed to community consultation, the Shire of Ravensthorpe acknowledges that it is not always possible to adopt/accept all community groups and individual's views.

#### Guidelines:

Officer reports to Council on new projects/programmes, policies and review of projects/programmes and policies shall include a community consultation plan.

A Community Consultation Plan shall include:

- Objectives of the consultation.
- Stakeholders to be consulted.
- Timing and duration of consultation.
- Methods of consultation:
  - correspondence;
  - public engagement meetings;
  - public displays;
  - email groups;
  - advertising (media);
  - advertising (social media); and
  - questionnaires.
  
- Post consultation review to gauge effectiveness of the consultation process.

Council will consider the community consultation plan and make the final determination on the extent and level of communication.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	1.7 [Local Public Notice] and 1.8 [Statewide public notice] <i>Local Government 1995</i>  19C(9) [Requirements for Strategic Community Plans] Local Government (Administration) Regulations 1996						
<b>Industry:</b>	Integrated Planning and Reporting Framework and Guidelines						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

DRAFT

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G17 Invitation of Ratepayers and Residents to Council Dinners and Functions

#### Policy Objective

To facilitate / promote greater awareness in the community of the Shire's role, functions and responsibilities and to encourage participation in the role of elected members.

#### Policy

Councillors are welcome to seek consideration of invitations for ratepayers and residents to Council dinners that follow Ordinary Council Meetings. The Shire President is to consider any requests by Councillors and it will be considered on its merits.

The Shire President is authorised to invite all candidate nominees of local government elections to a Council dinner prior to an Ordinary Council Election.

The Shire President is authorised annually to invite partners of Elected Members to a Council dinner, this is to acknowledge the support provided to Councillors in fulfilling their duties.

Cost of meal and refreshment to be met by the Shire of Ravensthorpe, subject to sufficient availability of budget funds.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G18 Support to the Ravensthorpe Hopetoun Future Fund Board

#### Policy Objective

To clearly define the Shire of Ravensthorpe's administrative and financial support as Trustee to the Ravensthorpe Hopetoun Future Fund.

#### Policy

##### Support to the Ravensthorpe Hopetoun Future Fund

The Shire President and Chief Executive Officer are appointed to the Ravensthorpe Hopetoun Future Fund as confirmed in the Trust Deed (clause 9.4(b)(2)&(3)).

The Shire of Ravensthorpe as Trustee will hold the Ravensthorpe Hopetoun Future Fund (RHFF) Trust Fund and the income from the Trust Fund. The Trust Fund constitutes a trust fund under section 6.9 of the *Local Government Act 1995* (WA), and despite section 6.9(4) of that Act, the Shire of Ravensthorpe agrees that it will not, even after the Trust Fund has been held on trust for ten (10) years, transfer the Trust Fund to a municipal fund.

The Shire of Ravensthorpe must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund and will be in keeping with the requirements of the *Local Government Act 1995* and associated regulations.

The Shire of Ravensthorpe will not charge any fee or be paid any remuneration for acting as Trustee or administering the Trust Fund.

In accordance with the Trust Deed, the Shire of Ravensthorpe, must provide free of charge to the Trust support and services, including the funding of costs and expenses associated with that support and services, required by the Trust and the Board to administer the Trust Fund, including without limitation:

- (1) preparation of financial statements and audit in accordance with statutory requirements and the requirements of this deed;
- (2) provision of a venue for meetings of the Board and all other costs incurred in connection with such meetings other than any travel or meeting attendance costs or expenses incurred by, or meeting attendance fee or allowance payable to, by a member of the Board;
- (3) secretariat services to the Trust, including handling of inward and outward correspondence, phone enquiries and the provision of a web page;
- (4) services and support, including advertising, selection and notification costs, associated with the soliciting of ideas for projects from the community that the Trust may fund;

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- (5) any taxation administration necessary to have the Trust endorsed as exempt from income tax under Division 50 of the ITAA97, and thereafter to ensure the Trust remains compliant with all taxation laws, including income tax and GST; and
- (6) any administration necessary to implement changes to the Board in the event of resignation or removal of any member.

### **Reimbursement of Expenses to Board Members**

With the exception of the President and Chief Executive Officer of the Shire of Ravensthorpe, Board members will be reimbursed the expenses necessarily incurred by them in respect to the following:

#### **Travel Expenses**

Board members shall only claim travelling to the destination from their normal place of employment and/or residence and return, in respect to the following journeys:

- a. to attend Board meetings,
- b. to attend Board Community presentations.

The rate of reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.

Claim forms as deemed appropriate by the Chief Executive Officer are to be provided to Board Members for completion and forwarded to the Director Corporate and Community Services.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

#### **Chairperson Meeting Reimbursement**

In addition to reimbursement of travelling expenses the Board Chairperson shall be paid a voluntary Chairperson meeting reimbursement of \$500 per meeting attendance as authorised by the Chief Executive Officer. The Chairpersons meeting reimbursement shall be limited at \$3,000 per annum.

All expenses incurred under this section shall be paid from the Ravensthorpe Hopetoun Future Fund.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### Additional costs

As outlined in the Deed the Shire of Ravensthorpe shall support the Ravensthorpe Hopetoun Future Fund by way of the following support;

- Board meeting meals and refreshments.
- Secretariat support (including Board papers and minute taking).
- Annual and specific purpose Audit Fees.
- Legal Fees in managing the Deed.
- Advertising and promotional material for the Fund.

All expenses incurred under this section shall be paid from the Shire of Ravensthorpe adopted budget.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	<i>Charities Act 2013</i> s6.9(4) [Trust Fund] of the <i>Local Government Act 1995 (WA)</i>						
<b>Industry:</b>	Australian Charities and Not for Profits Commission - The Trustee for Ravensthorpe Hopetoun Future Fund. (Including Governing Document) <a href="https://www.acnc.gov.au/charity/3344d12635e9845312d09ae2096dc2f5#overview">https://www.acnc.gov.au/charity/3344d12635e9845312d09ae2096dc2f5#overview</a>  Australian Taxation Office – Cents per kilometre method <a href="https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/">https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/</a>						
<b>Organisational:</b>							
<b>Document Management:</b> Ravensthorpe Hopetoun Future Fund Deed and any subsequent Deeds of Variation.							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### G19 Risk Management

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#### Policy Objective

To provide a strategic approach to risk management that raises risk awareness across the organisation and ensures sound risk management practices are integrated into the future planning and day to day practices of the Shire.

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#### Policy

This policy is applicable to all of the Shire's operations, functions, activities, projects and events.

The Shire is committed to developing and implementing a Risk Management Framework in accordance with the risk management standard AS/NZS ISO 31000:2018, which will include systems to identify, treat, monitor, review and report risks across all of its operations.

The Shire is committed to developing and maintaining appropriate documentation to guide the implementation of enterprise risk management throughout the organisation.

The objectives of this policy are to:

- (a) Promote a culture of risk awareness and active management of risks;
- (b) Protect the Shire by systematically identifying risks and managing them appropriately;
- (c) Ensure Council is provided with reliable information to support decision-making and planning;
- (d) Reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control, which impacts on the cost of insurance; and
- (e) Assign responsibilities for managing risks.

#### RESPONSIBILITIES FOR RISK MANAGEMENT

##### Council

Council is responsible for:

- (a) Reviewing and approving the risk management policy, framework, and risk tolerance levels;
- (b) Considering risk management issues in reports to Council; and
- (c) Considering recommendations from the Audit Committee in relation to the adequacy of the shire's systems and processes for managing risk.



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### **Audit Committee**

The Audit Committee is responsible for the oversight of the Shire's approach to risk management and assessing the adequacy of the Shire's systems and processes for managing risk.

### **Chief Executive Officer**

The Chief Executive Officer is responsible for

- (a) The implementation of Council's Risk Management Policy and Framework;
- (b) Ensuring the development, implementation and review of the Shire's Risk Management Framework;
- (c) Communicating to employees the Shire's commitment to developing, implementing and managing an effective Risk Management Framework;
- (d) Ultimately determining if levels of residual risk are acceptable;
- (e) Ensuring reports prepared for Council include appropriate information in relation to risk to enable informed decision making; and
- (f) Undertaking reviews of the Shire's systems and processes for managing risk and reporting the outcome of those reviews to the Audit Committee.

### **Risk Tolerances**

The level of risk that is acceptable to the Shire will be assessed and determined on a case by case basis; however, the Shire will maintain a conservative approach to risk.

In line with its conservative attitude to risk, the Shire will not accept risks that carry a major or catastrophic residual risk of any of the following events or circumstances occurring:

- (a) A significant negative affect on the Shire's financial sustainability;
- (b) An interruption to essential services that extends for more than one week;
- (c) Substantial public embarrassment;
- (d) Compromised safety or welfare of staff, Councillors, contractors or members of the community;
- (e) Damage to relationships with a majority of, or significant, stakeholders; and
- (f) A significant breach.

### **Reporting**

A report on the adequacy of the Shire's systems and processes for managing risk will be presented to the Audit Committee and Council on a triennial basis.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Compliance Calendar (September) r.17 Local Government (Audit) Regulations 1996 - The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to — (a) risk management; and (b) internal control; and (c) legislative compliance not less than once in every 3 financial years. The CEO is to report to the audit committee the results of that review.							
<b>Legislation:</b>	r.17 [CEO to review certain systems and procedures] Local Government (Audit) Regulations 1996						
<b>Industry:</b>	AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	2023	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
3.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
4.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## ADMINISTRATION

### A1 Recognition of Service - Employees

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#### Policy Objective

This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the *Local Government Act 1995*.

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#### Policy

The Shire will recognise long serving employees with more than 10 years of service on their resignation or retirement from the Shire.

Pursuant to the provisions of Section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect recognition of service payments to employees who are leaving the organisation.

Eligibility will be at the discretion of the Chief Executive Officer on consideration of the merits of the employee having completed a minimum of 10 years commendable and continuous service.

Each eligible employee listed shall receive:

- (i) A letter from the Chief Executive Officer acknowledging the length of service.
- (ii) A gift voucher to the value of:
  - 10+ year's service \$200
  - 20+ year's service \$400
  - 30+ year's service \$500

The Shire may recognise employees with over 10 years continuous service on resignation or retirement, by way of a sundowner or other suitable function, with an expenditure limitation of up to \$20.00 (all inclusive) per attendee. The cost of holding a function is to be contained within the annual budget with approval from Chief Executive Officer.

A recognition of service gift will not be provided to an employee who has been dismissed for any reason other than redundancy, resignation or retirement.

For the purposes of this policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three (3) months in each calendar year but not including leave without pay or parental leave.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one (1) year.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>	s5.50 [Payments to employees in addition to contract or award] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Four Yearly	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## A2 Occupational Safety & Health

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### Policy Objective

The Shire of Ravensthorpe is committed to the Health and Safety of our people and providing a safe working environment.

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### Policy

The Shire of Ravensthorpe will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people including, employees, contractors, labour hire, visitors, volunteers and customers and damage to Shire property and the environment.

### **Commitment:**

The Shire will:

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, *Work Health and Safety 2011 (Cth)*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Ensure contractors understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and the Shire's policies, procedures and safe systems of work.
3. In consultation with contractors, manage all safety related matters to reduce risks in the workplace.
4. Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
5. Provide induction and ongoing training, information and instructions to staff and relevant contractors, regarding Occupational Safety and Health.
6. Ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Shire's policies and procedures and Australian Standards in relation to the Occupational Safety and Health.
7. Provide an effective system of accident/incident reporting, investigation and recording.
8. Monitor the effectiveness of the Shire's Occupational Safety and Health performance.

### **Staff and Contractors will:**

1. Comply with the *Occupational Safety and Health Act 1984 (WA)*, *Work Health and Safety Act 2011 (Cth)*, all relevant Regulations, Codes of Practice and Australian Standards.
2. Report workplace hazards and incidents to supervisors/manager.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



3. Work in accordance with the policies, procedures and safe systems of work of the Shire of Ravensthorpe.
4. Work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment.
5. Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

### **Responsibilities:**

The development of a safety management program and this policy is the responsibility of the Executive Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all Shire employees.

Document Control Box						
<b>Custodian:</b>	Chief Executive Officer					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>	<i>Occupational Safety &amp; Health Act 1984</i> Occupational Safety & Health Regulations (1996)  <i>Work Health and Safety Act 2011 (Cth)</i> Related Regulations Codes of Practice and Australian Standards.					
<b>Industry:</b>						
<b>Organisational:</b>						
<b>Document Management:</b>						
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>				
1.	OCM XX/XX/XX Item X.xx	Amended Policy				
2.						

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### A3 Staff – Superannuation Salary Sacrifice

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#### Policy Objective

To document the circumstances where the Shire will provide opportunities for staff superannuation salary sacrifice and the provision of a Shire Co-Contribution scheme to encourage staff members to save for their retirement.

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#### Policy

The Shire of Ravensthorpe offers, at its discretion, superannuation salary sacrifice to eligible employees in accordance with appropriate legislation, award provisions and policy provisions as follows:

An eligible employee is a member of a registered Superannuation Plan who is covered by award provisions that provide for salary sacrifice.

The provision of normal superannuation salary sacrifice is offered on the basis that:

- There is no additional cost or significant administrative burden to the Shire as deemed by the Chief Executive Officer.
- That all provisions comply with taxation, superannuation and award requirements and salary sacrifice contributions are made direct to a registered superannuation fund from Shire remittances.

There are no maximum salary sacrifice caps imposed by the Shire however employees should familiarise themselves with superannuation concessional caps imposed by the Australian Taxation Office.

In operation with regular superannuation salary sacrifice arrangements the Shire of Ravensthorpe provides a co-contribution scheme whereby the Shire will match additional salary contributions to a superannuation fund by an employee, or as otherwise negotiated with contracted employees. The maximum amount is capped at an additional 5% of the employees base salary. This additional payment is designed to encourage Shire employees to plan and adequately save for their retirement.

The Shire shall ensure that the provision of superannuation salary sacrifice complies with taxation and other relevant laws.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Council reserves the right to withdraw the superannuation salary sacrifice provision and co-contribution scheme where such provisions do not continue to comply with legislative requirements, conditions as specified above or exceeds the financial capacity of the organisation in the case of co-contributions.

Superannuation is a complex issue. Employees are advised to seek the services of a financial adviser or superannuation specialist to determine the most favourable option for their personal situation.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<i>Superannuation Guarantee (Administration) Act 1992</i> Local Government (Employee Superannuation) Regulations 2016						
<b>Industry:</b>							
<b>Organisational:</b>	Shire of Ravensthorpe Enterprise Bargaining Agreement						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biannual	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### A4 Records Management

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#### Policy Objective

This policy establishes a framework for records management and consistency in the keeping of information in the form of documents, images, plans and web based content in both hard copy and electronic environment, in order to meet evidentiary, legislative and good governance requirements.

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#### Policy

Definitions:

The Act: *State Records Act 2000* (the act)

Corporate Record means any hard-copy, digital or online record that meets one or more of the following criteria:

- a. It conveys information essential or relevant in decision-making processes.
- b. It conveys information upon which others will, or may, use to make decisions affecting the Shire's operations, rights and obligations under legislation.
- c. It commits the Shire to certain courses of action, the commitment of resources or provision of services.
- d. It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- e. The information is likely to be needed for future use, or is of historical value.

Ephemeral record means any record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.

#### Scope

This policy applies to all aspects of the Shire's business activities. It applies to all Shire employees, councillors, volunteers and contractors engaged under contractual arrangements to conduct business on behalf of the Shire.

It applies to all active and archival records and all core and administrative functions where records are created, maintained, managed and stored, including the various business applications in use by the Shire. This includes hard copy documents, images, plans and website content.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Adherence to the Records Management policy is a mandatory requirement for all, employees, councillors and contractors of the Shire of Ravensthorpe. No exemptions exist for this Policy.

### **Context**

The Act requires public offices to make and keep full and accurate records of their activities. The Act also requires public offices to ensure that such records are effectively and efficiently managed so that they are accurate, complete and available when required. These records must be protected from accidental or deliberate loss, damage or misuse and secured from unauthorised access. The Shire is responsible for, and is committed to, the effective management of all records and information in its care.

The Shire of Ravensthorpe recognises that records are vital assets, necessary to:

- Support its management, administration and service delivery,
- Deliver customer service in an efficient, fair and equitable manner,
- Provide evidence of actions and decisions and precedents for future decision making, and
- Protect its rights and interests and that of its community.

The Shire seeks to ensure that:

- These records are managed efficiently and effectively, and can be readily accessed;
- It complies with all requirements concerning records and information management practices;
- Retention and disposal of Shire records will be in accordance with the General Disposal Authority for Local Government Records provided by the State Records Office of Western Australia; and
- Records of longer-term value are identified and protected for historical purposes and those records identified as permanent are transferred to the State Records Office of Western Australia in due course to become part of the state archives.

### **Roles & Responsibilities**

#### **Chief Executive Officer**

In accordance with the State Records Office of Western Australia and the *Local Government Act 1995*, Council's Chief Executive Officer is responsible for ensuring that corporate records of the Shire are properly kept.

# SHIRE OF RAVENSTHORPE

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All employees, councillors and contractors have a responsibility to create, capture and manage appropriately the complete and accurate records of the Shire, including records of decisions made, actions taken and transactions of daily business in accordance with the records management program, this policy and Council's records management procedures and processes.

### **Executive Team**

The Executive Team are responsible for monitoring staff under their supervision to ensure that they understand and comply with the Records Management Policy and procedures. The Executive Team are also responsible for fostering and supporting a culture within their workgroup that promotes good record management practices.

### **Records Officer(s)**

Provides training on the record keeping program as well as education on record keeping obligations on behalf of the organisation.

Advises the Chief Executive Officer and Director Corporate and Community Services on the management, storage, classification, retention and disposal of records according to standards and Disposal Authorities issued by the State Records Office of Western Australia.

Manages the transfer of hardcopy and electronic records such as images, plans and web based content.

Respects and protects the confidentiality of these records from unauthorised access and release of information.

### **Contractors**

Ensuring that complete records are accurately created and managed that properly and adequately record evidence of the business activities of the work functions for which they are responsible. This applies to both hardcopy and electronic information, including email, images, plans and web based content.

Complying with the requirements of the Act, and any other applicable legislation with requirements pertaining to recordkeeping;

Respecting and protecting the confidentiality of these records from unauthorised access and release of information, and

Ensuring that these records are returned to the Shire upon completion or termination of the Contract or work.

# SHIRE OF RAVENSTHORPE

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### **Non-Compliant Record Keeping Systems**

The following “systems/tools” do not provide adequate record keeping functionality and are not to be used to store all organisational records:

- email folders;
- local F:drives;
- portable storage devices; and
- Shared (network) drives.

### **Breaches**

Any serious breaches and non-conformance with this Policy and associated procedures and legislative requirements will be dealt with under Shire’s Code of Conduct or under contract management dispute provisions for contractors.

### **Principles of Record Keeping**

The Shire is committed to achieving best practice through a council-wide consistent approach to the management of electronic information. This will be achieved through the following principles:

#### **Manage**

The Shire will establish the capability to manage the life-cycle of electronic content by maintaining electronic content and metadata in electronic form for the purpose of delivering services and conducting business. Electronic information is more accessible and continues to contain content when maintained in electronic form.

The Shire will develop policies, business rules and procedure to enable sound recordkeeping practices in the electronic environment.

The Shire will ensure the effective establishment and ongoing operation of its electronic content management system.

#### **Capture**

The Shire will establish business processes to ensure hard copy documents and electronic content generated or received are treated as official records in accordance with the Act.

The Shire will implement electronic recordkeeping practices through the design and operation of reliable recordkeeping or business systems which produce authentic and reliable electronic content.

# SHIRE OF RAVENSTHORPE

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### **Store and Preserve**

The Shire will store and manage electronic content in compliance with relevant legislation and industry standards such as the *State Records Act 2000*, State Records Office Guidelines – Management of Digital Records.

Maintaining electronic records over time involves a shared responsibility between the Shire and the State Records Office of Western Australia. The Shire cooperates with State Records Office of Western Australia to establish arrangements for the long-term management and preservation of electronic records.

### **Access**

Access to corporate records by employees and contractors will be in accordance with designated access and security classifications, as determined by the Records Officer.

Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.

Access to corporate records by Councillors will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

### **Enable**

The Shire will invest in information technology infrastructure to support record keeping systems that facilitate integration of business and recordkeeping applications.

### **General Requirements**

#### **Destruction**

The Records Officer will dispose of corporate records in accordance with the General Disposal Authority for Local Government Records and/or the General Disposal Authority for Source Records, following authorisation from the Chief Executive Officer.

#### **Ephemeral Records**

Ephemeral records may not be required to be placed within the Shire's official recordkeeping systems. Councillors, employees or contractors may dispose of such ephemeral records.

#### **Training and Education**

Training in recordkeeping practices and the use of the Shire's document and records management systems is available to all newcomers upon commencement and ongoing training is available upon request to the Records Officer. Councillors will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

# SHIRE OF RAVENSTHORPE

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Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Record Keeping Plan							
<b>Legislation:</b>	<p><i>State Records Act 2000</i>; and Standards issued by the State Records Office of Western Australia</p> <p>State Records Office Guidelines, Management of Digital Records; <i>Building Act 2011</i>.</p> <p><i>Electronic Transactions (Western Australia) Act 2011</i>.</p> <p><i>Evidence Act 1906</i>.</p> <p>s5.41(h) [Functions of CEO] <i>Local Government Act 1995</i> s5.92 [Access to information by council, committee members] <i>Local Government Act 1995</i></p> <p>Further Information at; <a href="http://www.sro.wa.gov.au/state-recordkeeping/legislative-requirements">http://www.sro.wa.gov.au/state-recordkeeping/legislative-requirements</a></p>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

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### A5 Internet and Email Usage

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#### Policy Objective

To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire of Ravensthorpe.

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#### Policy

The Shire will ensure that employee use of the Shire's internet and email systems is in accordance with the following:

##### **Email Content**

All emails sent or received via the Shire's email system are the property of the Shire of Ravensthorpe although it does not accept responsibility for items of an informal nature that are transmitted through its system without consent.

No employee or contractor shall seek to receive, send or distribute emails containing non-business related material.

No employee or contractor shall send or distribute emails containing expletives or pornography, messages that are abusive, obscene, libelous, insulting or in bad taste.

The Shire of Ravensthorpe considers any pornographic or offensive material totally inappropriate in the workplace and expects that any person who receives such material will immediately report this to the relevant Executive Team Member.

No employee or contractor shall send or distribute emails containing derogatory, inflammatory, insulting or libelous information about any other Shire employee, elected member, customer, associate or any other person whatsoever.

No employee or contractor shall conduct any business of a private nature via the Shire's email/internet system.

Any employee or contractor receiving questionable material as described above should immediately notify the relevant Executive Team Member for appropriate action.

Employees shall not use email/internet or electronic messaging systems to infringe copyright or other intellectual property rights of third parties.

# SHIRE OF RAVENSTHORPE

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All staff are required to protect the confidentiality provisions of the Shire, exercise due care and adhere to confidentiality agreements when handling data or information on or from the Shire's record keeping system.

Unauthorised advertising or promotion of products or services via the email/internet system is not permitted.

No attachment should be opened or stored unless the employee or contractor can positively identify the sender.

### **Monitoring Emails**

The Shire has installed an email management system. This system is capable of capturing all email business transactions and to trap and report all questionable emails. Employees and contractors should be aware that all emails are being monitored to ensure that this policy is being adhered to.

### **Consequences of Non-Compliance**

Any serious breaches and non-conformance with this Policy and associated procedures and legislative requirements will be dealt with under the Shire's Code of Conduct or under contract management dispute provisions for contractors.

### **Internet Usage**

The internet is a resource, which is to be used for work related purposes and inappropriate use, including any violation of the conditions and rules, may result in the cancellation or limitation of access by the employee or contractor.

### **Encounter of Controversial Material**

Access by employees to sites on the internet which could be construed as obscene, sexual, racist, discriminatory, or unacceptable for business are not to be intentionally visited. It is the user's responsibility not to initiate access to such material. Deliberate accessing of such sites is expressly banned and renders the employee or contractor to formal disciplinary procedures. If such a site is accessed unexpectedly, it is expected that the user will immediately terminate the connection.

### **Downloading Software**

Unauthorised downloading of software through the internet is strictly prohibited. The reason for this prohibition is that the Shire can be exposed to action arising from possible copyright infringement issues and the Shire's computing network can be open to disruption from virus attacks.

If a user has identified any software package that may be useful for the Shire's operations and can be downloaded through the internet, they must be referred to the Director Corporate and Community Services for evaluation.



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No software is to be either downloaded through the internet or purchased from any other means unless approved by the Director Corporate and Community Services.

Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – G3 – Code of Conduct for Council and Committee Members						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		Amended Policy				
2.							

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# SHIRE OF RAVENSTHORPE

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### A6 Staff – Education and Study Assistance

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#### Policy Objective

To encourage further education of employees in areas that are of mutual benefit to the employee and the Shire of Ravensthorpe.

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#### Policy

The Shire encourages staff to pursue professional development studies relevant to the functions of Local Government in general and to the disciplines relevant to their respective duties.

Staff undertaking courses of study (usually long term, run by a College, TAFE or a University) may be assisted by the Shire, subject to the following:

- Such courses are appropriate to local government and directly related to the duties being undertaken by the employee;
- Such courses and the method of undertaking such courses must be supported by the relevant Director and approved by the Chief Executive Officer; and
- That there are sufficient funds budgeted.

The Chief Executive Officer will have regard to issues such as staffing levels, impact on customer service levels or the delivery of the capital works program.

The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in the employees own time, although submissions for time off for repeated subjects without pay or with such time to be made up, however this can be considered by the relevant Executive Member based on merit.

Employees may be permitted time off with pay up to five (5) hours per week, including traveling time, providing the equivalent period of time attending lectures and travel is incurred in the employee's own time.

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations, higher education

# SHIRE OF RAVENSTHORPE

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contribution scheme and late enrolment or late entry fees) partially reimbursed, after successful completion of the semester/term. Reimbursement shall be limited to fifty percent (50%) of all normal fees relating to that semester's study to a maximum of \$1,000 per semester (based on two (2) semesters per year).

Expenditure for books, stationery, equipment, parking and travel will not be reimbursed.

Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational organisation, evidencing successful completion of each semester's subjects.

This policy applies to full time and part time permanent employees only.

Employees that are employed under a traineeship or apprenticeship will see the Shire pay 100% of the fees. The Shire will not pay for expenditure for books, stationery, equipment, parking and travel.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>	Appropriate Annual Budget Allocations						
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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### A7 Mobile Phone Allowance

#### Policy Objective

To provide guidelines that will enable Approved Officers to source their own Mobile Device and receive a subsequent Mobile Phone Allowance, as opposed to receiving a Shire-provided mobile phone.

#### Policy

Approved Officers who would normally have a Shire-provided mobile phone may, upon request and at the absolute discretion of the Chief Executive Officer, have access to a \$25.00 per week Mobile Phone Allowance. In the case of the request being made by the Chief Executive Officer, the Shire President will determine the approval for the allowance.

Should the Mobile Phone Allowance be approved, the Approved Officer must source their own Mobile Phone or Device, and will be responsible for all call costs, data costs and handset plans.

Approved Officers will be required to be contactable at all times, as would normally be the case with a Shire-provided mobile phone.

Should an Approved Officer's privately provided handset become inoperable for whatever reason, a standard handset from the Shire will be made available for use by the Officer in the intervening period. In this instance, the Mobile Phone Allowance will be cancelled during the intervening period; unless the Chief Executive Officer (or Shire President for matters related to the Chief Executive Officer) determines that the intervening period is a short enough length of time such that the administrative costs of withdrawing the Mobile Phone Allowance would outweigh the benefit.

Approved Officers acknowledge that the Mobile Phone Allowance is a taxable allowance, and will not count towards the Officers' salary for the purpose of calculating the Superannuation Guarantee Charge.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					

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### A8 Fitness for Work

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#### Policy Objective

The purpose of this policy is to detail the guidelines and actions required to manage fitness for work within the workplace, including:

- Illicit drug use;
- Alcohol use;
- Prescription medication;
- Other medication;
- Fatigue; and
- Any other factors where concentration and agility of an employee is affected.

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#### Policy

The Shire of Ravensthorpe recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This policy outlines guidelines and the expectations of the Shire of Ravensthorpe to demonstrate their duty of care under the *Occupational Safety and Health Act 1984* and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences may result in instant dismissal.

Drug and alcohol tests shall also be applied to Contractors. Any positive result shall result in immediate removal of the person or persons from site.

Definitions:

Alcohol: Any substance containing alcohol.

Drugs: Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.

Fatigue: The inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including "hangovers" and/or "come downs", etc.)

Fit for Work: Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

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### Impaired Work

**Performance:** Sudden or gradual deterioration in a person's ability to function appropriately at work.

**Misuse:** Inappropriate use of a substance on the Shire of Ravensthorpe premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice.

**Substance:** Any drug that may have adverse effects causing impaired work performance.

### Unfit for

**Work:** Being impaired for work and therefore unable to perform duties in a safe manner.

**Use:** Eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.

### Objectives:

The objectives of introducing a Fitness for Work policy is to reduce the risk posed to the Shire of Ravensthorpe employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual's private behaviour outside the workplace providing that behaviour does not have a residual effect on work performance.

### Procedure:

#### Alcohol

Persons being under the influence of alcohol will not be permitted to work on premises or with property of the Shire of Ravensthorpe.

Employees will be given the opportunity to self-test for alcohol prior to commencing work to determine their fitness for work.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol test. If the employee is found positive to having a blood alcohol level equal to or over the limit prescribed for the class or level of motor driver's licence held then instant dismissal may follow.

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If an employee refuses a breath or blood alcohol test then instant dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of a Shire vehicles may be required to provide a breath, urine and/or other sample prior to operating a vehicle to assure compliance with the provisions of the *Road Traffic Act 1974*.

All employees may be required to provide a breath, urine and/or other sample at the commencement of their shift or any other time at the discretion of management.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Ravensthorpe that employees make alternative arrangements to get home. The Shire of Ravensthorpe accepts no responsibility for employees during travel to and from the function.

### **Illicit Drugs and Other Substances**

Illicit drugs and other substances are strictly prohibited by the Shire of Ravensthorpe. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Ravensthorpe property or premises will result in disciplinary action and possibly instant dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire of Ravensthorpe).

Refusal to a drug screen may result in instant dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as detailed below) then instant dismissal may follow.



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### Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information is to be recorded confidentially on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (i.e. penicillin) that may be useful in a medical emergency.

### Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep due to illness or other personal issues;
- Voluntary work;
- External work commitments.

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Ravensthorpe policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire of Ravensthorpe that may impact accordingly.

Depending on the circumstances, the Shire of Ravensthorpe may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Ravensthorpe, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action may result.

If sleep deprivation is due to illness or personal issues the Shire of Ravensthorpe will endeavour to find a short term compromise and support the employee in whatever capacity is appropriate.

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In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

### **Disciplinary Action – Drugs and Alcohol**

If this policy is in any way contravened by an employee, the disciplinary action that may follow is at the sole discretion of the Chief Executive Officer.

### **General Guidelines**

Any employee who tests positive to an alcohol or drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

### **Pre-commencement of Work**

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive they will be sent home without pay. This will act as the employee's first warning. The employee will not be allowed to commence work again until they have proven themselves fit for work.

Following the first instance and warning if the employee continues to come to work unfit for work, then second and third warnings will be given. The employee may be dismissed following a third offence.

### **First Offence/Warning**

The employee may be immediately suspended from duty without pay if found unfit to work.

The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

The employee will be counselled by their supervisor and will focus on:

- The unacceptability of the employee's behaviour.

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- The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
- The employee's responsibility to demonstrate that the problem is being effectively addressed.
- That any future breach of the policy will result in a second warning or instant dismissal.

The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug/substance problem is the responsibility of the employee and will not be made mandatory.

The Shire of Ravensthorpe will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

### **Second Offence/Warning**

The employee will be immediately suspended from duty without pay if found unfit for work.

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

The employee will be counselled by their supervisor that will focus on:

- The unacceptability of the employee's behaviour.
- The risk that such behaviour creates for the safety of the individual and other employees or members of the public.
- The employee's responsibility to demonstrate that the problem is being effectively addressed.
- That any future breach of the policy will result in instant dismissal.
- Counselling will be offered, if counselling was not used in the first instance.

The employee will be subjected to fortnightly or random testing, at the supervisor's discretion, for alcohol and/or drug screen for the period of two months, paid for by the Shire of Ravensthorpe.

If the employee refuses to comply, instant dismissal may follow.

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### Third Offence/Dismissal

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

### Instant Dismissal

The following are guidelines to circumstances that may result in dismissal without notice:

- any attempt to falsify the drug and alcohol screen;
- cultivating, selling or supplying drugs and/or other substances on the Shire of Ravensthorpe's premises;
- consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period;
- refusal to undertake a drug and/or alcohol screening.
- unlawful behaviour.

### Other

If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued and they are sent home, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.

As part of their pre-employment medical all new employees may be required to undertake a drug and alcohol screen prior to commencing work at the Shire of Ravensthorpe.

### Note:

Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time will be forfeited.

### Counselling

The Shire of Ravensthorpe shall provide employee assistance programs to support employees with counselling services.

### Laboratory Testing

All samples are submitted for testing to a suitably qualified laboratory.

The laboratory complies with Australian Standards and is National Association of Testing Authorities (NATA) accredited for quality assurance.

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A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

### Cut-off Threshold

As recommended by Australian Standard 4308

Class	Individual Drug	Screening Test (µg/L)	Confirmatory Tests (µg/L)
Amphetamines (i.e. Speed)		300	300
Benzodiazepines (i.e. Valium)		200	200
Opiates (i.e. Heroin)		300	
	Codeine		300
	Morphine		300
Cannabinoids (i.e. Marijuana)		50	15
Cocaine	Cocaine	300	150

### Document Control Box

<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Sections 19 [Duties of employers], 20 [Duties of employees], 22 [Duties of persons who have control of workplaces] of the <i>Occupational Safety and Health Act 1984</i>						
<b>Industry:</b>	WA Guidance Note Alcohol and Other Drugs at the Workplace <a href="https://www.commerce.wa.gov.au/publications/guidance-note-alcohol-and-other-drugs-workplace">https://www.commerce.wa.gov.au/publications/guidance-note-alcohol-and-other-drugs-workplace</a>  AS/NZS 4308:2008 Procedures for Specimen Collection and the Detection and Quantitation of Drugs of Abuse in Urine  AS 4760: 2019 Procedure for specimen collection and the detection and quantification of drugs in oral fluid						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
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1.	OCM XX/XX/XX – Item X.xx		Amended Policy				

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### A9 Code of Conduct for Employees

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#### Policy Objective

This Code of Conduct provides employees with minimum standards of ethical and professional behaviour for employees. Although this document is comprehensive in nature, it does not cover all levels of acceptable behaviour and the Chief Executive Officer reserves the right to make judgement on areas not expressly covered within this Code.

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#### Policy

##### 1. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and management practices in a responsible and professional manner.

##### 2. Authorising Correspondence

Employees may sign Shire correspondence where the content of the correspondence is consistent with Council Policy, a specific resolution of Council, or their individual 'delegated authority' or where the correspondence provides technical information or advice pertaining to their individual area of responsibility and in the normal course of their duties.

All other correspondence, including that otherwise purporting to represent Council's position or views on a particular matter, committing the Shire to a course of action, or dealing with legal agreements or commitments, is to be forwarded to the Chief Executive Officer for review and signature.

##### 3. Communication and Public Relations

All aspects of communication by employees (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of the Shire. Communications should be accurate, polite and professional at all times.

No employee is to provide public comment regarding an activity of the Shire unless with the express permission of the Chief Executive Officer. Public comment shall include comments to the media, social media, newspaper, television, radio or during a public event.

##### 4. Compliance with Lawful Orders or Directions

Employees shall ensure to comply with any lawful direction given by their Supervisors, however where an employee has any doubts regarding that order, they shall discuss the matter with their direct Supervisor. If the matter can't be resolved through those discussions, then it shall be dealt with in accordance with the Shire's dispute resolution process.

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### 5. Computer and Internet Usage

The privilege of using Shire supplied computing facilities is accompanied by the responsibility of exercising high standards of honesty and considerate behaviour. In particular, employees are expected to use the computing facilities primarily for Shire business purposes and only very incidentally for personal purposes if required. Employees are also expected to show consideration to others, to refrain from providing access to unauthorised users, to maintain the confidentiality of their password, to respect the privacy of all other users and to adhere to all related policies and procedures.

Computers are Shire assets and must be kept both software legal and virus free. Employees are not permitted to bring software from home and load it onto Shire of Ravensthorpe computers. All employees are required to gain the approval of their relevant Executive Team Member prior to removing any computer hardware from the workplace.

Each employee has an individual password to access the system, however all information accessed by passwords is the physical and intellectual property of Shire of Ravensthorpe. The contents of email communications are to be accessible at all times by Shire of Ravensthorpe Executive Team Members for any business purpose.

All electronic systems, including email and voice messages, may be subject to periodic unannounced inspections and will be treated like other shared filing systems. All system passwords (including screensaver passwords) are to be available to your relevant Executive Team Member on request. The use of passwords on documents without the knowledge of the employee's supervisor or the installation of encryption programs without gaining authorisation is strictly prohibited.

Employees are not permitted to share passwords, access a file, or retrieve any stored communication unless authorised to do so, or unless they have received prior clearance from an authorised Shire of Ravensthorpe representative. All passwords remain the property of the Shire of Ravensthorpe.

All electronic records produced or received by an employee in the course of public duties are deemed to be public records and therefore must be captured in the Records Management System. Records must be saved directly into the Records Management System or either printed as hard copy and forwarded or emailed directly to the Records Officers.

### 6. Confidentiality

In the course of employment, employees are likely to have access to or become acquainted with confidential information in various forms. It is a condition of employment to not to use any of this confidential information for any purpose other than for the benefit of the Shire either during or after an individual's employment with the Council. Employees may not take confidential information from the workplace without the consent of the relevant Executive Team Member.

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### 7. Conflict of Interest

Employees must ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees will not engage in secondary employment or private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to and seeking the approval of the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Employees will refrain from partisan political activities that could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

### 8. Customer Service

Every employee at all times shall endeavour to treat every member of the public and customers with respect, courtesy and with the highest regard while delivering quality customer service. Any disagreement or argument with a member of the public shall be reported to your Director at the earliest convenience.

### 9. Disclosure of Interest

**Definition:**

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –*

*“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest:
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
  
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter:
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.



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- (c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if:
- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If:
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

### 10. Displaying of Offensive Material

All employees must ensure that they do not display or distribute any material that may cause offence to any other employee including jokes that may offend a particular group, material containing nudity, sex or crude acts, logos representing an offensive meaning or gesture, tattoos that may be offensive and material that stereotypes others.

### 11. Drugs and Alcohol

No employee is permitted to consume drugs or alcohol whilst at work. Employees are also not permitted to present for work in an intoxicated state from drugs or alcohol.

The Shire reserves the right to test for drugs and/or alcohol if in the opinion of an Executive Team Member there is a reasonable suspicion that an employee is under the influence of drugs or alcohol. Reasonable suspicion can be warranted when an employee is:

- Found to be in possession of or taking drugs or alcohol during work hours or during a work break; or
- Not performing their duties in a usual and/or safe manner and being noticeably unfit for work duties; or
- Smelling of alcohol or any other illegal substance; or
- Involved in a major accident at work.

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The Shire reserves the right to remove the employee from work, require them to submit an analysis test for the presence of drugs and/or alcohol. An authorised person will nominate the time, place and medical practitioner to conduct the tests.

The appropriate course of action shall be at the discretion of the Chief Executive Officer for an employee who confesses to being under the influence of drugs or alcohol, or is found to be under the influence of drugs or alcohol once a test has been conducted, and may include compulsory counselling, disciplinary action including dismissal, random or compulsory future tests or any other course of action deemed appropriate.

Any employee found to be in the possession of drugs at work or providing drugs to other people may be dismissed immediately without notice.

### **12. Employee Assistance Program**

The Shire will engage an appropriate organisation to implement an Employee Assistance Program to provide assistance to all employees and their families on a voluntary and confidential basis.

The aim of the Employee Assistance Program is to provide access for all employees and their families to a competent external agency for assessment of, and assistance with, personal and/or work related problems. The expectation is that early identification of problems and the counselling given will improve quality of life and work performance of individuals entering the program.

The program shall extend to all employees of the Shire (at all levels) and their immediate families. It shall be provided free of charge to all employees and their immediate family members.

### **13. Equal Opportunity**

The Shire of Ravensthorpe is an equal opportunity employer, believing that only the best applicant for a position, based on relevant work experience, qualifications, skills and personal attributes (if applicable), should be promoted to any advertised vacancy.

The Shire of Ravensthorpe believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire, but also the wider community.

### **14. Workplace Discrimination and Harassment**

The Shire considers it the right of every individual to carry out their job in an environment that promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment and victimisation.

Discrimination is treating someone unfairly or differently due to their race, sex, sexual preference, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status.

Any individual who experiences discrimination should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has

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difficulty in doing this, then assistance should be sought from the Supervisor to confront the person(s) concerned.

It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace. Management and employees in supervisory positions shall ensure that the work environment is free from all forms of harassment.

Employees subject to discrimination or harassment may obtain advice and assistance from the Chief Executive Officer who is responsible for Human Resources management.

Complaints of harassment shall be considered serious and investigated promptly and confidentially.

In accordance with the *Local Government Act 1995* the Shire shall recruit in accordance with the principles of merit and quality and shall ensure that discrimination does not occur.

The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

### 15. Workplace Bullying

The Shire of Ravensthorpe is committed to providing a work environment that is free from hazards. Part of this commitment is to take a systematic approach in establishing safe systems of work to prevent or minimise, so far as is practicable, bullying in the workplace.

Working relationships and standards of behaviour between employees, Councillors, customers and residents is important. Bullying in any form is considered inappropriate and unacceptable behaviour and will not be tolerated under any circumstances.

Workplace bullying is inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity at work.

While some workplace bullying may involve verbal abuse and physical violence, bullying can also be subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of employees from others and unrealistic, embarrassing or degrading work demands.

There are bound to be occasional differences of opinion, conflicts and problems in working relationships as these are part of working life. Employers are entitled to make reasonable demands on employees, but when treatment of another person is unreasonable or offends them, then workplace bullying exists and should not be tolerated.

There is no set list of bullying behaviours that may occur in the workplace. However bullying may include one or a combination of the following:

- Abusive, insulting or offensive language by one or more persons to another or others;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with much yelling and screaming;
- Inappropriate comments about a person's appearance, lifestyle, or their family;
- Teasing or regularly making someone the brunt of pranks or practical jokes;

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- Interfering with a person's personal effects or work equipment;
- Physical assault or threats; and
- Organisational behaviour that undermines, treats less favourable or disempowers others.

It is important to differentiate between a person's legitimate authority at work and abuse or bullying. All employers have a legal right to direct and control how work is done and supervisors have a responsibility to monitor workflow and give feedback on performance.

If an employee has obvious performance problems, these should be identified and dealt with in a constructive way that does not involve personal insults or derogatory remarks. In situations where an employee is dissatisfied with management practices, the problems should also be raised in a manner that does not involve personal abuse.

### **16. Financial Interest**

Employees must adopt the principles of disclosure of pecuniary interest as contained within the *Local Government Act 1995*.

### **17. Financial Procedures**

The Shire of Ravensthorpe has administrative financial procedures that all employees are required to follow. The financial procedures relating to an employee's position will be explained during their induction. All employees shall endeavour to follow such procedures to ensure the necessary level of accountability is maintained when allocating or utilising Council's Annual Budget.

### **18. Inappropriate Language**

Every employee at all times shall endeavor to refrain from using inappropriate or offensive language whether in the presence of others or not. Inappropriate or offensive language is not an efficient, professional or effective means of communication and will not be tolerated.

### **19. Interests Affecting Impartiality**

Employees must disclose any interest in any matter to be discussed at a Council or Committee meeting that will be attended by the employee.

Employees will disclose any interest in any matter to be discussed at a Council or Committee meeting in respect of which the employee has given, or will give, advice.

### **20. Medication**

When visiting a doctor, an employee who is being prescribed a prescription medication is required to advise the doctor if they are required to operate machinery as part of their role, to ensure that the drug prescribed does not affect their ability to safely operate the machinery.

If you are required to operate machinery or drive a vehicle and in the opinion of the medical practitioner it would be unsafe for you to do so, you must advise your supervisor as soon as possible and before commencing work.

If the employee is prescribed medication for an ongoing or short term health issue that could impede the ability of an employee to perform their duties safely, the employee is obligated to confidentially advise their direct supervisor. This is for the employee's own safety in the event of an emergency so responding medical services can be best informed of the employee's medical status.

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### 21. Mobile Phones

The Shire of Ravensthorpe acknowledges that Shire supplied mobile phones may be used from time to time for personal calls, however such usage shall be kept to a minimum. Monthly mobile phone accounts are to be distributed to the relevant Executive Team Member responsible for the care of the mobile phone for the authorisation of the account for payment. The employee is responsible for declaring and itemising any personal usage totaling over \$30 per bill and such amounts over this shall be repaid to the Shire.

Shire mobile phones shall not be taken on annual leave or long service leave without the express permission of the Chief Executive Officer. The mobile phone shall be passed to the Chief Executive Officer prior to that leave being taken.

Where hands free vehicle mobile phone kits have not been fitted to a Shire vehicle, officers driving that vehicle shall not use a mobile phone while the vehicle is moving.

The use of personal mobile phones is to be limited to before and after work or during breaks but may be used outside of these times for urgent matters.

### 22. Out of Hours Conduct

Any employee who commits a serious criminal offence may be dismissed for such actions. Serious criminal offences shall include offences such as murder, manslaughter, motor vehicle theft, rape, sexual assault, break and entering, fraud, armed hold ups, drug dealing and any other offence of a similar serious nature. The consideration of serious criminal offence will take into account the nature of the incident and the nature of the individual's position.

Employees should also act, and be seen to act, properly and in accordance with the requirements of the law and the sentiments of this Code, including not conducting themselves in a manner that in context reflects poorly or adversely upon the Shire of Ravensthorpe.

### 23. Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Ravensthorpe business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourable both on them and on the Shire of Ravensthorpe.

Any time spent on personal business such as lengthy phone calls, internet usage, social media, coffee breaks, smoking and/or sporting activities is required to be made up by that employee by working additional time equivalent to the time spent.

Employees noted or reported to be engaging in social media during working hours (not including meal breaks) will be contacted by the Director and referred to the Chief Executive Officer for possible disciplinary measures or have their employment terminated.

### 24. Personal Behaviour

All employees must:

- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this document;
- Perform their duties impartially and in the best interests of the Shire of Ravensthorpe uninfluenced by fear or favour;

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- Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Ravensthorpe and the Community;
- Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- Always act in accordance with their obligation of fidelity to the Shire of Ravensthorpe;
- Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- Bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other Council member or employee, relating to business of Council; and
- Be frank, respectful and honest in their official dealing with each other.

### 25. Personal Benefits – Gifts and Bribery

#### Definitions:

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:*

*“activity involving a local government discretion” means an activity:*

- (a) *that cannot be undertaken without an authorisation from the local government; or*
- (b) *by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include:*

- (a) *a gift from a relative as defined in S 5.74(1); or*
- (b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means:*

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“prohibited gift”, in relation to a person who is an employee, means:*

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or

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- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
    - (1) a description; and
    - (2) the estimated value; and
    - (3) the date of acceptance,of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s.5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

### 26. Policies and Procedures

Employees will give effect to the lawful policies of the Shire of Ravensthorpe, whether or not they agree with or approve of them. Employees are required to comply with the current Shire of Ravensthorpe Policies and Procedures as amended from time to time. Copies of the policies are available on the Shire website. Employees will be advised of all the Council Policies affecting your employment upon commencement.

### 27. Professional Indemnity Insurance

All Shire of Ravensthorpe employees will be provided with Professional Indemnity Insurance provided by the Shire of Ravensthorpe. Such coverage shall be provided in accordance with the relevant Insurance Policy terms and conditions.

### 28. Relationships between Councillors and Staff

Employees are to ensure that relationships with Councillors are kept professional and that all members of Council are treated with respect and professional courtesy.

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### 29. Smoking in the Workplace

All employees are to ensure that they do not smoke within:

- Shire buildings;
- Shire vehicles during private or work usage;
- 10 metres of an entry to a Shire building; and
- Any location which is clearly visible to members of the public.

Smoking whilst at work is discouraged by the Shire. Should an employee have to smoke during work hours, they shall ensure they make up such time spent smoking.

Smokers should ensure to limit the time and frequency spent smoking, ensure that cigarette butts are correctly disposed of and that the area is kept clean and tidy to reduce smells and litter.

The designated smoking areas are considered to be any area outside of those areas restricted within the clause. The Shire will not be supplying a specific smoking area.

### 30. Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual employees. Any employee who is provided or supplied with appropriate uniform or Person Protective Equipment must wear the uniform or Person Protective Equipment.

The requirement to wear a uniform may be withdrawn on free dress days as set and approved by the Chief Executive Officer.

### 31. Use of Confidential Information

Employees must not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

### 32. Use of Shire Vehicles

All employees shall ensure that when operating Shire owned vehicles that they use the vehicle in a safe manner including using the vehicle properly to ensure that the reputation of the Shire is not adversely effected by such operation. This shall include the operating of Shire owned vehicles for private usage.

It shall be the responsibility of all employees to ensure that all vehicles are maintained in an appropriate manner including regular checks of oil and water levels, notifying the Supervisor when servicing is required and reporting of any damage.

### 33. Use of Local Government Resources

Employees will:

- Be scrupulously honest in their use of the Shire of Ravensthorpe resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- Use the Shire of Ravensthorpe resources entrusted to them effectively and economically in the course of their duties; and
- Not use the Shire of Ravensthorpe resources for private purposes (other than when



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supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### **34. Workers Compensation**

The Shire of Ravensthorpe in accordance with legislation provides Workers Compensation Insurance through Local Government Insurance Services. Any employee injured at work is eligible to lodge a claim under this insurance. The acceptance of any claim shall be as determined by the insurer. Any claim refused may be appealed at WorkCover WA. If an employee is injured at work they must notify their supervisor immediately.

### **35. Personal Protective Equipment**

Every employee will be supplied with the necessary Personal Protective Equipment prior to commencing any duties. If personal protective equipment is not supplied then it is the employee's responsibility to ensure they obtain such equipment prior to commencing a task. It is also the responsibility of every employee to ensure that they wear the necessary level of personal protective equipment before commencing a task.

### **36. Protection from the Sun for Outdoor Work**

Employees exposed to the sun are to take adequate precautions and protection levels recommended as follows:

- Wide brimmed sun hat;
- Sunglasses;
- Sunscreen, applied as necessary according to sunscreen instructions; and
- Long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar; and long trousers or overalls.

### **37. Safety Procedures for Visitors and Contractors**

All employees must ensure that any visitor or contractor who is working or visiting are made aware prior to entering a work area of any hazards or potential risks. This will ensure that people who are entering a risk area are notified of hazards and as far as reasonably possible are aware of potential risk/hazards they may encounter.

### **38. Breach of Policy or Conduct**

All employees must comply at all times with the requirements outlined within this Code of Conduct. Although this document is comprehensive it does not contain all acceptable or unacceptable forms of behaviour. It is only designed to notify employees of items specific to the Shire of Ravensthorpe.

Any employee who is found to be in breach of conditions contained in this document may face disciplinary action depending on the severity of the breach and in accordance with standard disciplinary guidelines.

Any disciplinary action determined necessary by the Shire of Ravensthorpe shall be at the discretion of the Chief Executive Officer. The Chief Executive Officer shall be presented with all findings of an investigation prior to making a decision and such decisions shall be applied consistently to all employees for similar breaches.

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The Chief Executive Officer shall also make a decision regarding what level of disciplinary action is necessary not only having regard to the severity of the issue but also any previous disciplinary action taken against the employee by the Shire.

An employee may be suspended on full pay whilst a matter is investigated however the Shire will endeavour to ensure that in such a case, the investigation is completed within a reasonable timeframe.

Any breach or disciplinary issue which in the opinion of the Chief Executive Officer is considered as a criminal or serious misconduct must be referred to the Corruption and Crime Commission as soon as practicable after the offence. The Shire of Ravensthorpe may also refer the matter to the Western Australian Police Force if, in the opinion of the Chief Executive Officer, the employee has committed a criminal offence.

If such a case the Shire of Ravensthorpe is required to conduct its own investigation in to the matter and if after the completion of such investigation, the employee may be disciplined by the Shire regardless of the findings or court outcome or the Police investigation or prosecution.

In the case of serious misconduct the Chief Executive Officer has the ability to dismiss an employee in accordance with the relevant award with or without notice.

Any termination by the Shire of Ravensthorpe must be justifiable and it is the obligation of the Shire to ensure that the standard industrial precedents are followed when dismissing an employee to avoid unfair dismissal applications and to provide the necessary protection to the employee.

In accordance with the dispute resolution procedure, any employee during a disciplinary process may appoint a representative or support person however the representative or support person must not interfere in the conducting of the investigation or interview process. All disciplinary action taken against an employee shall be made in writing.

### 39. Code of Conduct

The Shire of Ravensthorpe Code of Conduct is to be reviewed at least biennially by the Chief Executive Officer prior to the annual employee performance review cycles. It is during the annual review process that employees will be advised of any changes or amendments that have been made or are proposed. If any amendments are made a new acknowledgement statement will need to be signed by all employees acknowledging the amendments.

I \_\_\_\_\_ have read and understand the content of this document as being the Shire of Ravensthorpe Code of Conduct for all employees to adhere to and promote.

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

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Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s. 5.103(1) [Codes of Conduct] of the <i>Local Government Act 1995</i> r34B. [Codes of conduct about gifts] of the Local Government (Administration) Regulations 1996 r34C. [Codes of conduct about disclosing interests affecting impartiality] of the Local Government (Administration) Regulations 1996 <i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i>						
<b>Industry:</b>	Department of Local Government: Sport and Cultural Industries Guideline No. 12 " <i>Elected Member Relationships with Developers</i> "  WA Local Government Association – " <i>Model Code of Conduct</i> "  Public Sector Commission WA – " <i>Developing a Code of Conduct guide for Local Government.</i> "						
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<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 19/11/19 – Item 13.4		Amended Policy – Separating Elected Members from Employees				
2.	OCM XX/XX/XX – Item X.xx						

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### A10 Staff Training and Development

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#### Policy Objective

To provide access to training and development for Employees in order to enhance their knowledge, skills and technical abilities.

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#### Policy

#### Definition

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

#### 1. Eligible Events

1.1 Events to which this policy applies shall generally be limited to those coordinated and/or run by either:

- (a) The Western Australian Local Government Associations (WALGA).
- (b) Major professional bodies associated with local government such as LG Professionals WA.
- (c) Accredited organisations offering training relating to the persons respective duties or future succession planning.

#### 2. Request for Attendance

Staff who wish to attend an event may make application to the Chief Executive Officer by detailing the following:

- (a) Title, location and dates;
- (b) Program;
- (c) Anticipated benefits to the Shire from attendance;
- (d) Total estimated costs including accommodation, travel and sundry expenses.

All applications shall be forwarded in a reasonable time to meet the event registration deadline.

#### 3. Event Registrations and Bookings

Air fares, conference registration fees and accommodation shall be arranged directly by the Shire. Staff Members shall not pay such costs and seek reimbursement, except in the case of an emergency, following the approval of the Chief Executive Officer.

#### 4. Expenses

Subject to approval being granted by the Chief Executive Officer to attend an event, the following expenses will be met:

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 4.1 Travel

Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Staff Member.

- (a) Travel should be by Shire vehicle unless written authorisation is received from the Chief Executive Officer for use of a private vehicle with reimbursement of a vehicle kilometre rate being paid in accordance with the Australian Taxation Office determination.
- (b) All air travel shall be by Economy Class (unless otherwise determined by Council). As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares.
- (c) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a Staff Member is unable to travel.

### 4.2 Registration

Registration fees which may include, where applicable, event registration, dinners, technical tours and accompanying workshops identified within the event program.

### 4.3 Accommodation

Safety of our Employees and Elected Members is paramount, especially in remote locations where driver fatigue is a high risk.

Where an event is to be held at a venue less than 150kms from the Ravensthorpe GPO and the accumulated hours of travel, meeting time and ordinary hours worked would exceed 10 hours then the Shire will meet the cost of accommodation on the night preceding or post the commencement of the event.

Where an event is to be held at a venue greater than 300kms from the Ravensthorpe GPO the Shire will meet the cost of accommodation on the night preceding the commencement of the event.

If the event is to be held at a venue greater than 500kms from the Ravensthorpe GPO the Shire may meet the costs of two nights' accommodation on the night preceding and post the commencement of the event (No other expenses are to be provided).

Where applicable, accommodation expenses for the Staff Member for a room at or in close proximity to the event venue will be paid in accordance with the State Public Service Award conditions of service and allowances.

Should a Staff Member wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be met by the Staff Member and personal leave entitlements would need to be applied for separately.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 4.4 Meals and Incidental Expenses

Funding for meals and incidental expenses are detailed below;

- (a) Meal expenses shall be interpreted as reasonable expenses' incurred for the purchase of breakfast, lunch and dinner where these are not provided within the event, travel or accommodation packages and will be paid in accordance with the State Public Service Award conditions of service and allowances.
- (b) The Shire will not be responsible for incidental expenses such as laundry, dry-cleaning, private telephone calls, in-house movies or mini bar.

Note: A cash advance to cover meals may be provided to the Staff Member prior to departure for the event.

### 5. Accompanying Persons/Entertainment Costs

- 5.1 Where a member of the Executive Team chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at any official conference dinner only.
- 5.2 The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

### 6. Acquittal of Expenses

- 6.1 Receipts are required to support acquittal of expenses and claims for reimbursement. Should a receipt not be provided a statutory declaration can be provided in replacement of a receipt.
- 6.2 Staff Members must within ten working days of return from the event, provide a complete daily breakdown of expenditure relating to the cash advance, itemising individual purchases, and supported by receipts, with Staff Members providing their acquittal to the Chief Executive Officer. Any surplus funds from the cash advance shall be returned at the same time.

### 7. Executive Attendance at State and National Professional Conferences

The Chief Executive Officer and Executive Team are encouraged to attend the Annual State Conference relating to their profession and are encouraged to attend biennially, the National Conference relating to their profession subject to adequate funds being available in the budget.

The Chief Executive Officer is authorised to approve the attendance of the Executive Team at State and National professional conferences in accordance with this policy. Consideration of requests by the Chief Executive Officer will be undertaken by the Shire President.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



The member of the Executive Team is to provide a report on the issues, outcomes, etc. of the conference, with recommendations as appropriate, and the report is to be submitted to Council.

If it is considered beneficial for a Councillor or Councillors to accompany a member of the Executive Team to any State or National conference, such attendance is to be at the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available in the budget.

Note: If a conflict arises in respect to this Policy between any Shire of Ravensthorpe Enterprise Bargaining Agreement or individual contract of employment then the Enterprise Bargaining Agreement or individual contract of employment will have precedence and be applicable to the relevant employee's conditions of employment.

<b>Document Control Box</b>						
<b>Custodian:</b>	Chief Executive Officer					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>	s.5.41 [Functions of the CEO] of the <i>Local Government Act 1995</i>					
<b>Industry:</b>	WALGA <a href="https://walga.asn.au/Training/Our-Courses/Officer-Courses.aspx">https://walga.asn.au/Training/Our-Courses/Officer-Courses.aspx</a>  LG Professionals WA <a href="https://www.lgprofessionalswa.org.au/trainingprograms">https://www.lgprofessionalswa.org.au/trainingprograms</a>  Public Service Award 1992 – Refer Schedules <a href="https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx">https://forms.wairc.wa.gov.au/awards/PUB007/p59/PUB007.docx</a>  Australian Taxation Office – Cents per kilometre method <a href="https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/">https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/</a>					
<b>Organisational:</b>						
<b>Document Management:</b>						
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>			
1.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>			
2.						

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## FINANCE

### F1 Transaction Card

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#### Policy Objective

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines Council approved authorised users.
4. Defines allowable and prohibited uses.
5. Defines management and oversight obligations.
6. Defines Cardholder duty of care and responsible use obligations.

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#### Policy

#### Definitions

<b>Cardholder</b>	means an <u>employee</u> who has been authorised by the CEO to incur expenditure by means of a Transaction Card.
<b>Transaction Card</b>	means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Ravensthorpe business activities only in accordance with relevant Shire of Ravensthorpe Policies.

#### Management Oversight and Reporting

#### Legislation

- (1) Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
- (2) The *Local Government (Financial Management) Regulations 1996* prescribe:
  - a. Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
  - b. Regulation 11(1)(a) and (2) requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### **Determining When Transaction Card Facilities are Appropriate**

- (1) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Ravensthorpe operations by ensuring:
  - a. goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Ravensthorpe;
  - b. financial management and accounting standards are met; and
  - c. purchasing and payment functions are secure, efficient and effective.
  
- (2) Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:
  - a. Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Ravensthorpe to sufficiently administer the facility; and
  - b. Provide the Shire of Ravensthorpe with protection and indemnification from fraudulent unauthorised transactions.

### **Management Oversight**

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- a. Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Ravensthorpe;
- b. Authorisation and appointment of suitably eligible Cardholders;
- c. Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- d. Monitoring and auditing of Transactional Card activities is planned and reported.

### **Council Approved Authorised Users Matrix**

<b>Position</b>	<b>Credit Card</b>	<b>Fuel Card</b>	<b>Other</b>	<b>Debit Card</b>
Chief Executive Officer	\$10,000 limit*	Yes	Trade Card	No
Director Technical Services	\$5,000 limit*	Yes	Trade Card	No
Director Corporate and Community Services	\$5,000 limit*	Yes	Trade Card	Yes
Engineering Technical Officer	No	Yes	No	No
Administration Technical Officer	No	Yes	Trade Card	No
Work Supervisor	\$2,000 limit	Yes	No	No
Manager Childcare Services	\$2,000 limit	No	No	No
Senior Ranger	No	Yes	No	No
Ranger/Airport Officer	No	Yes	No	No
Community Emergency Services Officer	\$2,000 limit	Yes	No	No
Building Maintenance Officer	No	Yes	Trade Card	No
Tourism Officer	No	Yes	No	No
Doctor	No	Yes	No	No
Chief Fire Officer	No	Yes	No	No
Pool Vehicles	No	Yes	No	No

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



\* Approval for limited hospitality expenses, subject to being no more than \$1,000 per billing period.

### **Reporting**

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

### **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

### **Allowable Transactions**

- (1) Transaction Card facilities may only be used where:
  - a. The expenditure is directly arising from a Shire of Ravensthorpe operational business activity for which there is an Annual Budget provision;
  - b. The expenditure is in accordance with legislation, the Shire of Ravensthorpe Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
  - c. The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
  - d. Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
  - e. Reasonable hospitality expenditure may be incurred for business related purposes, and where applicable reimbursed by other organisations for their respective portion of costs;
  - f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Ravensthorpe policies and procedures;
  - g. Accounts payable payments are made under the direction of the Director Corporate and Community Services;
  - h. A sufficient record of each transaction is obtained and retained in the local government record.
- (2) Allowable transaction modes include:
  - a. In-person and over the counter retail purchases;
  - b. Telephone or facsimile purchasing;
  - c. Mail order purchasing and subscriptions;
  - d. Internet purchasing.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### **Prohibited Transactions**

- (1) The Shire of Ravensthorpe prohibits the use of Transaction Card facilities for:
  - a. Cash advances;
  - b. Paypal payments;
  - c. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
  - d. Making deposits onto the Card, whether to offset misuse or otherwise;
  - e. Incurring Capital expenditure;
  - f. Incurring expenditure for goods or services which are subject to a current supplier contract;
  - g. Incurring expenses which are not in accordance with legislation, the Shire of Ravensthorpe Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
  - h. Expenses for which another Transaction Card is the approved facility (i.e. the Corporate Credit Card is not to be used for purchasing fuel or oil, as the Fuel Card is the approved facility for that purpose);
  - i. Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
  - j. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
- (2) For clarity, Elected Members are prohibited from using Shire of Ravensthorpe Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

### **Debit Card**

Debit card transactions are strictly limited as a means for Authorised Petty Cash / Till Float cash withdrawals. A withdrawal of cash for any other purpose is strictly prohibited.

Any expenditure from a debit card is prohibited.

### **Cardholder duty of care and responsible use obligations**

- (1) A Cardholder is required to:
  - a. Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
  - b. Only use the Transaction Card for allowable purposes and not for prohibited purposes.
  - c. Not share/give possession of the allocated Transaction Card to any other persons (Excluding pool vehicle fuel cards).
  - d. Obtain, create and retain Local Government records that evidence transactions.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- e. Acquit the reconciliation of Transaction Card usage in the required format and within thirty (30) days of a statement being issued. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
  - f. Return the Transaction Card to the Director Corporate and Community Services before termination of employment, inclusive of reconciliation records.
  - g. Return the Transaction Card to the Director Corporate and Community Services when on leave for periods greater than four (4) weeks.
  - h. Reimburse the Shire of Ravensthorpe the full value of any unauthorised, prohibited or insufficiently reconciled expenditure. (Note: To be done within 5 working days).
  - i. Pool vehicle fuel cards must be supported by use of a maintained log books.
- (2) Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Ravensthorpe and may only be used for Shire of Ravensthorpe business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Ravensthorpe. Under no circumstances may such benefits be retained as a personal benefit.

### **Transaction evidence**

A sufficient transaction record must include the following minimum information:

- a. Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
- b. Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Section 6.5(a) of the <i>Local Government Act 1995</i> Regs 5 & 11(1)(a) & (2) of the <i>Local Government (Financial Management) Regulations 1996</i> <i>Public Sector Management Act 1994</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Oaths, Affidavits and Statutory Declarations Act 2005</i>						
<b>Industry:</b>	<a href="#">Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards</a>  Controls over Purchasing Cards Report 17: 2019-20 WA Auditor General's Report ( <a href="https://audit.wa.gov.au/wp-content/uploads/2020/03/Controls-Over-Purchasing-Cards.pdf">https://audit.wa.gov.au/wp-content/uploads/2020/03/Controls-Over-Purchasing-Cards.pdf</a> )						
<b>Organisational:</b>	Shire of Ravensthorpe- Purchasing Policy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	High	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM 18/02/20 – Item 14.2		Amended Policy to reflect the current staff structure of the Shire				
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## F2 Investments

### Policy Objective

This policy provides guidelines on how the Shire's excess funds are to be invested whilst complying with legislation and requiring its authorised officers to exercise the care, diligence and skill that a prudent person would exercise in investing the Shire's funds.

### Policy

While exercising the power to invest, consideration needs to be given to preservation of capital, liquidity, and the return on investment.

Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the *Local Government Act 1995* and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

#### 1. Prudent Person Rule

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

1.2 In exercising powers of investment, there are important matters for consideration:

- The purpose of the investment and the needs and circumstances;
- The desirability of diversifying investments and the nature of and risk associated with existing investments;
- The need to maintain the real value of capital and income;
- The risk of capital or income loss or depreciation;
- The potential for capital appreciation;
- The likely income return and timing of the income return;
- The length of the term of the proposed investment;
- The liquidity and marketability of the proposed investment;
- The aggregate value of the investment;
- The effect of the proposed investment in relation to the tax liability (if any);
- The likelihood of inflation affecting the value of the proposed investment; and
- The costs of making the proposed investment; the results of a review of existing investments.

#### 2 Investment Objectives

2.1 To add value through prudent investment of funds.

2.2 To have ready access to funds for day-to-day requirements, without penalty.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### **3 Authority to Invest**

- 3.1 The Shire of Ravensthorpe's surplus funds are to be invested in term deposits or negotiable certificates of deposit with an Australian Prudential Regulation Authority (APRA) authorised deposit-taking institution (ADIs).
- 3.2 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.
- 3.3 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.
- 3.4 In accordance with Financial Management Regulation 19C the Shire of Ravensthorpe will not undertake any of the following investment activities
- Lodge deposits with an institution except an authorised institution;
  - deposit funds for a fixed term of more than 3 years;
  - invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - invest in bonds with a term to maturity of more than 3 years;
  - Invest in a foreign currency.

### **4. Delegation of Authority to invest**

- 4.1 The Chief Executive Officer is authorised to invest, withdraw or re-invest sums up to \$1,000,000, in accordance with this Policy.
- 4.2 The Chief Executive Officer will authorise the Director Corporate and Community Services to invest, withdraw or re-invest sums up to \$500,000, in accordance with this Policy.

### **5. Review and Reporting**

- 5.1 A cash flow report is to be monitored by the Director Corporate and Community Services at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Director Corporate and Community Services on a monthly basis.
- 5.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Shire's behalf at 30 June each year.

# SHIRE OF RAVENSTHORPE

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Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s. 6.14(2)(a) [Power to invest] <i>Local Government Act 1995</i> r19C. [Investment of money, restrictions on] <i>Local Government (Financial Management) Regulations 1996</i> S.18 (1)(a) [Prudent Person' rule] of the <i>Trustees Act 1962</i>						
<b>Industry:</b>	Australian Accounting Standards 139(i) and 139.9(iii)						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	High	<b>Review Frequency:</b>	Annually	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F3 Disposal of Minor Surplus Assets

#### Policy Objective

To provide for the sustainable disposal of minor surplus assets

#### Policy

This policy applies to minor surplus assets owned by the Shire of Ravensthorpe which are no longer required.

#### Statement:

In considering the disposal of minor surplus assets that are fully depreciated and hold nominal commercial value where no risk/liability is attached, the Shire may choose to dispose minor surplus assets by way of a commercial return or donate the assets to support local community groups.

#### Disposal Assessment:

The disposal of Shire owned goods or property is to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995*; either by:

- (a) Public auction;
- (b) Public tender; or
- (c) Local public notice of intention to dispose (including details and consideration of submissions thereon) Under Regulation 30 of the Local Government (Functions and General) Regulations 1996, an exemption applies where the property to be disposed of;
  - (a) Has a market value less than \$20,000; or
  - (b) Is disposed of as part of the consideration to acquire assets whose total value (or worth) is less than \$75,000 (ie traded in).

The Chief Executive Officer is to determine the most efficient method of disposal taking into consideration the costs associated with disposal.

As a general guideline the following approach is to apply based on the estimated value of the property,

Thresholds	Description of process
\$10,001 - \$20,000	Local public notice calling for expressions of interest.
\$1,001 - \$10,000	Seek three offers (if possible) from likely purchasers.
\$1,000 or less or of no commercial value	Internal expressions of interest or alternatively, by way of a donation to a not for profit community group.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



The Shire's Regional Price Preference policy does not apply to the disposal of property and does not apply to the value of items traded in.

Donating minor surplus assets will be subject to the Chief Executive Officer's approval. Where such applications are sought, applications will be assessed on the following criteria:

- Demonstrated need for the asset;
- Proposed use for the asset; and
- Demonstrated benefit to the community.

<b>Document Control Box</b>							
<b>Custodian:</b>	Director Corporate & Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
Delegated Authority – DA <span style="background-color: yellow;">x</span> – Disposal of Minor Surplus Assets by Sale							
Delegated Authority – DA <span style="background-color: yellow;">x</span> – Disposal of Minor Surplus Assets by Donation							
<b>Legislation:</b>	s6.10 [Financial Management Regulations] <i>Local Government 1995</i> r27 [Notes to annual budget, when required] <i>Local Government (Financial Management) Regulations 1996</i> r30 [Dispositions of property excluded from Act s. 3.58] <i>Local Government (Functions and General) Regulations 1996</i>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F4 Purchasing Policy

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#### Policy Objective

The Shire of Ravensthorpe 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.

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#### Policy

##### 1. OBJECTIVES

The Shire's purchasing activities will:

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

##### 1.1 ETHICS & INTEGRITY

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

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### 1.2 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.

#### 1.2.1 Assessing Value for Money

Value for money assessment will consider:

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

### 1.3 PURCHASING THRESHOLDS AND PRACTICES

#### 1.3.1 Defining the Purchasing Value

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

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

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

### 1. 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.

### 2. 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:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

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### 1.3.2 Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

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

<p><b>Priority 1:</b></p>	<p><b>Local Suppliers</b> 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.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<p><b>Priority 2:</b></p>	<p><b>Existing Prequalified Supplier Panel or other Contract</b> 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.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.</p>
<p><b>Priority 3:</b></p>	<p><b>Tender Exempt - WALGA (PSA)</b> Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<p><b>Priority 4:</b></p>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b> Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt [F&amp;G Reg.11(2)] arrangement may be used.</p>

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<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement [F&amp;G Reg. 11(2)]</b> 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 WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

### (2) Purchasing Practice Purchasing Value Thresholds

The purchasing value, assessed in accordance with clause 1.3.1, determines the purchasing practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold (ex GST)	Purchasing Practice
Up to \$5,000 (ex GST)	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1).</p> <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>
From \$5,001 and up to \$25,000 (ex GST)	<p>Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>

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<p>From \$25,001 and up to \$75,000 (ex GST)</p>	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest quote.</li> </ul> <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$75,001 and up to \$250,000 (ex GST)</p>	<p>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 detailed in clause 1.3.2(1).</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Over \$250,000 (ex GST)</p>	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.3.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced and retained in accordance with the Shire's Record Keeping Plan.</p>



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<p>Emergency Purchases (Within Budget) Refer to Clause 1.3.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.3.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available) Refer for Clause 1.3.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

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### (3) Officer Approved Purchasing Limits

The following officers are authorised to sign purchase orders and purchases on behalf of the Shire of Ravensthorpe within the position limits stated, provided such proposed purchases are contained within the budget and are within the officer's area of activity.

<b>Officer Position</b>	<b>Purchasing Limit (\$ excluding GST)</b>
Chief Executive Officer	Unlimited
Director Corporate and Community Services	\$75,000
Director Technical Services	\$75,000
Works Supervisor	\$20,000
Engineering Technical Officer	\$10,000
Administration Technical Officer	\$10,000
Manager Childcare Services	\$10,000
Senior Mechanic	\$3,000
Executive Assistant	\$3,000
Senior Finance Officer	\$3,000
Tourism Officer	\$3,000
Building Maintenance Officer	\$3,000
Senior Ranger	\$1,000
Coordinator Development Services	\$1,000
Community Emergency Services Officer	\$1,000

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### 1.3.3 Emergency Purchases

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

- a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or
- b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and Functions and General Regulation 11(2)(a); or
- c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy, specifically tenders are not required to be publicly invited for the supply of goods and services associated with a state of emergency.

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

### 1.3.4 Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines 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 and the Shire's tendering procedures [F&G Reg.13].

### 1.3.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- a) Unable to sufficiently scope or specify the requirement;
- b) There is significant variability for how the requirement may be met;
- c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- d) Subject to a creative element; or
- e) 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.

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

### 1.3.6 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:

- a) purchasing value is estimated to be over \$5,000; and
- b) purchasing requirement has been documented in a detailed specification; and
- c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

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

### 1.3.7 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.

### 1.3.8 Contract Renewals, Extensions and Variations

#### Contract Variation, Applications & Extension Options

Variation applications for multiple year contracts and extension options (if applicable) may be executed in accordance with the awarded contract terms and conditions and in accordance with the requirements of this policy.

Authorised extension options can only be undertaken where a contractor has completed a satisfactory performance review.

Note: The tender issue document will detail the price mechanism that will apply to determine the total cost for the entire contract period, including extension options.

#### Variation after Contract Commencement

A request for a variation outside the original terms and conditions and price variation mechanism during the contract term must be approved by the Chief Executive Officer or Council under the appropriate delegation and must not exceed the following requirements:

1. Does not alter the nature of the goods and/or services procured;
2. Does not materially alter the specification or structure provided for by the initial tender;
3. Does not extend the contract period beyond the original contract term and any extensions; and

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4. Is less than 10% of the contract price.

For additional works not outlined in the contract that could result in a variation to the existing contract due to unforeseen circumstances can be tendered for those particular works.

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

## 2. 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 which contribute to improved environmental, social and local economic outcomes.

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

### 2.1 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:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop requests 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 selection criteria;
- (d) 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;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;

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- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) 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, which will be applied when undertaking all purchasing activities.

### 2.2 Socially Sustainable Procurement

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

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

#### (1) Aboriginal Businesses

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

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

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

#### (2) Australian Disability Enterprises

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

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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 Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

### **2.3 ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

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

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

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## **3. Panels of Pre-qualified Suppliers**

### **3.1 Objectives**

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

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) 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.

### **3.2 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 Regulations.

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Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the 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/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information 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 should be established that outlines the requirements for the Panel Contract and how it will be managed.

### **3.3 Distributing Work Amongst Panel Members**

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

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

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

- (a) 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



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assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
- i. 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.
  - ii. 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.
  - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/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 clause 1.4.2(2) of this Policy.
  - iv. 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.

### **3.4 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) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

### **3.5 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 that captures all communications between the Shire and Panel members.

## **4. Record Keeping**

A comprehensive Contract Management Register is to be maintained by the Chief Executive Officer for goods and services that have a cumulative value in excess of \$100,000 per annum.

This register is to include key data including but not limited to;

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- Commencement, duration and end dates;
- Contract values and schedule of rates;
- Contract extension periods;
- Status of contract;
- Summary of approved contract variations; and
- Contractor performance review dates.

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

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

### **5. Purchasing Policy Non-Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes 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 Director Corporate and Community Services.

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

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

<b>Document Control Box</b>						
<b>Custodian:</b>	Chief Executive Officer					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
Delegated Authority – DA x – Purchasing						
Delegated Authority – DA x - Approve Contract Extensions						
<b>Legislation:</b>	s.3.57 [Tenders for providing goods or services ] of the <i>Local Government Act 1995</i> r11A [Purchasing policies for local governments] of the Local Government (Functions and General) Regulations 1996					
<b>Industry:</b>	WA Auditor General's Report – Local Government Contract Extensions and Variations <a href="https://audit.wa.gov.au/reports-and-publications/reports/local-government-contract-extensions-and-variations/">https://audit.wa.gov.au/reports-and-publications/reports/local-government-contract-extensions-and-variations/</a>					
<b>Organisational:</b>	Council Policy – F5 – Regional Price Preference					
<b>Document Management:</b>						
<b>Risk Rating:</b>	High	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>				
1.	OCM 19/11/19 – Item 13.5	Amended Policy to include section 3.1 Purchasing Authority				
2.	SCM 02/04/20 – Item 5.2	Amended s3.10 - Emergency Purchase Provisions				

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F5 Regional Price Preference

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#### Policy Objective

To support local and sub-regional business and industry by providing a price preference to regional suppliers tendering for contracts with Council.

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#### Policy

Price preference will apply to all tenders invited by Council for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender.

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

Goods and Services up to a maximum price reduction of \$50,000.

- 10% to businesses located within the Shire of Ravensthorpe.

Construction (Building) Services up to a maximum price reduction of \$50,000

- 5% to businesses located within the Shire of Ravensthorpe.

Goods and Services, including Construction (Building) Services up to a maximum price reduction of \$500,000, if Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by Council.

- 10% to businesses located within the Shire of Ravensthorpe.

The levels of preference outlined above, will only apply to businesses that have been located within the local government district specified for at least 6 months prior to the closing date of tenders, or when some, or all of the goods or services are to be supplied from this policies approved regional sources.

It should be noted that price is only one of the factors to be assessed when Council decides to accept the tender it thinks would be the most advantageous to accept.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	R24A-G [Regional Price Preference] Local Government (Functions and General] Regulations 1996						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – F4 – Purchasing Policy						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	<b>Amended Policy</b>					
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F6 Financial Hardship

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#### Policy Objective

To give effect to our commitment to support individuals for personal circumstances or the whole community to meet the unprecedented challenges arising from declared states of emergency and disaster, the Shire of Ravensthorpe recognises that these challenges may result in financial hardship for our ratepayers.

This policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding during a difficult time.

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#### Policy

The Shire of Ravensthorpe recognises that individual financial circumstances differ across the community and that, as a government organisation, it has a fiscal responsibility to meet the community's service expectations with regard to flexible options for the payment of rates and charges that it establishes.

This policy seeks to guide Council in determining alternative payment options outside of the Annual Budget process. There remains a reasonable community expectation that those with the capacity to pay rates will continue to do so, so therefore the policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will still apply.

#### Payment difficulties, hardship and vulnerability

Payment difficulties, or financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt in the short term.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

#### Financial Hardship Criteria

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

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; or
- Unanticipated circumstances such as caring for and supporting extended family.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Ratepayers are encouraged to provide sufficient 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 proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- 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;
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

### **Deferment of Rates**

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

### **Debt recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

### **Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



We will advise ratepayers 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.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

### **Financial Hardship due to COVID-19 (State of Emergency)**

We recognise that some ratepayers may already be experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties may arise when their rates are received.

We will notify ratepayers at the time their account falls into arrears, to advise them of the options under this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

1. Outstanding rates and service charges as at the date of adoption of this policy review; and
2. Rates and service charges levied for the 2020/21 financial year.

A ratepayer that meets the financial hardship criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any rates and service charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt.

Rates and service charge debts that remain outstanding at the end of the 2020/21 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Document Control Box							
<b>Custodian:</b>	Director Corporate and Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government Amendment (COVID-19 Response) Act 2020</i>						
<b>Industry:</b>	Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance: <a href="http://www.ombudsman.wa.gov.au/">http://www.ombudsman.wa.gov.au/</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx		<b>Amended Policy</b>				
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F7 Complaints Management

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#### Policy Objective

The Councillors and staff at the Shire of Ravensthorpe are committed to providing an efficient, effective, systematic and consistent approach that strives for continuous improvement in the management of complaints.

#### Policy

The Shire recognises that effective complaints management is integral to customer service excellence and values all complaints and encourages a people-focused and proactive approach to complaints management. The Shire is committed to the following complaints management principles:

- complaints can be lodged without fear of retribution;
- the confidentiality and privacy of complainants will be protected;
- complaints will be assessed in a fair, objective and professional manner;
- complaints are resolved in a timely manner;
- ensure the application of natural justice; and
- integrate complaints information into business improvement processes.

The Shire recognises the various remedial methods that can be used to deal with a complaint:

- A review of the issue;
- Information to the customer as to how the complaint was dealt with, upon conclusion thereof;
- A change to the decision;
- A conciliation process;
- Other remedies that are considered appropriate to the circumstances i.e. an apology;
- Referral to third party for appeals e.g. State Administrative Tribunal, the State Ombudsman's Office or Department of Local Government.

#### Procedure

The complaints procedure is outlined in the following steps:

1. Customers are encouraged to discuss their complaint with the staff member which is the subject of the complaint and to attempt to resolve the issue at this level.
2. If the complaint cannot be resolved at the first point of contact the matter will be reviewed by the Chief Executive Officer and the complainant will be advised of the outcome in writing.
3. The advice to the customer in step 2 will include the details of an independent party the matter can be referred to if the matter is still unresolved or the complainant is still not satisfied.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



4. Once the matter has been completed, the Chief Executive Officer will review the circumstances of the complaint and make any relevant changes to the Shire's operations to lessen the probability of further complaints.

### External Review:

Any complainant is able to seek external review about any complaint to either the WA Ombudsman or Department of Local Government, Sport and Cultural Industries.

Document Control Box							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F8 Related Party Disclosures

#### Policy Objective

To define the parameters for related party relationships, transactions and outstanding balances and the level of disclosure and reporting required for the Shire to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures

#### Policy

##### IDENTIFICATION OF RELATED PARTIES:

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the Key Management Personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purpose of determining the application of the standard, the Shire has identified the following persons as meeting the definition of Related Party:

- An elected Council member.
- Key management personnel being a person employed under s5.36 of the *Local Government Act 1995* in the capacity of:
  - Chief Executive Officer.
  - Director Corporate and Community Services.
  - Director Technical Services.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by the KMP or their close family members and which are likely to have transactions with the Shire.

It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

# SHIRE OF RAVENSTHORPE

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The Shire will be required to assess all transactions made with these persons or entities and may determine other family members, such as parent, grandparent, sibling, cousin etc., who may be expected to influence, or be influenced by, that person in their dealings with the Shire or a Shire entity.

### IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purpose of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Transactions relating to the registration and control of domesticated animals as defined in the *Dog Act 1976* and *Cat Act 2011*.
- Transactions whereby a Fee or Charge is incurred and that are included as part of the Councils endorsed Schedule of Fees and Charges.
- Use of Shire owned facilities such as the Ravensthorpe Entertainment Centre, Ravensthorpe Town Hall, Hopetoun Community Centre, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire for licences, approvals or permits.
- Lease agreements for housing rental (whether for a shire owned property or property sub-leased by the Shire through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
- Sale or purchase of any property owned by the Shire, to a person or party identified above.
- Sale or purchase of any property owned by a person or party identified above, to the Shire.
- Loan arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### REGISTER OF RELATED PARTY TRANSACTIONS:

The Director Corporate and Community Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including OCTs assessed as being material in nature) during a financial year.

### DISCLOSURE REQUIREMENTS:

For the purpose of determining relevant transactions, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures – Declaration form.

#### 1. Ordinary Citizen Transactions (OCTs)

Ordinary Citizen Transactions (OCT's) are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the Related Party Disclosures - Declaration form will be required.

- Paying rates.
- Transactions relating to the registration and control of domesticated animals as defined in the *Dog Act 1976* and *Cat Act 2011*.
- Transactions whereby a Fee or Charge is incurred and that are included as part of the Councils endorsed Schedule of Fees and Charges.
- Fines.
- Use of Shire owned facilities such as the Ravensthorpe Entertainment Centre, Ravensthorpe Town Hall, Hopetoun Community Centre, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form about the nature of any discount or special terms received.

#### 2. All other transactions

For all other transactions identified as related party transactions above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form.

#### 3. Frequency of disclosures

- Key Management Personnel will be required to complete a Related Party Disclosures – Declaration form annually.
- Disclosures must be made by all/any Councillors whose terms are up immediately prior to any ordinary or extraordinary election.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



- Disclosures must be made by any new Councillors immediately following an ordinary or extraordinary election.
- Disclosure must be made immediately prior to the termination of employment of/by a KMP.

#### 4. Confidentiality

All information contained in a disclosure return will be treated in confidence. Generally related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified if the disclosure requirements of AASB 124 so demands.

#### 5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality management will consider both the size and nature of the transaction, individually and collectively.

Document Control Box						
<b>Custodian:</b>	Director Corporate & Community Services					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>						
<b>Industry:</b>	AASB 124 Related Party Disclosures <a href="https://www.aasb.gov.au/admin/file/content105/c9/AASB124_07-15.pdf">https://www.aasb.gov.au/admin/file/content105/c9/AASB124_07-15.pdf</a>					
<b>Organisational:</b>	Related Party Disclosures - Declaration Form					
<b>Document Management:</b> Related Party Disclosures – Declaration Form						
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>				
1.	OCM XX/XX/XX Item X.xx	Amended Policy				
2.						

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### F9 Debt Recovery

#### Policy Objective

The Shire of Ravensthorpe will actively pursue all outstanding rates and sundry debtors unless falling under the Shire's financial hardship policy. All outstanding rates and sundry debtors will be recovered in accordance with the *Local Government Act 1995* and associated regulations.

#### Policy

This policy will be applied to all:

- Ratepayers with balances outstanding 14 days after the due date of the Initial Rates Notice, Interim Notice or the Instalment Notice. (Excluding Seniors/ Pensioners eligible for a rebate from the Office of State Revenue).
- Sundry debtors with balances greater than 30 days.

Document Control Box							
<b>Custodian:</b>	Director Corporate & Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Schedule 6.3 — [Provisions relating to sale or transfer of land where rates or service charges unpaid] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – F6 – Financial Hardship Debt Recovery Guidelines						
<b>Document Management:</b> Debt Recovery Guidelines– Rates							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							



# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



## WORKS AND SERVICES

### WS1 Construction / Upgrade of Crossovers

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#### Policy Objective

To provide specifications and guidance regarding the design, installation and rebating of crossovers.

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#### Policy

##### Definition

A “crossover” is the part of the vehicular access to a property, between the property boundary and the edge of the road carriageway.

##### Application for Crossovers

Applications shall be made in writing by the landowner/s or their appointed agent to the Shire of Ravensthorpe before any crossover is constructed/ upgraded, and the Shire shall respond, either disallowing or approving the crossover, and setting conditions if appropriate (such as culverts or surfacing). This applies to any crossover, whether eligible for a Shire contribution or not.

The Shire approval to any application shall have a two (2) year limit from the date of approval. Once the two (2) year limit expires then the Shires approval lapses and landowners will need to re-apply. Crossovers started within this two (2) year period must also be completed within the same period. The Shire must be notified within 21 days of the completion of a crossover construction/upgrade.

It is a condition of subdivision that crossovers be applied for, approved and constructed prior to Planning clearance of the applicable subdivision condition. At the discretion of the CEO or authorised officer clearance may still be granted to the subdivider provided that a written undertaking/guarantee/bond is given to the Shire by the subdivider to construct the crossover(s) within the normal two (2) year approval limit.

##### Temporary Cross Overs

The Shire does not recognise “temporary” crossovers, however, to address the issue of a crossover being required to gain access to a building site this policy allows the partial construction of an approved crossover (e.g. formed and compacted sub-base) that can be used by vehicles during the construction phase of a dwelling followed by the final surface (final gravel layer/concrete/asphalt of two coat bitumen seal) once the dwelling has been completed provided the crossover construction has been concluded within the two (2) year time limit as per this policy. Any gravel/roadbase/sand or other debris which is transported by vehicle movement, storm water etc. or in any other matter onto the road and/or road drainage system as a result of the crossover being in a temporary ‘unfinished’ state shall be removed from the road way (and associated drainage structures) to the satisfaction of the Director Technical Services prior to any further work being carried out on the crossover.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



All new or modified crossovers which join an existing sealed road shall be sealed, either with a 2-coat bitumen seal (normally using 10mm aggregate first coat, and 7mm aggregate second coat) or concrete/asphalt/brick. All crossovers which have an overall vertical grade greater than 1 in 6 (either up or down) are to be sealed.

### General

The owner, or his nominated contractor, shall construct/upgrade the crossover to the Shires specifications.

The owner, or his nominated contractor, shall give a minimum of 24 hours' notice prior to construction/work commencing in the first instance.

All unsealed, bituminised or asphalt crossovers shall be constructed of 200mm thick (minimum) compacted gravel or road base.

All brick paved and concrete crossovers shall be constructed on a 100mm (minimum) compacted sand base/metal dust (less than 5mm particle size).

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction. The general test for compaction will be that the surface shall not show any depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry. Crossovers which are to be sealed shall be inspected prior to any seal being applied.

Where compaction has not been achieved as determined by the Director Technical Services, the owner may be requested to carry out formal geotechnical testing and to provide a copy of those results to ensure compaction is greater than 92% Modified Maximum Dry Density (MMDD) for a residential crossover, and 98% MMDD for a commercial crossover.

The gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Moisture shall be maintained through the entire depth of material whilst constructing the crossover, watering the surface prior to compacting is not acceptable. Where fill is required in the construction/upgrade of a crossover, compaction will be required in layers no greater than 300mm.

No changes shall be made to any existing road drainage without prior agreement from the Director Technical Services.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### Non Standard Headwalls

All structures other than standard precast concrete culvert headwalls (such as cemented stone pitched) shall be subject to approval prior to construction. Upon prior approval the structure then becomes the responsibility of the owner, i.e. The Shire will not accept responsibility for any liable event, costs of maintenance of this structure.

### Rural Crossovers

A standard crossover is either:

A gravel crossover with culvert no pipes, or

A gravel crossover culvert pipe (minimum 375mm diameter) pipes as determined by the Director Technical Services to suit the location of the crossover, and is 7.2m wide (nominally 3 pipes)

Graveled and/or sealed as per policy requirements with headwalls (if appropriate) and two white guideposts (with reflectors) as per Australian Standards.

It will be at the discretion of the Director Technical Services to determine if pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a pipe of alternate diameter.

### Urban Crossovers

The culvert pipe size shall be a minimum 300mm diameter. It will be at the discretion of the Director Technical Services to determine if culvert pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a larger diameter culvert pipe.

### For residential crossovers:

Minimum width 3.0m, maximum 6.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Director Technical Services or Authorised Officer.

### For commercial crossovers:

Minimum width 4.5m, maximum 12.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Director Technical Services or Authorised Officer.

### Location of Crossovers

No part of the crossover (this includes the crossover turnout and culvert headwalls) shall be adjacent to the adjoining property or within a corner truncation (of next to an adjoining road), desirably it shall be at least 1m clear of the property line. Any variation must have prior approval from the Director Technical Services.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



Shared crossovers for dual use by two adjoining properties will be considered subject to the location having acceptable sight distances and complying with the normal engineering requirements for a crossover. The required width of a shared crossover will be determined on a case by case basis.

When determining the location of a crossover, the following factors shall be taken into account:-

### Site Distance

Drivers on the passing road must be able to see a vehicle on the crossover in time to avoid collision, and the driver of a vehicle on the crossover must be able to see approaching vehicles on the road with sufficient distance to safely enter the road. The location of the crossover shall have a minimum sight distance relative to the stopping distance of a vehicle in an emergency situation; this is related to the posted speed of the road where the crossover is to be located.

Where sight distance is restricted then the crossover shall be positioned to give the best possible sight distance, on prior approval from the Director Technical Services. The applicant may be requested to carry out additional works in the road reserve to ensure a safe sight line for entering vehicles.

Where there is ample sight distance then the following factors may determine the crossover location.

### House Location

Crossovers to houses will not be allowed if they compromise sight distance and it is possible to redesign the driveway layout to get better sight distance.

### Vegetation

If it is necessary to clear native vegetation to allow for construction/upgrade or safe sight distance then the Shire will state any objection if so determined. It is the landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. relevant Environmental Regulatory Agency). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Director Technical Services. All vegetation cleared for the crossover/upgrade or to improve sight distance must be removed from the road reserve. All vegetation clearing and removal is at the landowner's expense unless otherwise agreed by the Director Technical Services as part of Shires contribution to the construction/upgrade.

### Drainage

If the construction/upgrade of a crossover requires a culvert pipe to be installed, the position and size of the culvert must not interfere with the flow characteristics of the existing storm water/drain course. Culvert pipes must be installed with their classification stamp facing up and the pipes must not be covered until inspected and approved. Pipes must be installed to manufacturer's specification (including the depth of cover). Spigot and socket pipes shall be installed with the socket or 'bell' end facing 'upstream'.

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### Other

Other factors, such as existing services, must also be considered when determining the location of crossovers. It is highly recommended that the applicant locate the service utilities by contacting Dial-Before-You-Dig on 1100 prior to commencing earthworks.

### Occupational Safety & Health, Traffic Management

All works performed with the road reserve must comply with the Occupational Safety & Health Act 1984, Occupational Safety & Health Regulations 1996 and The Manual of Uniform Traffic Control Devices AS 1742.3 – 2019 (Part 3).

Stopping distance including reaction time for 110km speed zone is: - 104m

Stopping distance including reaction time for 90km speed zone is: - 72m

Stopping distance including reaction time for 80km speed zone is: - 60m

Stopping distance including reaction time for 70km speed zone is: - 48m

Stopping distance including reaction time for 50km speed zone is: - 28m

Source: Supplied by W.A. Department of Transport

### Levels of Crossovers

Crossovers shall be constructed to tie into the level of the “edge of the road”.

For gravel roads, or bitumen roads with gravel shoulders, the “edge of the road” is the outer edge of the gravel shoulder.

For kerbed roads it is the top of the kerb where mountable kerbing is to be used across the crossover, or the bottom of the kerb if the kerb is to be taken around the crossover turnout.

Crossovers shall be graded back from the “edge of the road” at a grade no greater than 1 in 6, so that there is a reasonably level area of 5m for a car (residential crossover), and 8m or 15m for a truck and semi-trailer respectively (commercial crossover), unless prior approved by the Director Technical Services.

Any crossovers given special approval with a gradient greater than 1 in 6, must be bituminised, asphalt, concrete or brick paved.

For crossovers that fall away from the road the level area shall not be steeper than 1 in 6 unless prior approved by the Director Technical Services.

For crossovers on kerbed roads where the kerbing is to be removed, the crossover shall rise to the same level as the top of the road kerb within the first 2m. This is to avoid road water running into the crossover. The remainder of the “reasonably level” area shall not be steeper than 1 in 6 unless prior approved from the Director Technical Services.

# SHIRE OF RAVENSTHORPE

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### Number of Crossovers

Normally only one crossover per property will be approved. Where there is a request for two crossovers to one property (for example to allow a “U” shaped driveway so that backing into the road may be avoided or alternate access to a shed/carport or a corner block) then a second crossover may be approved. Any approval will be dependent on the two crossovers being accommodated within the property frontage. Approval will also be dependent on the owner accepting the full cost of the second crossover.

Additional crossovers per property require an application to be lodged with the Shire and subsequently approved prior to construction/upgrade commencing. No Shire crossover subsidy is available for second or subsequent crossovers. Such additional crossovers must still comply with the Shires specifications.

### Non-Compliant Crossovers

Crossovers that are deemed not to comply with conditions set and/or this policy may be required to be rectified or removed. Crossovers that need to be removed will also require the road reserve to be re-instated to a condition of similar appearance immediately to either side of the crossover. All remedial work will be at the expense of the person who constructed the crossover and/or the current property owner.

### Shire Contribution

The property owner shall be eligible for a 50% subsidy (to a maximum value of \$800 for a new crossover without culvert or to a maximum of \$1500 for a new crossover with new culvert & headwall) for the construction cost of a Standard Crossover provided the following compliance criteria has been met:

- The crossover rebate must be made in writing to the Shire by the owner of the land, within 6 months of the construction of the crossover.
- The crossover complies with the approval, any associated conditions and Shires Technical Specifications.
- The crossover constructed is the first crossover constructed in relation to the land.
- The owner produces receipts verifying the actual cost of the crossover.

The subsidy applies to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy will apply to each crossover up to the number of dwellings.

A standard residential crossover shall have the following dimensions:

Length (verge width)	7m
Width (at boundary line)	3m
Width (at edge of road)	6m
Area	31.5m <sup>2</sup>

# SHIRE OF RAVENSTHORPE

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### Maintenance Costs

Landowners are fully responsible for all maintenance of crossovers to their property, that is, the portion which they have constructed (being the sealed surface and gravel base). The Shire is responsible for the street or road side drains which front the property, and will repair any damage associated with water runoff from Council's roads or verges.

If a crossover has become unsafe or in a state of disrepair, the Shire may require a person to repair a crossover by issuing a written notice. If that person fails to make those repairs the Shire may do so, and may recover the full cost as a debt due from that person/entity.

Reconstruction/upgrade of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Director Technical Services.

Minor repairs that equate to 20% or less of total crossover square area and that does not require the use of driven machinery (e.g. Bobcat/Skidsteer, Backhoe etc.) will not need prior approval from the Shire.

### Non-Approved Works

Written approval (in the form of an approved crossover application form or otherwise) MUST be obtained from the Shire prior to carrying out any works on a crossover within the Shire road reserve. Any landowner/contractor or other party carrying out non-approved works will be issued with an immediate stop work order and/or risk being infringed under local law, and may be instructed to repair all disturbance and/or remove all works until such time as an application is made and approval granted.

### Traffic Management

A traffic management plan conforming to Australian Standard 1742.3 must be submitted to the shire prior to any works commencing.

# SHIRE OF RAVENSTHORPE

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<b>Document Control Box</b>							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Schedule 9.1(7) [Crossing from public thoroughfare to private land or private thoroughfare] of the <i>Local Government Act 1995</i> Regulations 12-15 [Contribution to cost of crossing] of the Local Government (Uniform Local Provisions) Regulations 1996						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### WS2 Traffic Management – Street Events

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#### Policy Objective

To provide conditions under which the Shire will approve street events.

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#### Policy

The Shire will enable events to be held within streets in the Shire subject to adherence to the conditions and procedural guidelines set out hereunder:

- Application must be made in writing to the Chief Executive Officer. The application must be accompanied by a plan showing the area of the proposed street closure.
- The closed area is to be restricted to that section between adjacent intersections or an intersection and adjacent cul-de-sac. The intersections must be left free for cross traffic.
- Every resident in the street or portion of the street proposed to be closed, must indicate by signature and address, their support or objection to the street party and at least a two thirds majority of the householders must be in favour before the application can be considered.
- The street event may only be held during the hours of 10:00 a.m. and 10:00 p.m. on any day, except Good Friday, Easter Sunday and the morning of ANZAC Day.

Applicants must supply sufficient details such that the Director Technical Services can determine that there are no valid objections by the residents and no apparent problems. The Director Technical Services decision is final.

Approval, if granted, shall be granted in accordance with the Road Traffic (Events on Roads) Regulations 1991, whereby the applicant will be required to carry out the following:

#### Temporary Road Closure for Events (Section 81A)

The applicant must obtain from the WA Police an "Application for an Order for a Road Closure". The completed form must be signed by the Chief Executive Officer or his nominee and lodged by the applicant at the Police Station nearest to where the event is to be conducted.

#### Suspension of Road Rules (Section 83(1))

The applicant must also obtain from the WA Police Services an "Application for Temporary Suspension of the Road Traffic Act/Regulations – Section 83 Road Traffic Act". The completed form must be signed by the Director Technical Services and lodged by the applicant at the Police Station nearest to where the event is to be conducted.

# SHIRE OF RAVENSTHORPE

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If approval to temporarily close a street is granted, the organiser of the event shall engage at the organiser's expense, an accredited traffic management company to prepare a traffic management plan in accordance with Australian Standard AS 1742.3-2009. The Plan shall be submitted to the Shire at least seven (7) days prior to the event.

Only appropriately accredited person(s) shall be permitted to implement the approved plan and appropriately accredited person(s) must be on site for the duration of the event. Evidence of the accreditation of any person(s) used to implement and monitor traffic plans must be presented to the Director Technical Services.

The organisers of the event are to ensure that the consumption of any alcohol within the road reserve complies with the law. The sale of alcohol is illegal and prohibited substances are not to be consumed or administered.

The first signatory on the form shall be deemed to be the applicant with whom all correspondence or liaison will be made.

The applicant shall accept responsibility for the road reserve being left in a clean and tidy condition after the closure period.

This approval does not presume to waive or override any Acts or Ordinances, Regulations or Local Law other than to give permission for the temporary closure of the road for the nomination period.

This approval shall be given subject to the payment of a fee as determined by Council from time to time to be lodged with this Shire. The cost of remedying any breach of these conditions, as found necessary by the Shire may be recovered from the applicant.

Applicants are to comply with the Environmental Protection (Noise) Regulations 1997, and any relevant Shire's Environmental Health, Law and Order, Technical Services and Corporate Services conditions.

The applicant must ensure that appropriate measures are in place to minimise litter, sharps, excessive noise, parking problems and anti-social behaviour.

Organisers are to be mindful of any resident in the street who does not wish to participate in the event by holding it away from their property.

Organisers shall notify all relevant emergency services regarding the event and associated street closure, should approval to close the street be granted. Evidence of this notification may be requested.

The Shire reserves the right to withdraw approval in cases where insufficient or misleading information was provided, upon the motivated request from the Western Australian Police, or should numerous complaints be received during the event.

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Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s.81 [Events on Roads] <i>Road Traffic Act 1976</i> Road Traffic (events on Roads) Regulations 1991 s.9A [Maintaining Order in Streets] <i>Public Order in Streets Act 1984</i>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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# SHIRE OF RAVENSTHORPE

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### WS3 Protection of Shire Infrastructure in Road Reserves

#### Policy Objective

To ensure a bond is paid to cover possible damage to kerbs, footpaths and verges by builders.

#### Policy

In the granting of approvals for building demolition and/or building development, a bond is required to be lodged by the builder. The bond shall be required in order to cover the costs or partial costs of reinstating the footpath and/or kerbing abutting the subject site. The deposit will also cover the cost for cleaning the road and/or drain caused by sand drift and any other materials coming from the building site.

A pre-work inspection, by the Director Technical Services or authorised representative, is required to identify the condition of the footpath, kerbing, road and drainage. A post-work inspection, by the Director Technical Services or authorised representative, will determine the extent of damage to the footpath and/or kerbing (if any), and the amount of cleaning (if any) of the road and/or drain caused by the builder. The builder is required to pay the cost of reinstating the footpath and/or kerbing damaged or removal of sand and debris from the road pavement or drains as a result of the demolition or building activity. Alternatively, the builder may be permitted to carry out the reinstatement work under the direct supervision of the Director Technical Services or authorised representative.

Any disturbance or damage to Shire infrastructure shall be signed and/or demarcated to the satisfaction of the Director Technical Services.

Upon payment of the cost of reinstatement, or completion of reinstatement, the deposit will be returned. Alternatively, the cost of repairs can be deducted from the deposit paid.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Verge and Drainage Bond – Fees & Charges Manual						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### WS4 Road Improvements – Municipal Works in Street (Notification to Owners / Occupiers)

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#### Policy Objective

To provide adequate notification to property owners and occupiers of impending works.

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#### Policy

Where Shire works are programmed to be undertaken in an urban street, a notice of what is proposed to be done is to be given by local public notice.

Once Shire works are programmed to be undertaken in a particular street, at least ten (10) days notice shall be served on the owners and occupiers of premises of the section of street that will be affected by the proposed works. The said notices shall be delivered by Shire employees, or authorised contractors, by delivery to an individual residing in the affected premises or, where this is impractical, by researching the occupier and mailing the said notice. Industrial or commercial premises shall be visited personally by Shire employees or authorised contractors and advised.

The notices shall specify the date that the proposed works are to be commenced and the nature of the work (i.e. road widening, resurfacing, path construction, drainage works etc) with additional advice if required.

This may include but not limited to:

- Any reticulation systems in the street verge directly affected by the works shall be temporarily removed and reinstated by the Shire;
- Where a new stormwater drain line is to be constructed, designed to facilitate property connections and any associated fees to connect to the drain; and
- Where the road is to be kerbed, details of the Shire's Crossover policy relating to Openings and Crossing Places.

Any enquiries related to existing crossovers, property connections, verge reticulation etc, should be forwarded to reach the Director Technical Services at least 72 hours before the specified date in the notice referred to above.

Local Public Notice shall not apply to the planting, removal or pruning of street trees, drainage connections to established drainage lines or to the construction of crossing places.

# SHIRE OF RAVENSTHORPE

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<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – WS1 – Construction/Upgrade of Crossovers						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
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# SHIRE OF RAVENSTHORPE

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### WS5 Conservation of Flora and Fauna

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#### Policy Objective

To conserve natural flora and fauna.

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#### Policy

##### Maintenance of natural bush reserves

To ensure the continual integrity and ecological diversity of natural bush reserves, annual maintenance works will include weed control, rubbish removal and replanting with indigenous species.

##### Fitzgerald Coast Biosphere

The Shire of Ravensthorpe is proud of its affiliation with the UNESCO Fitzgerald Coast Biosphere. Whilst the Fitzgerald National Park is at the core of the biosphere, it is surrounded by a buffer of remnant bush, beyond the Buffer Zone is the Transition Zone where a significant portion of our Shire community lives.

The Shire supports a focus on the protection and preservation of this unique area, as well as attracting scientific research as part of an international network of biosphere reserves.

The Shire supports tourism and economic development, particularly those activities that educate and bring social and cultural awareness to the Biosphere, whilst ensuring the protection of native flora and fauna.

##### Collection of Native Seeds

The Shire will consider requests for the collection of native seeds from the Shire's road sides and reserve land under licence from the Department of Biodiversity, Conservation and Attractions or relevant agency.

The Chief Executive Officer or Authorised Person may approve such requests subject to the following conditions:

- No activity to take place unless in possession of the appropriate licence from the Department of Biodiversity, Conservation and Attractions or relevant agency.
- Hi visibility vest or shirt to be worn at all times while collecting within the road reserve;
- No vehicles to be parked in a location that may prove a hazard or obstruction to traffic; and
- No activity to be undertaken that may cause damage to any Shire infrastructure.

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### Planning and Development - Subdivision of land

Developers shall be encouraged to retain natural vegetation at the planning stage of new subdivisions.

Landscaping of public open space shall be based, wherever possible, on the principles of water conservation and practical maintenance and shall retain areas of natural vegetation where appropriate.

Developers are to provide conservation management plans with subdivision applications in respect of areas containing significant or unique vegetation.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							



# SHIRE OF RAVENSTHORPE

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### WS6 Streetscape Management – Registration of Street Lawns and Gardens

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#### Policy Objective

To provide conditions for registration of street lawns and gardens.

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#### Policy

The Shire may approve the 'registering' of street lawns and gardens. Records of which are to be kept and maintained.

Applicants shall apply for the registering of their street lawn and/or garden in writing to the Chief Executive Officer. Applicants shall further be aware that the registration of a street lawn and/or garden is not automatic but subject to approval by the Director Technical Services or authorised officer, and that successful registration will result in the onus to maintain the site being placed upon the applicant, notwithstanding that the Shire reserves the right to carry out such maintenance as it sees fit should the need arise due to issues related to access, safety, sight distance or any other reason.

Land owners are encouraged to develop lawns on the street verge adjacent to their properties and, in this connection, permission is granted to owners and occupiers of property to plant and maintain street lawns in accordance with this policy and the provisions of policy WS 13 Street Verge Treatments.

The Shire will not pay an allowance or grant a rates rebate to any person in connection with the maintenance of street verges.

Owners and occupiers shall be permitted to select ground cover of their choice for use on the street verge adjacent to their properties, provided such is placed in conformity with this policy and the provisions of policy WS 13 Street Verge Treatments.

Where no footpath exists adjacent to the property, all garden treatments shall allow for unimpeded access across the street verge by persons using the street by conforming to the provisions stated in policy WS 16 Street Verge Treatments.

All shrubs and/or trees shall comply with policy WS 13 – Street Trees.

Applicants, whose requests for garden treatment on street verges are approved, are to be informed that the approval is subject to the Shire not being held responsible for any reinstatement or damage occasioned by works within the street verge, either by the Shire or any public utility authority.

# SHIRE OF RAVENSTHORPE

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<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	3.13(1)(e) [Activities needing a permit ] of the Shire of Ravensthorpe Local Government Property Local Law 2010						
<b>Industry:</b>							
<b>Organisational:</b>	Council Policy – WS8 – Street Verge Treatments Council Policy – WS11 – Street Trees						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
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# SHIRE OF RAVENSTHORPE

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### WS7 Streetscape Management – Maintenance of Shire Land and Road Verges

#### Policy Objective

To ensure the upkeep of road verges and land owned or vested in the Shire and to enhance the safety and appearance of the Shire.

#### Policy

To ensure the upkeep of road verges and land owned or vested in the Shire and to enhance the safety and appearance of the Shire, the following work shall be undertaken:

Verges in townsites or those roads deemed significant by the Director Technical Services should be mowed, slashed or snipped on an as determined basis, where:

- Road verges are not maintained and weeds / long grass create a vision hazard at a road intersection; or
- Weeds and long grass represent a fire hazard on a street verge.

Note: This includes the maintenance of back slopes and road side drains being free from debris.

Undeveloped land owned or vested in the Shire should be maintained to a level to ensure it is free from the hazard of fire and from excessive accumulation of rubbish.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX Item X.xx		Amended Policy				
2.							

# SHIRE OF RAVENSTHORPE

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### WS8 Street Verge Treatments

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#### Policy Objective

To encourage the establishment of street lawns and gardens that are suitably maintained but do not impede traffic vision, safe pedestrian thoroughfare or general public safety. To allow the installation of hard stand surfacing to the street verge subject to conditions.

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#### Policy

In the content detailed below, unless indicated otherwise the term 'acceptable material' means laterite gravel, brick paving, bitumen, mulch or synthetic turf. Materials not classified as acceptable include concrete, crushed brick, limestone, pea gravel or other unstable material.

A person shall not plant a garden in a road reserve without approval of the Director Technical Services or Authorised Officer and then only in conformity with the conditions set out below.

The Shire shall not issue approval for the planting of a garden in any portion of a road reserve, except on written application of the owner of the land that abuts that portion of the street.

A person requiring an approval to plant a garden in a road reserve shall submit to the Shire a sketch plan setting out details of the proposed garden and the positions of the proposed garden beds and any trees or shrubs proposed to be planted in relation to the adjacent carriageway.

The owner of land that abuts a portion of a road reserve may plant and reticulate a lawn in that portion of the road reserve without obtaining approval to do so except when the lawn is to be a part of a street treatment or paved treatment.

A person shall not plant a garden in a road reserve:

- Such that it extends beyond the frontage of the adjoining/abutting property in respect of which the approval is granted.
- Such that it encroaches on the pavement of the carriageway or a made path.
- Such that it encompasses earth mounding, rocks or retaining walls or built structures, ie fountains, ponds etc.
- To the exclusion of any public pedestrian access.

The owner of land abutting a road reserve in which a lawn or garden is to be planted shall make arrangements to determine the location of public utilities which may be located within the road reserve prior to installation and shall be liable for any damage made to any utilities.

The owner or occupier of land abutting onto a road reserve may, on the road reserve in front of such land, install one of the following four permissible treatments:

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Treatment 1 - Lawn - Plant and maintain a lawn provided that any reticulation pipe laid to that lawn:

Is laid and kept beneath the surface of the road reserve at a depth of not more than 300 mm nor less than 150 mm and so that any fitting connected to a pipe does not project above the surface of the lawn or garden.

If connected to a public water supply, is laid to comply with the requirements of the Water Corporation being the body constituted for, and having control of, water in the district.

If connected to a private water supply, where passing under road, pavement, made footpaths, or crossings, is of at least class 12 PVC.

Has approved valves, located within the private property where they are connected to the water supply and is fitted so as to give complete control of the flow of water from that supply.

Irrigation sprinklers must be positioned to ensure that water does not spray on either pedestrian pathways or vehicle carriageways.

Treatment 2 - Garden - Plant and maintain a garden provided that:

No part of the garden (or plant, or other vegetation making up the garden) exceeds a height of 750 mm (excluding street trees).

No plant or other vegetation making up the garden is of a thorny or poisonous nature or may otherwise create a hazard.

If there is no footpath, a 2 metre wide strip parallel and adjacent to the kerb be provided and this area be sufficiently stable for foot traffic and conform to the investigating officer's approval.

In the event that a portion of the garden is lawn, that development shall comply with Treatment 1 above.

Treatment 3 - Part Paved Area - A portion of the street verge may be treated with an acceptable material provided that:

The area of hard surface is limited to a maximum of 33% of the total area of the verge (excluding any crossover) if paving bricks or blocks are used, or 25% of the total area of the verge if bitumen are used.

Hard surface treatments will be installed in compliance with the Shire's specifications for urban crossings.

The remainder of the street verge be developed with lawn or garden.

# SHIRE OF RAVENSTHORPE

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In the event that lawn or garden is not planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

Treatment 4 - Complete Paved Area - The Shire, at its absolute discretion, may approve the paving of an area that is greater than 33% of the total verge (excluding existing crossings) with an acceptable material provided that:

In the opinion of the Shire it would not constitute a negative impact on the aesthetic value of the existing streetscape.

An appropriate storm water drain disposes of excess water into a soak well situated internally on the owner's land.

The construction of the drain and soak well is to specification approved by the Shire.

The land abutting the verge to be paved does not fall within an area not suitable for soakwells as specified by the Shire.

In the event that lawn or garden is planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### WS9 Tree Management in Urban Areas and Public Reserves

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#### Policy Objective

The objectives of this policy are to:

- Recognise the importance of having well maintained, appropriately selected trees in Shire controlled urban areas and public reserves for our community;
- Identify the criteria for selection and location of trees on public land;
- Identify the level of responsibility and role the shire will undertake in relation to upgrade/ renewal projects and management of trees in urban areas and public reserves;
- Identify that a register of significant trees and appropriate guidelines will be developed;
- Identify the delegated authority of the CEO and Shire staff in relation to implementation of this policy; and
- Identify the role and responsibilities of other stakeholders in relation to management of trees on private land and the public areas covered by this policy.

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#### Policy

##### Selection and Location of Tree Varieties on Public Land

In all instances the selection of tree varieties to be planted on public land under the control of the Shire will:

- Not be listed as noxious weeds or invasive species by the Department of Biodiversity, Conservation and Attractions;
- Require minimal pruning;
- Not be known to cause very common severe allergic reactions to people (excludes varieties triggering rare conditions);
- Be non-toxic;
- Will not produce thorns, a prickle or spur seed or drop excessive nuts, leaves or fruit that will cause a hazard or nuisance;
- Will typically grow no taller than six metres in urban areas or three metres if under power lines;
- Consideration will be given to planting trees native to the area;
- Shall be planted on an appropriate location so as to avoid electrical power lines and all other services;
- Shall not be planted within 20 metres from a street corner or within 7 metres from a crossover where they may impede sight distance or pedestrian traffic; and
- Will not to be planted on verges that are less than four metres wide.

##### Selection, Maintenance and Removal of Street Trees (Public Reserves and Urban Environments)

The Chief Executive Officer or Authorised Officer is responsible for the selection, maintenance and removal of trees on Shire managed streetscapes in accordance with the following policy requirements.

# SHIRE OF RAVENSTHORPE

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### Selection, Installation and Removal of Trees during Upgrade of Major Streetscapes, Significant Road Verges and Parklands

The Chief Executive Officer or Authorised Officer will select and designate key areas which serve as a focal point or have major amenity for residents and visitors to the town (i.e. the main street, major roads, town entries and parks). Where council selects the upgrade of trees to be included in as part of a designated project to upgrade defined key areas, the Shire will:

- Conduct an audit of existing location and species of trees within the project area;
- Select the varieties of trees to be included as part of design;
- Undertake a systematic process of removing unwanted trees; and
- Planting desired varieties as part of redevelopment of these areas.

The selection of criteria for trees in these areas will be the same as that for other urban areas (see below) with the additional criteria that these trees must:

- Be species native to the area
- Have significant visual amenity reflecting the character of the area

The implementation of any redevelopment project will take into account the time for new trees to grow and may involve phased removal of older trees as appropriate.

This policy will not obligate council to address trees as part of any particular upgrade project and selection of projects and project components will be undertaken as part of review of the Shires Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan. Implementation of projects is usually subject to achievement of external funding.

### Selection of Trees in Urban Residential/ Non Major Streetscapes/ Roadways and Verges

#### (A) Selection and Location

Decisions relating to selection of trees to be installed in streetscapes and verges not designated by Council under this section will be at the discretion of the CEO or Authorised Officer in accordance with the following policy statements.

The CEO or Authorised Officer may implement planting of approved trees on a case by case basis in accordance with merit and location, generally as part of other works to an area or in accordance with a set works plan.

Adjoining property owners can make application and on approval plant a maximum of two street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

#### (B) Maintenance

Street tree maintenance will be undertaken as required within the allocated street tree maintenance budget. Maintenance of trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority.



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Only those trees which are under Western/ Horizon Power's Power lines or which constitute a traffic hazard will be pruned each year (contractor permitted to use discretion).

Trees showing a high risk of imminent danger will be removed or pruned as required at the discretion of the CEO or Authorised Officer.

### (C) Removal by Shire Staff

The CEO shall have delegated authority to approve the removal of trees on Shire property by staff should this be required for the following reasons:

- Roadworks (including footpaths, etc.);
- Trees that are dead, dying, deformed, damaged or in poor health;
- Trees considered unsuitable for the streetscape;
- Trees considered to be located in a hazardous or dangerous; position or contributing to a hazardous or dangerous situation; or
- Other operational reasons.

### (D) Upon Application for Removal/ Replacement by Adjacent Landowners to Facilitate Approved Development

Should a tree require removal as a consequence of approved development or redevelopment of a property including facilitation of a driveway / crossover installation the CEO will only consider a request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with officer approval.

The applicant will be advised of any condition(s) including but not limited to:

- Replacing any removed tree with the same or similar tree;
- All vegetation removed from the road reserve shall be disposed of properly; and
- The applicant is responsible for all associated costs, including verge / footpath reinstatement if required.

### (E) Requirement for Council Decision Relating to Removal

The above delegations notwithstanding, where a tree is considered;

- Contentious or large costs will be incurred;
- A heritage or significant specimen; or
- Council response is necessary.

A report regarding the proposed tree removal will be submitted to Council prior to any action being undertaken.

### (F) Application to Remove Trees for Other reasons

It is recognised that the Shire receives requests from property owners to remove trees for reasons other than those listed above.

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On receipt of a written request staff will conduct an assessment and:

In the event it is determined that the subject tree meets the requirements listed above shall undertake the appropriate action or issue approvals in accordance with the timing and conditions detailed in those sections; or

If sufficient merit is not determined and the request is contrary to the conditions in this policy – reject the application with no further action to be undertaken.

If circumstances warrant this in the opinion of the CEO, or if the applicant wishes to appeal a decision then a report and recommendations will be presented to Council for determination of action.

### Register of Significant Trees

The Shire will develop guidelines, criteria and an application and assessment process for registering of Significant Trees on Public Land.

Street trees listed by the National Trust, Heritage Council, Tree Society and/or that are listed on the Shires Municipal Inventory and/or that are assessed in the future as meeting all of the requirements to be nominated as a significant tree shall be listed on the Shires Register of Significant Trees on Public Land.

For each tree or group of trees on the Register of Significant Trees a statement of significance and a management plan shall be prepared by the Shire in consultation with an expert arborist.

### Trees on Private Property

#### Selection, Location and Preventative Maintenance

Landowners are entitled to select and locate trees on their own private property as long as:

- The tree is not prohibited in Western Australia;
- They comply with their duty of care for the safety of residents and visitors to their property through appropriate maintenance and other measures;
- They comply with all requirements relating to firebreaks;
- They maintain the tree in such a state as to not endanger any person or thing or cause a hazard (such as to any power line) or interference with delivery of Shire or other services on adjoining land; and
- They ensure the tree does not impinge across their boundary into that of adjoining residences without express written permission.

### Councils Responsibility Relating to Trees on Private Property

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Enforcing of requirements for species selection and duty of care for residents and visitors relating to trees on private property are the responsibility of other Government agencies and will not be entered into by the Shire.

It is recognised that neighbours have the right to trim any part of a tree encroaching on their land as long as they do not encroach on their neighbours land to do so and do not create a hazardous situation or state through or as a result of their actions.

Neighbours are responsible for and encouraged to ensure appropriate communication with each other relating to pruning of overhanging trees.

The Shire will not enter into civil disputes relating to trees encroaching on private land.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>	<a href="https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf">https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>				
1.	OCM XX/XX/XX Item X.xx		Amended Policy				
2.							

# SHIRE OF RAVENSTHORPE

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### WS10 Dangerous Trees on Private Property

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#### Policy Objective

To ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.

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#### Policy

The issuing of notices under the *Local Government Act 1995* regarding trees on private property will only be issued where the tree concerned represents a definite threat of imminent harm to persons or catastrophic damage to property and only after the complainant has taken reasonable steps to resolve the issue privately with the tree owner.

Requests from residents for the issuing of a notice regarding trees on neighbouring private property are to be received in writing.

The complainant will be required to:

- Demonstrate what actions they have taken previously to resolve the issue privately with the tree owner; and
- Commission and submit, at the complainant's cost, a Tree Inspection Report from an independent, professional arborculturalist recognised by the Tree Guild of Western Australia, prior to the Shire proceeding with any consideration of the request.

Where the request meets the requirements above, a notice will be issued to the tree owner to make the tree safe.

This policy shall not prevent the Shire or Authorised Officers from intervening in emergency situations as provided for by the *Local Government Act 1995*.

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Document Control Box						
<b>Custodian:</b>	Director Technical Services					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>	s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the <i>Local Government Act 1995</i>					
<b>Industry:</b>	<a href="https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf">https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf</a> Dividing Fences a Guide – Building Commission of WA					
<b>Organisational:</b>						
<b>Document Management:</b>						
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>		<b>Description</b>			
1.	OCM XX/XX/XX – Item X.xx		Amended Policy			

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# SHIRE OF RAVENSTHORPE

## POLICY MANUAL 2020 / 2021



### WS11 Street Trees

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#### Policy Objective

To ensure conformity in new verge/street tree installation and maintenance and parameters for removal of existing verge/street trees.

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#### Policy

##### Planting

Street trees are to be installed as per this policy or at the discretion of the CEO or Authorised Officer.

Planting of approved street trees by the Director Technical Services or Authorised Officer shall be decided on, in each case, its merit and location.

Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

Street trees will be varieties that have the following characteristics:

- require minimal pruning;
- are non-hyper allergenic;
- have a non-invasive root system;
- are non-toxic;
- do not produce thorns, a prickle or spur seed, or fruit that will cause a hazard;
- will typically grow no taller than six metres or three metres if under power lines;
- generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.

Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1 metre in diameter to minimise potential damage to Shire infrastructure.

Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

##### Maintenance

Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget. Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power

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/ Horizon Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).

Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the Director Technical Service or Authorised Officer.

### Removal of Street Trees

The CEO or Authorised Officer may determine to approve the removal of trees on Shire property by Shire staff should tree(s) be required to be removed for the following reasons:

- Roadworks (including footpaths, etc.) associated with the annual works program;
- trees that are dead, dying, deformed, damaged or in poor health;
- trees considered unsuitable for the streetscape;
- trees considered to be located in a hazardous or dangerous position, or in a location contributing to a hazardous or dangerous situation;
- or other rational reason associated with the operations of the Technical Services Department.

The above notwithstanding, where a tree is considered:

- contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

### Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners:

Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with Officer approval.

The applicant is to be advised of any condition(s) which shall include (but not limited to):

- Replacing any removed street tree with the same or similar tree;
- All vegetation removed from the road reserve shall be disposed of appropriately.
- The applicant is responsible for all association costs, including verge/footpath reinstatement if required.

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The above notwithstanding, where a tree is considered:

- Contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

It is recognised that the Shire also receives requests from property owners to remove trees for reasons other than as a consequence of development or redevelopment. Generally Council will not support the removal of trees for reasons other than those trees that are hazardous/dangerous. However, any application to remove a tree or trees will be evaluated with the following foreseeable outcomes:

- Application rejected, no further action taken.
- Tree or trees found to be the Shires responsibility; action taken by Shire staff subject to costs being met by property owner.
- Report to Council prior to any action being taken.

### Native Vegetation on Council Verges

Any removal or maintenance of native vegetation on Shire verges is at the discretion of the CEO or Authorised Officer.

Should a land owner adjacent to a Shire verge wish to remove native vegetation on that verge, it is the adjacent landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. Department of Biodiversity, Conservation and Attractions). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Director Technical Services or Authorised Officer. All vegetation removed from the road reserve shall be disposed of appropriately. The adjacent landowner is responsible for all associated costs unless otherwise agreed to by the Director Technical Services or Authorised Officer.



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<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
2.							

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### WS12 Beekeeping on Shire Managed Reserves

#### Policy Objective

To administer the activity of beekeeping activities on Shire managed reserves.

#### Policy

Council authorises the Department of Biodiversity, Conservation & Attractions by agreement, to administer on behalf of the Shire, application from 'Registered Apiarists', as prescribed under the Forest Management Regulations 1993, to locate beehives on reserves managed in the Shire of Ravensthorpe, subject to:

- The Department of Biodiversity, Conservation & Attractions advising the Shire of all approvals granted to locate beehives on reserves managed in the Shire of Ravensthorpe, and
- Shire reserving the right to withdraw the authorisation granted to the Department of Biodiversity, Conservation & Attractions at any time.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Conservation and Land Management Act 1984 r.46 [Apiary Sites] Forrest Management Regulations 1993						
<b>Industry:</b>							
<b>Organisational:</b>	Division 7 – Beekeeping – Shire of Ravensthorpe Health Local Law 2010						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

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### WS13 Asset Management Policy

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#### Policy Objective

The objective of this policy is to ensure that the Shire has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be by via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need commit the shire to significant capital expenditure.

The policy also assists the Shire to comply with the provisions of the State Government's Integrated Planning & Reporting Framework (IPRF) by having an integrated approach to Planning for the Future.

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#### Policy

##### Policy Definitions

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

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan 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.

“Council” means the elected council (comprising Councillors) of the Shire.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater to cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

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

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

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

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

“Renewal” means restores, rehabilitates, replaces 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 Council’s ability to meet its corporate objectives.

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

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

“Upgrade” means enhances existing asset to provide higher level of service.

### Scope & Limitations

This policy covers all asset service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services and the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

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- Government Agencies;
- Private Enterprise; or
- Contractors.

### Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community's aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and / or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non-asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

- An Asset Management Framework that is consistent with national standards in Asset Management.
- Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
- Develop, maintain and regularly review an Asset Management Improvement Framework that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
- Develop, maintain and regularly review Asset Management Plans.
- Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from the Service Levels determined via community engagement and the Corporate Business Plan.
- Ensure processes are in place to train Councillors and Officers in key aspects of asset management.

### Key Commitments

Prior to making a decision to either deliver a new service, vary the current level of service (up or down) or cease the delivery of a service, the following key commitments are to be adhered to;

- The need for the service will be reviewed.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (Capital evaluation process to be developed and utilised to assess this).
- Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered.

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- If the service is needed, and the Shire or a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with;
- The whole of life cost of delivering the service
- The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.
- The service delivery and asset whole of life costs must fit within the 10 Year Long Term Financial Plan (once developed).
- Options to renew infrastructure asset before acquiring a new infrastructure assets are to be considered.
- Options to rationalise assets will be considered.
- A cross-functional, multidisciplinary team will be established and maintained to develop the systems and processes to comply with the above key commitments.

### RESPONSIBILITY AND REPORTING

Council - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy.
- Asset Management Improvement Strategy.
- Asset Management Plans.

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy, AM Plans. The CEO reports to Council on all matters relating to Asset Management.

The Executive Team – is responsible for monitoring the implementation of asset management across the organisation and for ensuring that resources under their control are appropriately allocated to resource asset management. The Executive Team will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management. The Executive Team reports to the CEO on all matters relating to Asset Management.

Director Technical Services is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy. The Director Technical Services reports to the CEO in relation to Asset Management resource allocation.

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### Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s. 5.56 [Planning for the future] of the Local Government Act 1995 r.19DA (3(c)) [Corporate business plans, requirements for] Local Government (Administration) Regulations 1996						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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# SHIRE OF RAVENSTHORPE

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### WS14 Urban Revegetation and Greening

#### Policy Objective

To improve the urban revegetation and greening of the Shire.

#### Policy

##### Streetscape Enhancement

It shall be the objective of the Shire to develop attractive streetscapes along arterial road reserves and within urban streets.

##### Environmental Rehabilitation – Community Participation.

Local residents, schools and other interested groups shall be encouraged to assist with tree planting projects associated with the rehabilitation of natural areas in their locality.

Where any streetscape enhancement or environmental rehabilitation is to occur on Shire managed land, Shire staff members will plan and coordinate all works.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>	
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1.	OCM XX/XX/XX Item X.xx	–	Amended Policy				
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# SHIRE OF RAVENSTHORPE

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### LAW, ORDER AND PUBLIC SAFETY

#### LO1 Bush Fire Control – Camping and Cooking Fires

##### Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary conditions and dates for approved camping and cooking fires.

##### Policy

That in accordance with the provisions of Section 25 (1a) of the *Bush Fires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping, and cooking is prohibited during the prohibited burning times, except in the Starvation and Masons Bay Camping areas.

Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30 April to 19 September, without a permit to burn.

##### Conditions of Use:

- All open fires are to be contained within a cement ring or designated fire areas, i.e. barbecue.
- Fires are to be extinguished when not attended.
- Wood, including kindling, must be supplied by campers from outside the Shire camping areas.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Section 25 (1a) [No fire to be lit in open air unless certain precautions taken] of the <i>Bush Fires Act 1954</i>						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	High	<b>Review Frequency:</b>	Annually	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX Item X.xx	Amended Policy					
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### LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)

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#### Policy Objective

Terms of Reference Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) in order to promote, encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

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#### Policy

##### Vision

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Ravensthorpe.

##### Membership

Membership of the Committee will comprise of 15 voting members and 18 non-voting attendees.

##### Voting Members

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officer x 2 (DCBFCO)
- All Brigade Fire Control Officers
- Two Bush Fire Control Officers (Permits)
- One Fire Weather Officer

##### Non-Voting Attendees

- Community Emergency Services Officer / Secretary
- Council Representative

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- Department of Fire and Emergency Services (DFES) District Manager.
- Department of Biodiversity, Conservation and Attractions (DBCA) Fire Co-ordinator.

### Meetings

#### Annual General Meeting:

The Annual General Meeting is to be held in March (But may be varied on seasonal conditions). Elections for nomination to Council of a Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and one of their numbers to be Chairperson and Deputy Chairperson to be held at the AGM.

Note: The chairperson shall not be the CBFCO or the DCBFCO.

#### Committee Meetings:

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in March (But may be varied on seasonal conditions).

Note: A Committee Meeting does not include an Annual General Meeting.

#### Quorum:

The quorum at any meeting shall be seven voting members of the committee.

#### Voting:

In accordance with the s5.21 of the *Local Government Act 1995*, with all voting members of the Committee are entitled and required to vote (subject to financial interest provisions of the Act).

#### Minutes:

Shall be in accordance with the s5.22 of the *Local Government Act 1995*.

#### Meetings:

Meetings shall be generally open to the public.

#### Members Interest to be Disclosed:

Members of the Committee are bound by the provisions of the s5.65 of the *Local Government Act 1995*, with respect to disclosure of financial, impartiality or proximity interests.

#### Secretariat:

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

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### Chairperson:

The Chairperson and Deputy Chairperson are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee.

### Ex-Officio members:

The Committee is authorised to co-opt standing ex-office members as non-voting members.

### Meeting Attendance Fees:

Nil.

### Delegated Authority:

Nil.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s.67 [Advisory Committees] of the <i>Bush Fires Act 1954</i> . s.5.21 [Voting] and s.5.22 [Minutes of meetings] of the <i>Local Government Act 1995</i>						
<b>Industry:</b>							
<b>Organisational:</b>	c3.10 [Functions of Advisory Committee] of the Bush Fire Brigades Local Law 2010						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

# SHIRE OF RAVENSTHORPE

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### LO3 Bush Fire Control – Burning Restrictions

#### Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary dates for Bush Fire Control Burning Restrictions.

#### Policy

##### Burning on Sundays

Burning on Sundays is prohibited, except between 1 March to 19 September. Information to this effect is to be included in the annual Fire Break Notice to property owners.

##### Burning Permit Exemptions

A permit to burn is not required to burn within an area not exceeding .1 of a hectare, during the period 31 May to 31 August each year, except for the district, where the fire is to be lit, is Very High or above.

Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	s18 [Restricted burning times may be declared by FES Commissioner] of the <i>Bush Fires Act 1954</i> Part IV — [Burning during restricted times and prohibited times] - Bush Fires Regulations 1954						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	High	<b>Review Frequency:</b>	Annually	<b>Next Due:</b>	2021	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	Amended Policy					
2.							

# SHIRE OF RAVENSTHORPE

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### LO4 Removal and Disposal of Certain Abandoned Vehicles

#### Policy Objective

To enable authorised officers to remove, other than by impounding, and dispose of certain abandoned vehicles found in public places within the district of the Shire of Ravensthorpe.

#### Policy

Upon being reasonably satisfied that an abandoned vehicle, or part thereof, has no value or that the cost of its removal and storage costs will exceed the amount likely to be obtained by its sale, the Chief Executive Officer may deem it to be litter within the meaning of the term as defined in the *Litter Act 1979* and arrange for its appropriate disposal.

Document Control Box						
<b>Custodian:</b>	Director Technical Services					
<b>Decision Maker:</b>	Council					
<b>Compliance Requirements:</b>						
<b>Legislation:</b>	Schedule 1 Litter creating public risk – Item 7 - Motor vehicle body or motor vehicle part of the Litter Regulations 1981.					
<b>Industry:</b>						
<b>Organisational:</b>	7.3 Vehicles not to obstruct a public place (Greater than 24 hours) of the Shire of Ravensthorpe Parking and Parking Facilities Local Law 2010  Shire of Ravensthorpe Fees & Charges Manual – Vehicle Impoundments					
<b>Document Management:</b>						
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Every Four Years	<b>Next Due:</b>	2024	<b>Ref:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>				
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>				
2.						

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### LO5 Shark Response

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#### Policy Objective

This policy is to:

- Provide direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public.
- Guide the administration of the Shire of Ravensthorpe Local Government Property Local Law 2010, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach.
- Provide a manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack.

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#### Policy

The Shire's actions will be guided by the following considerations:

- Public warnings and beach closures are a strategy intended to reduce the likelihood of shark-human encounters however complete protection from sharks in the ocean environment, can never be guaranteed;
- Sharks are very mobile and are capable of travelling large distances in a short period of time;
- Authorised Persons should access credible information to inform response strategies – primarily from Water Police Department of Primary Industries and Regional Development; and
- The contents of this policy are deemed manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting/attack.

#### Scope

This policy applies to beach areas under the care, control and management of the Shire of Ravensthorpe, excluding privately owned land and land in National Parks.

#### Strategy

##### Criteria of Evaluation

*All Shark sightings are to be reported to Water Police on 9442 8600.*

The Shire will mobilise Authorised Persons to respond to a confirmed shark sighting reported by Water Police where it meets ALL of the following criteria:

Type: White, Bronze Whaler, Tiger or Bull Shark.

Size: 2-3 metres in size.

Location: Sighted within 500m of shore, and within Shire managed coastline.

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## POLICY MANUAL 2020 / 2021



Or

Size: Greater than 3 metres in size.

Location: Sighted within 1km of shore, and within Shire managed coastline.

Where the shark species is unconfirmed but meets the remaining criteria, the Shire will also mobilise as outlined below.

Due to the minimal risk associated, if a shark reported is less than 2m in length, the Shire will monitor but maintain normal operations.

### Beach Categories

In determining the level of shark response, the following Beach Categories and summary response protocols have been established.

Category 1 – Easy road access, regularly populated, car parking and amenities provided.

Category 2 – Access available, not regularly populated by crowds, car parking available, no amenities.

Category 3 – Remote, limited access, no amenities, not thought to have crowds of 10 persons or more.

### Response Activities – Confirmed Shark Sightings

Shark Sighting at Shire Managed/Controlled Beaches (Category 1):

- For shark sightings meeting the above criteria the beach will be closed for a minimum of 1 hour, and remain in place for 1 hour after the last confirmed sighting;
- Beach closed signs will be installed by Authorised persons at key car park and beach access points; and
- Alert beach goers where possible.

Shark Sighting at Shire Managed/Controlled Beaches (Category 2):

- These shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;
- Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised person will attempt to notify the public up to 1km each side of the relevant beach area of the danger;
- Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Person will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical;
- These beach signs will remain in place for a minimum of two hours from the time of reported sighting, not from the time of arrival at the site; and
- Where the sighting occurs at dusk, or Rangers are responding to other priority matters, warning signs will stay in place for the remainder of that day, to be removed the following day.

Shark Sighting at Shire Managed/Controlled Beaches (Category 3):



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- These shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, permanent warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;
- Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised person will attempt to notify the public up to 1km each side of the relevant beach area of the danger.

### Response Activities – Confirmed Shark Attack

#### Shark Attack at Shire Managed/Controlled Beaches (Category 1, 2 and 3):

- Where a shark attack/fatality occurs, the relevant beach will be formally closed by an Authorised Person(s) for the remainder of the day;
- Upon deliberation with WA Police and Department of Primary Industries and Regional Development, the beach may either be re-opened to the public by an Authorised Person the following morning, or remain closed for another 24 hours;
- Beach closed signs will be erected at key car park/beach entry points as soon as practicable to notify beach goers of the potential danger;
- An Authorised Person will also walk the relevant beach area one kilometre each side of the attack to notify beach goers of the potential danger; and
- Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Person will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical.

#### Promotion of Relevant Information Sources:

- The Shire will promote to the public relevant information sources to assist education, awareness raising and informed personal decision making:
  - o Report Shark Sightings to Water Police on 9442 8600;
  - o <http://www.sharksmart.com.au> – Department of Primary Industries and Regional Development information portal; and
  - o Shire of Ravensthorpe website/media releases.
- Where shark related sightings are a frequent occurrence, that is, more than 4 times in one given year in one location, or in an area of known shark attack/fatality, the Shire may consider installing permanent static signs to notify the public of the potential risk; and
- Permanent signage may contain relevant information provided by the Department of Primary Industries and Regional Development and Surf Life Saving WA outlining safer water use practices/considerations.

### Jurisdictions and Role Clarification Related to Response Protocols:

- Shire Authorised Personnel will respond to confirmed sightings within Shire designated beaches;
- The Shire will support other agencies such as the Department of Primary Industries and Regional Development, Department of Biodiversity, Conservation and Attractions, WA Police, Surf Life Saving WA and other local government authorities to respond to shark threat within their jurisdictions where resources and capacity is available;

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- WA Police are the controlling agency for shark fatalities on behalf of the coroner. The Shire will assist with any other support where applicable;
- Department of Primary Industries and Regional Development is responsible for any actions related to the attempted capture and or destruction of a potentially dangerous shark(s);
- In the event of a shark related fatality, a debrief will be organised by the Shire post event, inclusive of response and support agencies, as well as the public (where relevant), to review and refine response protocols/areas of improvement.

### Prioritisation of Response Activities:

- Shire Rangers/Authorised Persons will respond to shark sightings as a matter of priority except where currently engaged in or mobilised to respond to the following:
  - o Fire/Emergency;
  - o Dog attack on Person; and
  - o Stock on Road;
- Shire Rangers/Authorised Persons will respond to shark attacks as a matter of priority except where currently engaged in or mobilised to respond to the following:
  - o Fire/Emergency.
- Where priority activities divert Shire resources from dealing with immediate shark matters, secondary support resources will be activated as soon as possible to assist from the following:
  - o Other on-duty Shire Rangers/Authorised Persons;
  - o WA Police and other Emergency Service agencies (where relevant); and
  - o Neighbouring Local Governments.

### Definitions

- *Authorised Person* – means a person authorised by the local government under section 9.10 of the *Local Government Act 1995*; and
- *Confirmed Shark Sighting* – Means a shark sighting reported to the Shire of Ravensthorpe by the WA Government Shark Monitoring Network.

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Document Control Box							
<b>Custodian:</b>	Director Technical Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>	<a href="https://www.sharksmart.com.au/">https://www.sharksmart.com.au/</a>						
<b>Organisational:</b>	Shire of Ravensthorpe - Local Government Property Local Law 2010						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	2023	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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### LO6 Installation and use of Closed Circuit Television (CCTV)

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#### Policy Objective

The Shire of Ravensthorpe is committed to community safety and identifies the role Closed Circuit Television (CCTV) has within the community. The CCTV policy informs the community that the Shire practices within these guidelines to ensure transparency, accountability and best ethical practice.

#### Policy

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This policy provides guidance on the operation, management and reporting protocols for CCTV leased, owned, controlled or managed by the Shire of Ravensthorpe.

The Shire of Ravensthorpe conducts CCTV operations in order to:

- Assist in detecting, deterring and responding to criminal offences occurring against people and or property within the Shire.
- Provide quality recorded evidence to support investigations and prosecutions by Shire Ranger Services, and the WA Police in relation to offences committed within the Shire.
- To address the community safety and crime prevention concerns of residents, business proprietors, visitors and workers within the Shire. Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy. Other methods of achieving the objectives of a CCTV surveillance system will therefore be considered before installation of any CCTV camera in the district.

#### Installation

This policy describes the criteria to be used when a new installation is being considered for deployment:

- CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in a proactive measure to minimise damage to Shire facilities;
- CCTV installations will be clearly signed. In some instances, where covert cameras are used to monitoring breaches to Local Laws, such as dumping, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required;
- CCTV cameras may be passive or "event activated" recorded.

#### Live Access

WA Police will have, where technology permits, direct access to the CCTV system to assist in law enforcement for live monitoring and response purposes.

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### Requests for stored and or recorded information

CCTV footage may be disclosed for the purposes of criminal law enforcement and in some civil legal proceedings. In that regard, a request for stored or recorded information may be made:

- By the WA Police;
- By another government agency for the purposes of law enforcement; and
- Pursuant to a summons, subpoena or other court order.

Any other request for stored or recorded information must be made by way of a formal application under the *Freedom of Information Act 1992* ('FOI Act'). CCTV Footage will only be disclosed where the requirements of the FOI Act have been satisfied. It is considered that, images of another person in CCTV footage constitutes 'personal information' under the FOI Act, therefore personal information cannot be disclosed to the public, unless an exemption in the FOI Act can be demonstrated to apply.

The Chief Executive Officer is to be the authorised officer for the release of stored and recorded information in accordance with the above requirements.

### Complaints Handling

Any complaints regarding the CCTV operations are to be directed to the Shire of Ravensthorpe, Chief Executive Officer in written format.

# SHIRE OF RAVENSTHORPE

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<b>Document Control Box</b>							
<b>Custodian:</b>	Director Corporate & Community Services						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Surveillance Devices Act 2004</i> <i>Freedom of Information Act 1982</i> <i>Equal Opportunity Act 1984</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Criminal Investigation Act 2006</i> <i>Occupational Health and Safety Act 1984</i> <i>Surveillance Devices Act 1998</i> <i>Security and Related Activities (Control) Act 1996</i> <i>Security and Related Activities (Control) Regulations 1997</i>						
<b>Industry:</b>	AS 4806.1–2006 – Closed circuit television (CCTV) – Part 1: Management and operation. Principles and management of the CCTV system, procedures, personnel, CCTV control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and CCTV signage.  Australian New Zealand Policing Advisory Agency (ANZPAA - Recommendations for CCTV Systems).						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
3.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
4.							



## **BUILDING**

### **B1 Building Permit - Permit Requirements – Incidental Structures**

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#### **Policy Objective**

To formally identify structures which:

- are considered minor in nature;
  - should not need to be assessed for structural integrity;
  - will be constructed from all new materials;
  - will not have an impact on the amenity of the locality; and
  - will not require the approval of a Building Permit.
- 

#### **Policy**

This policy classifies certain structures as incidental structures with specific criteria set out for each of the classifications and which, by their minor nature, a building permit will not be required.

#### **General Requirements**

In respect of all incidental structures, the following will apply:

Incidental structures and their use must comply with the requirements of the Shire of Ravensthorpe's current Planning Scheme, the Building Code of Australia, Local Laws and any other legislation.

A Building Permit is required for a masonry fence, screen wall or similar structure higher than seven hundred and fifty millimetres (750mm) from Natural Ground Level.

Incidental structures may only be constructed within the lot boundaries. They may not be constructed on verges or thoroughfares.

#### **Incidental Structures**

For the purpose of this policy the following are incidental structures:

Garden sheds, pergolas, retaining walls, fencing, water tanks, masts or antenna's exemptions are addressed by Schedule 4, Clause 2 of the Western Australia Building Regulations 2012.

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Cubbyhouse - providing that:

- it is not located within the front setback;
- it does not exceed ten (10) square metres in area;
- it is not more than two point four metres (2.4m) in height above the surrounding ground level; and
- it does not have the floor of any viewing area greater than five hundred millimetres (500mm) above the natural ground level.

Poultry-run - providing that:

- it is no closer than nine metres (9m) to any dwelling;
- it is not located within the front setback;
- no part of the structure is more than two point four metres (2.4m) in height above the surrounding ground level; and
- the number of poultry kept do not exceed twelve (12) or any mature roosters.

Bird Aviary - providing that:

- It is no closer than nine metres (9m) to any dwelling;
- it is not located within the front setback;
- it does not exceed ten (10) square metres in area; and
- it is not more than two point four metres (2.4m) in height above the surrounding ground level.

Kennel and/or Dog-run- providing that:

- they are not located within the front setback;
- they do not exceed a height of one point eight metres (1.8m);
- they do not exceed a floor area greater than four square metres(4m<sup>2</sup>);
- the number of dogs housed does not exceed two (2); and
- the dog-run is not used as a breeding kennel.

Letterbox - providing that:

- it does not exceed one point five square metres (1.5m<sup>2</sup>) in area;
- it does not exceed a height of one metre (1m) above ground level; and
- it does not conflict with those of any other strata owner.

Clothes Line - providing that:

- no part of the clothes line is at any time to be more than three metres (3m) above the ground level;
- no part of the clothes line is to be attached to a boundary fence or wall without the prior written approval of the adjoining owner;
- they are not located within the front setback;
- it is located so that it is not visible from a street; and
- any strata rules allow the clothes line in that location.



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Barbeque (including masonry gas and wood-fired barbeques and ovens, but excluding portable units) - providing that:

- they do not exceed more than one point eight metres (1.8m) in height above natural ground level;
- they are not to be constructed any closer than one metre (1m) to any boundary of the lot unless adjacent to a parapet wall on the adjacent lot; and
- they are located such that emissions from the barbeque or oven do not create or cause a nuisance to properties in the locality.

Bird Baths - providing that:

- it does not exceed a height of one point five metres (1.5m) above ground level;
- it does not exceed three hundred millimetres (300mm) in depth or; and
- it does not exceed one square metre (1m<sup>2</sup>) in area where above ground level.

Water Feature (ornamental and fish pond) - providing that:

- it is not integrated with an existing swimming pool or spa;
- no part of the pond or water feature is more than five hundred millimetres (500mm) above natural ground level;
- it does not exceed ten square metres (10m<sup>2</sup>) in area;
- it does not exceed three hundred millimetres (300mm) in depth;
- noise levels of any equipment and use not exceeding noise levels assigned under the Environmental Protection (Noise) Regulations 1997; and
- it is not operated between the hours of 9pm and 7am.

Air Conditioner - providing that:

- they require no structural work to install the equipment, (wall piercing only for the reticulation of electricity and refrigerant are permissible);
- noise levels associated with the use of any air conditioner does not exceed noise levels assigned under the Environmental Protection (Noise) Regulations 1997; and
- any roof mounted evaporative cooling unit complies with Schedule 4, Clause 2, Item 13 of the Western Australia Building Regulations 2012.

Other Incidental Structures - which an Authorised Officer determines are incidental and essentially minor in nature and unlikely to have an impact on the amenity of the locality or adjoining residents.

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<b>Document Control Box</b>							
<b>Custodian:</b>	Chief Executive Officer						
<b>Decision Maker:</b>	Council						
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	Schedule 4 (Clause 2) [Kinds of building work for which a building permit is not required] Building Regulations 2012						
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2022	<b>Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description</b>					
1.	OCM XX/XX/XX – Item X.xx	<b>Amended Policy</b>					
2.							

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